

Guidelines for Oral Presentations

1. The language of the Symposium is English. To assure that there is effective communication between the speaker and the audience, a speaker must speak clearly and concisely.
2. The time allocation for each presentation is 8 minutes followed by two minutes for questioning. You will be notified one minute prior to your allotted time by a bell.
3. Please keep the oral presentation within the allotted time slot. The presentation should include Title Author Detail, Abstract ID, objectives, methodology, input data, case study, results, analysis and conclusion(s) etc.
4. Presentations in PPT/ PDF must be submitted on or before 25/09/2019 (12 noon) through mail (bigmap2019@gmail.com)
5. For the oral presentations, an LCD projector and a computer will be available to be used for PowerPoint slide presentation (Microsoft Office 2007). Please ensure that your presentation allows legible and attractive viewing (e.g., uses appropriate font sizes, high quality graphics and is visible even from the other side of the room).
6. You should arrive 15 minutes before the technical session and get your presentation copied on the computer desktop with the format (Paper Number_Your Name). You should also ensure that your PowerPoint presentation works well before hand.
7. The presentations will be judged for finalizing the awards.
8. Presentation template will be downloaded via BiGMAP Conference website (“Download” Section).
9. Author can bit customize to add technical details as per requirement of the work, keeping basic details as it is.

Guidelines for Poster Presentations

1. The poster will be set-up at the poster display designated area. The display will be on panels marked with the confirmation number of your paper. Identify your paper number to confirm the panel allotted for displaying your poster. The poster must be put up before the poster session and must stay on display until the session is completed. The authors should always be present for enabling the judges to quantifying the efforts for finalizing the awards.
2. The size of each poster should not be more than be 35 inch (W) x 35 inch (H).

3. The recommended method of affixing the posters on the panels is by Push Pins and Drawing Pins being provided.
4. Design the space allocation carefully using several well balanced sections including title with author(s), objectives, methodology, input data, case study, results, analysis and conclusion(s), etc. All sections should be well-presented.
5. Poster template will be downloaded via BiGMAP-2019 Conference website ("Download" Section).
6. Author can bit customize to add technical details as per requirement of the work, keeping basic details as it is.

Guidelines for Participants

- **Registration-** User needs to Register from the Portal. After submitting all the details an alert message will be displayed on the page about a unique registration Id. An Email for the same will also be sent on the registered email address. User need to note down the registration Id for the login to the portal.

Note: Using one Registration Id User can submit atmost 3 abstracts with same payment details.

- **Abstract Submission-**

- ▮ **Login-** Sign In using your login credentials (*i.e Registration Id and Password*).
- ▮ Goto "**Abstract Management**" tab, then click "**Submit Abstract**" option and submit the form.
- ▮ Once the abstract gets Provisionally approved, User needs to pay the Registration fee inthe Bank account number (*details of the same is provided on the Portal*). After Payment User needs to submit the Payment Details on the Portal. After Approval of the abstract, Payment button will be enabled to fill the payment related details like (D.D. No./ UTR code/ Transaction Id/any other related detail etc, for verification by the organiser on "**Submitted Abstract Status & Update Payment Details**" tab on the portal.

Note:- Registration of the User will be considered final once Payment Details are Approved by the organiser.

- ▮ User can submit the full paper in "**Approved Abstracts & Submit Full Paper**" tab after payment approval by the organiser.
- ▮ In "**List of All Final Abstracts**" tab user can check all the 3 abstracts submitted using one registration id.

- **Payment Verification-**

- i. **For Participants who are Submitting Abstract:-**

- ▮ Once the abstract gets approved by the organiser. User can submit Payment details. If submitted payment detail is found incorrect by the organiser. User need to submit Payment Detail again

Note:- Registration of the User will be considered final once Payment Details are Approved by the organiser.

ii. For Participants who are Only Attending the Conference:-

- ▮ Goto "**Payment (Only attending Conference)**" tab and submit the payment details.
- ▮ You can check the status of organisers in the "**View Payment Details**" tab.

Full Paper Submission- After the verification of your payment details you can submit full paper.