

30th MAY TO 1st JUNE 2025

THE CENTRUM HOTEL, LUCKNOW

CASE PRESENTATION GUIDELINES

As an Case presenter, you are requested to be precise and stick to the time allotted for your presentation. Time is at a premium and under **NO** circumstances can the talk continue beyond the stipulated time. A timer will be running during the talk to aid you in maintaining time. A warning sound will be heard 1 minute prior to the end of the allotted time. The audio-visual system will be **automatically shut-off** at the end of the allotted time.

1. Tips for smooth running of Audio-Visuals:
 - a. Format of the presentation should be in MS PowerPoint (.pptx-2010 or later).
 - b. Videos when included should preferably be in MP4 format. Please preview them by visiting the preview room to check that they running properly.
 - c. Instructions for the presentation are as follows:-
 - Please do not exceed 8 -10 slides for each presentation.
 - Slide 1 – Case Title, Presenter Name, Institutions
 - Slide 2 – Case History
 - Slide 3 to 10 - Procedure Details (Insert appropriate mp4 loops and text with relevant equipment used).
 - Movie files must be in mp4 format.
 - Last slide should contain take-home message / what we learn from the case.
2. Personal laptops or memory devices for presentation at the podium will NOT be permitted.
3. From **15th May, 2025** you can upload your presentation in advance (before coming to the venue).
[Click Here to Upload](#)
4. **You requested to be seated in Hall at least 5 minutes before the starting of the session and also stay in the hall till the end of the session (discussions may happen at the end of the session)**
5. Professional audio-visual consultants will assist you to load your presentation in **Preview Room**.
6. Awards will be given to the best presenter based on
 - Maintaining Time
 - Content & Innovativeness
 - Quality of Graphics
 - Communication
 - Responses to Question

Best Wishes,
IJCTO 2025