

International Cancer Research Conference

December 08-09, 2020



Presentation Guidelines:

Online platform:

- Please follow the guidelines to join the meeting
- First click on the given link
- Select Join Meeting in Browser or click on download app, select join on the web.
- To Allow microphone and speaker press save and continue
- Enter the password provided by the organizer
- Please enter your full name so that the organizer can recognize the participants
- If you have GoToMeeting application in your smartphone, please join the meeting by entering the meeting ID

For GoToMeeting Application

- Download the GoToMeeting app from google play store/app store.
- Here you no need to register for GoToMeeting.
- Open the GoToMeeting app, enter the meeting ID provided by the organizer.
- Then enter the name and email ID (optional) to join the webinar.

Procedure to share the presentation:

- The conference will be going on as per the agenda.
- The organizer gives the presentation authority to the respective speakers mentioned in the program.
- The respective speaker makes enable himself/herself by click on the mic, camera.
- Once receiving presentation authority, the speaker must share his/her presentation by click on the Screen button (Share your screen button).
- Please inform to the organizer once your presentation has completed.
- Kindly requesting all the speakers to complete their presentation in prescribed time.
- When the speaker giving the presentation, all other speakers and attendees mute their mic to avoid disturbance.
- I request all the speakers to use the USB headset to avoid disturbance in voice.
- For a better view of the presentation, I request attendees and speakers to click on the speaker's name who is giving the presentation.
- I request all the speakers to available themselves till the end of the conference.
- Duration time for Speaker talk is 25 min, for YRF 15 min and for student is 10 min.

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Power Point Presentation Guideline

- Please make sure to upload all media files required for your presentation. Any necessary video or audio files should be embedded in your PowerPoint file.
- Since your computer may have sophisticated fonts (such as special equation symbols) that the conference computers may not have, it is suggested that when you save your PowerPoint presentations, use “Save As” from your “File” pull-down menu. When a dialog box pops up, click on the “Tools” menu on that dialog box and select “Save Options”. Then, check the option “Embed true type fonts”. Click “OK” and then click “Save”. This allows you to include the fonts you are using in your presentations to minimize the font incompatibility problems.
- In addition to the default “.pptx” file format, we suggest that you also save a copy of your presentations in the “.ppsx” (PowerPoint Show) format (the “.ppsx” version may also include some of the special fonts in your presentations).
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.

