

## **Guidelines for PPT Presenters**

1. **Slide Limit:** Ensure your presentation consists of no more than 10 slides, excluding the title and thank-you slides.
2. **Time Allocation:** Allocate 7 to 8 minutes for your presentation, followed by 5 minutes for the Q&A session. Time adherence is mandatory.
3. **Submission Deadline:** Upload your presentation on the CMT portal by January 25, 2025. Late submissions will not be accepted.
4. **Template Compliance:** Use the official template provided on the website. Any deviation must be pre-approved.
5. **Content Quality:** Ensure the content is clear, concise, and visually engaging. Avoid excessive text and prioritize visuals to support your key points.

## **Guidelines for Poster Presenters**

1. **Poster Size and Layout:**
  - The poster should adhere to A1 size dimensions (594 x 841 mm).
  - Use a vertical layout for optimal readability.
2. **Theme Definition:** Clearly state the theme or focus of your poster to align with the conference's objectives.
3. **Template and Logos:**
  - Follow the template provided on the website.
  - If using your own design, ensure it prominently includes the ASCE IS NR logo.
4. **Printing Responsibility:** Bring a printed copy of your poster to the venue. On-site printing facilities will not be available.
5. **Submission Deadline:** Submit a digital version of your poster by January 25, 2025, as specified on the website.
6. **Design Tips:** Use legible fonts, professional color schemes, and a logical flow of information to enhance impact and readability.

## **General Notes**

- Ensure your materials comply with all provided templates and guidelines to avoid disqualification.
- Reach out to the organizing committee well in advance for any clarifications or technical support.