Guidelines

Guidelines for Authors of Poster and Short (Oral) Papers

- You must wear your registration tag to be allowed to display and discuss your paper.

- You will be first allowed to present your poster paper as a short oral presentation (PPT) within time duration of 4 minutes, strictly.

- Then you have to present your paper as a poster in the Hyatt Regency lawn where each paper is allotted one poster board 95cm wide and 235cm high.

- The time and venue for your poster followed by your short-oral presentation will be updated in the website when advance program schedule will be uploaded.

- The number of your paper is found in the program, and will be pasted on the upper left corner of the board.

- A limited number of reversible cello tapes will be available on each board.

- Regarding your poster material no request of taking printouts will be encouraged by the program desk.

- A laptop and LCD Projector will be available during the short oral presentation. It is highly recommended that you send us your presentation before the commencement of the conference by email (papers-codec.org) with the paper number quoted in the advance program schedule. Otherwise, a day before your presentation, kindly delivers it to the program desk.

- Please post your material by morning on the day of presentation, and take it off not before the closing of poster session and not after 18:00 on the following day. Any material not removed within the stipulated time will be destroyed.

- At least one of the authors of each poster paper must be present for interaction with experts and others for the entire duration of the poster session. Otherwise the poster content will be removed from the conference proceedings and from IEEE eXplore.

Guidelines for Authors of Oral Papers

- You must wear your registration tag while presenting your paper.

- Time allotted for oral presentation of each contributory paper will be 12 minutes including questions and answers. (Presentation: 10 minutes + Interaction: 2 minutes)

- Time allotted for each invited and plenary presentation will be 30 minutes including the questions and answers.

- A laptop and LCD Projector will be available during the presentation. It is highly recommended that you send us your presentation before the commencement of the conference by email (papers-codec.org) with the paper number quoted in the advance program schedule Otherwise, a day before your presentation, kindly delivers it to the program desk.

Please direct any questions you may have or problems you may encounter to: Program Committee at <u>papers@codec-rpe.org</u>