

NATCON IASO 2019 Kolkata

Instructions for deliberations

Timeline for deliberation		
Type of Deliberation	Allotted time for presentation	Time for discussion
Keynote Lecture	15 Minutes	5 Minutes
Oration	35 Minutes	0 Minutes
Award Video	7 Minutes	2 Minutes
Master Video	8 Minutes	2 Minutes
Award Paper	8 Minutes	2 Minutes
Free Paper	8 Minutes	2 Minutes

- **For Chairpersons**

1. Please ensure and enforce punctuality. The organizers have decided to stick to the timelines during the whole conference, as far as possible. Your cooperation will be highly appreciated.
2. Introduction of all the Faculties will be given by projecting their introductory slide during the time they are called to the stage.
3. Please ensure that the speaker does not exceed the allotted time period. The timer will start once the speaker is at the podium and there will be an alarm when 1 minute is left and the presentation will automatically switch off after the allotted time period.
4. Please ensure interactive discussion during the Q&A session after every presentation which should not exceed the allotted time.
5. Mementos to the speakers, moderators, panelists & chairpersons will be given at the time of registration, so that no time is wasted during scientific sessions.

- **For Speakers**

1. Please send your introduction slide by 10th September 2109, evening. If this slide is not received by that time, please excuse us for skipping the introduction. No oral introduction of the speakers will be given.
2. You are requested to be punctual and review your presentation in the preview room and get the presentation uploaded at least 2 session prior to your session. **Personal Laptops are not allowed during presentation.**
3. Stick to the allotted time for the presentation. The slides will switch off after the allotted time, with a warning alarm 1 minute earlier.
4. You are expected to convey your scientific message of the presentation clearly so that audience remembers your take home message, when they leave the hall.

- **For Moderators**

1. Please ensure and enforce punctuality. The organizers have decided to stick to the timelines during the whole conference, as far as possible. Your cooperation will be highly appreciated.
2. Please arrange to have an advance discussion with the panelist for a smooth and systematic flow of the proposed scientific discussion.
3. Introduction of the speaker will be given by a slide each of the panelist during your introductory comments, so that it is not required to be done individually.
4. You are requested to be punctual and review your presentation in the preview room and get the presentation uploaded at least 2 session prior to your session. **Personal Laptops are not allowed during presentation.**
5. Please ensure that the discussion remains focused on the subject.
6. Please ensure interactive discussion during the Q & A session after every presentation.
7. Please sum up the discussion in the last 1 -2 minutes so that the audience is able to get a clear take home message
8. You are requested to ensure the time lines of the session.

- **For Panelists**

1. Please send your introduction slide by 10th September 2109, evening. If this slide is not received please excuse us for skipping the introduction.
2. In case you have some presentation to make, please discuss with the Moderator during your advance discussions with him.
3. Please focus on the requirements of an average surgeon in the audience while making your points during discussion.

If there is any further information which you may require, please contact the Organising Secretary Dr. Arnab Gupta - natconiaso2019@gmail.com

Our event manager Mr. Rahul Gupta (9999047871) at natconiaso2019@gmail.com will be in touch with you.

With warm regards,

Sincerely,

Scientific Committee NATCON IASO 2019