
INSTRUCTION MANUAL

Online Free Paper & Poster Presentation

Conference: MASICON Gondia 2026

Date: 20th January 2026

Mode: Online / Virtual Platform

General Instructions

- All presenters must log in to the online platform **at least 15 minutes before** their allotted time.
 - Presentations will be conducted **strictly in online mode only**.
 - The final presentation schedule will be shared in the website www.masicon2026.com one day prior to presentation date in.
 - **Strict adherence to time limits** is mandatory. No extra time will be permitted.
 - Presentation should be In **PPT(PowerPoint Presentation)** only.
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Technical Requirements

Presenters must ensure the following:

- ✓ Laptop/Desktop computer (Mobile phones are discouraged)
- ✓ Stable high-speed internet connection
- ✓ Functional webcam and microphone
- ✓ PowerPoint (PPT) presentation ready
- ✓ Quiet, well-lit environment

 Presenters are advised to keep a **backup internet connection or device**.

Login & Joining Guidelines

- The meeting link will be shared **1–2 days prior** to the presentation date.
 - While joining, rename yourself in the following format:
Abstract Number -Registration Number – Full Name
 - Remain in the **waiting room** until admitted by the host, don't leave the chat room in between.
 - Screen sharing should be done **only after permission** from the host.
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Presentation Guidelines

◆ Free Paper Presentation

- **Total Time:** 10 minutes
 - Presentation: 7 minutes
 - Discussion / Q&A: 3 minutes
 - Slides should be concise and clearly readable.
 - Maximum 6 slides are permissible
 - During final presentation the Slides should be numbered.
 - Slide side ratio 16:9.
 - Headings-font size 26 (minimum, bold), body text font size minimum – 16.
 - Pictures-dpi minimum 150.
 - The final slide must include **Conclusion and Key Take-Home Message**.
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◆ Poster Presentation

- **Total Time:** 5 minutes
 - Presentation: 3 minutes
 - Discussion: 2 minute
- Poster should be prepared in **4 slides** in **PPT format**.
- Font size and images should be clearly visible on screen.

 **Time limits will be strictly enforced.**

5 During the Presentation

- Keep the microphone **muted** except during presentation and discussion.
 - Answer judges' questions **clearly and briefly**.
 - In case of any technical issue, immediately inform the host.
 - Avoid opening unnecessary applications while screen sharing.
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6 Do's and Don'ts

Do's

- ✓ Dress professionally
- ✓ Test slides, audio, and video beforehand
- ✓ Maintain proper lighting and clear visibility

Don'ts

- ✗ Background noise or disturbances
 - ✗ Presenting via mobile phone
 - ✗ Exceeding allotted time
 - ✗ Use of inappropriate language or behaviour
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Evaluation & Certification

- Presentations will be evaluated by the **appointed panel of judges**.
 - **Certificates** will be issued to all eligible presenters physically who will be present at Masicon Gondia and with compulsory attendance of more than 75%
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Help & Support

For technical or scheduling assistance, please contact:

Online Presentation Coordination Team

(Contact details will be shared separately)

Final Note

Clear content, confident delivery, and strict time management are the keys to a successful online presentation.
