

## **Speakers guidelines:**

**CTCOMCON 2010**

- a) All presentations should be made in **MS Office XP/ MS Office 2007**.
- b) Any Fonts and Animations if used which are not a part of the standard MS Office XP pack should be included with the Presentation CD and this should be specified to the Audio Visual in charge at the Preview Room well in advance.
- c) Videos when included should be ideally in AVI or MPEG and if any other format is used its codec should be also be included.
- d) If any different format is used deviating from the above mentioned format the same should be informed well before the conference so alternative arrangements can be made where ever possible.
- e) The medium of storage used by the presenters can be CD, DVD, Flash Drive, USB HDD, PCI MCI card. Also any deviation from this should be informed so that alternative arrangements can be made if possible.
- f) All speakers using MAC Laptops and those requiring a MAC Laptop should inform us at least a day in advance.
- g) Personal Laptops are not allowed.
- h) All speakers should submit their slides in the Preview Room a day in advance and speakers of per lunch on the first day should mail their presentations in advance.
- i) Speakers should avoid getting there Data in Pen Drive and should use CD or DVD format