



62nd All India Congress of Obstetrics & Gynaecology

# AICOG 2019

8 - 12 January 2019, **Bengaluru**

Venue : Gayatri Vihar, Palace Grounds, Bengaluru

Women's Health  
Nation's Wealth



Organising Chairperson  
**Dr. Hema Divakar**

Organising Secretary  
**Dr. Sheela V Mane**

## Speaker Guidelines for National Faculty

Please ensure that you are in the hall at least 15 minutes before the prior to start of your session and introduce yourself to the Hall Coordinator.

The scientific committee reserves the right to publish and /or reproduce your deliberations for academic purposes.

Due to unavoidable reasons, if you are unable to attend the session, kindly inform us well in advance – Dr. Jyothika Desai – 9845342826 /[scientificaicog2019@gmail.com](mailto:scientificaicog2019@gmail.com) .

It is mandatory that all speakers maintain their presentation timings strictly. Kindly note that the auto-timer with auto-shut-off, will be operational for all presentations. Finishing before the allotted in time allows more time for discussion. The Audio-Visual Team will time your presentation and provide you with a loud beep at 2 and 1 minutes remaining and when time is up the audio goes off.

All presentations must be loaded in the preview room.

The Halls are equipped with LED Screens, the ratio of your presentation to be used is 16:9 (wide screen). Presentations should be made in MS Office Power Point 2007 to 2016. If your presentation is in MAC format, it is imperative to check it runs properly in the PC in the Preview Room. Please note that speakers cannot load their presentation directly onto the display laptops in the hall; nor can they connect their own laptops directly to the hall projector.

Fonts, animations and embedded videos which are not a part of the file should be included within the Presentation folder and this should be specified to the audio visual in charge at the preview room well in advance. Videos when included should be ideally in AVI / MPEG / MP4/ WMV. All Presentations should be tested and checked in advance at the Preview Room to be sure they work properly.

Please bring your presentation on a Flash Drive, USB HDD to the preview room 6 hours before the start of your presentation. If you are in the first/second session of the day, then please ensure your presentation is loaded the previous evening.

Laptops in the halls will be equipped with the following software  
Microsoft Windows 10  
Microsoft Office version: 2007/2016  
Adobe Acrobat Reader  
VLC Media Player (latest version)

## Personal Laptops are not permitted.

As per FOGSI norms, all faculty members must be registered delegates. We hope by this time you have registered for the conference. If not, kindly do so on or before 31st Dec 2018. If you have already registered, please ignore.

Organising Chairperson  
**Dr. Hema Divakar**

Organising Secretary  
**Dr. Sheela V Mane**

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