



# IRF WORLD ROAD MEETING 2017

/ 14-17 NOVEMBER / DELHI / INDIA /

"Safe Roads and Smart Mobility : The Engines of Economic Growth"

CROSS/  
ROADS\

## Guidelines for the Presentations of Speakers for the 18<sup>th</sup> IRF World Road Meeting Greater Noida Expo Mart, NCR Delhi 14-17 November, 2017

### 1. INTRODUCTION

The following guidelines have been prepared to help you make a quality presentation. For the uniformity of the presentations in various technical sessions, you are invited to prepare the presentation in conformity with the details given below.

### 2. PRESENTATION OF SPEAKERS

A presentation should be prepared using PowerPoint and save it in **.ppt** (dot ppt) extension format.

If your presentation includes video files, the formats of the video files should be one of the following;

- MPEG 4
- WMV

### 3. LANGUAGE

Presentation should be prepared in English language.

### 4. TIME

The time allocated to your presentation will be 15 minutes in case of parallel technical sessions. However, in Plenary and Special Sessions, the time for your presentation will be announced by the Chair of the session at the time of the Session.

### 5. FORMAT OF POWER POINT PRESENTATION

The attached template has two slides: the first one for the Title of the presentation, the second slide is for the other slides.

Speakers are advised to use the attached template.



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## 5.1 Amount of information

The information shall be presented in a clear and understandable manner. This involves several steps - break down the information into manageable chunks:

- use headings and point form to help guide the reader through the information, with a minimum of text (six to seven lines maximum per slide);
- use graphs instead of tables, which is better understood, where possible; include in slides only what is essential.

If a complex picture is required, try to split it into several simple images.

The keys of the diagrams should be written horizontally. The outline of drawings should be thick.

## 5.2 Colours and size of font

For an adequate legibility, it is important to choose high contrast colours.

Use at least 24-point font size for lettering.

Use a sans serif typeface such as either Helvetica or Arial.

## 5.3 Contents

The title slide (the first slide) will contain the following items;

- the title of presentation,
- the name of the speaker,
- the organisation where the speaker is from,
- the position of the speaker,
- the Email address of the speaker,

A logo of the organisation can appear on the first slide. **The logo should not appear in following slides.**

Any political or commercial reference is not acceptable. Commercial references are strictly limited to the case where it is absolutely essential for the understanding of the main content of the paper.



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## 6. BEFORE THE SESSION

The presenters are advised to upload the presentation at least 24 hours before their scheduled time of presentation in a parallel technical session or any other session. There will be a "Speaker Preview Room" with many assistants for helping the authors/presenters for checking their presentation and uploading the same.

In all cases, speakers are requested to go to the "Speakers Preview Room" located at the Conference Venue shown with clear direction sign for uploading the presentation.

Speakers are invited to go to the "Speakers Preview Room" as soon as possible from the commencement of the Conference, or **at least 24 hours before their specific session**.

Electronic files (the PowerPoint file) can be handed in by a CD-ROM or a USB memory stick. The electronic files should not be compressed or zipped.

The names of electronic files must use the following nomenclature:

### **For the Parallel Technical Sessions;**

TS.XXX-Y.zzz

Where:

- XXX representing the Paper ID (920 for Paper ID 920)
- Y is the last name of Speaker.
- zzz is the extension of file (ppt for PowerPoint).

### **For the Special Sessions;**

SSXX-Y.zzz

Where:

- XX is representing the Special Sessions number (01 for Special Session 1, 12 for Special Session 12, etc.),
- Y is the last name of Speaker.
- zzz is the extension of file (ppt for PowerPoint).



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#### **For the Young Professional Lab;**

YPXX-Y.zzz

Where:

- XX is the number representing the Young Professional Lab number (01 for Young Professional lab 1, etc.),
- Y is the last name of Speakers.
- zzz is the extension of file (ppt for PowerPoint).

#### **For the Plenary Session;**

PSXX-Y.zzz

Where:

- XX is the number representing the Plenary Session number (01 for Plenary Session 1, etc.),
- Y is the last name of Speakers.
- zzz is the extension of file (ppt for PowerPoint).

#### **7. DURING THE SESSION**

There will be no possibility for speakers to make the presentation from their own laptop computer.

#### **8. CONTACT**

If you have any question, please contact:

18th IRF World Road Meeting  
Conference Secretariat  
Tel: +91-11-47165500  
E-mail: [abstract@wrm2017.org](mailto:abstract@wrm2017.org)