**Guidelines for Oral Scientific Presentation - KACHCON 2020**

Oral (paper) sessions allow authors to present papers for discussion detailing their latest research, education innovations and/or practice as educators. All submissions are subject to a double-blind peer review process undertaken by members of the Scientific Committee. The submission requirements are as follows:

1. Time allotted for each presentation is **6 minutes**, which will be followed by discussion with the chairpersons and the audience for not more than **2 minutes**. Time limit will be strictly adhered to.
2. The presenters are requested to utilize the attached PPT template.
3. The format of presentation may preferably follow this order –
4. Title. Must match with the submitted abstract. The first slide should also include name(s) of the author(s), designation & organisation. Presenting author’s name should be underlined and written in bold.
5. Introduction – may include background and need for the study
6. Objectives
7. Materials and Methods
8. Results
9. Conclusion (and Recommendations if any)
10. References.
11. Number of slides should be restricted to 10.
12. The minimum font size for the content of the slides must be 24.
13. The PPT file should be labelled as “***Oral\_name of the presenting author\_abbreviation of the affiliated institution\_KACHCON 2020 registration number***” and sent to [kachcon2020@gmail.com](mailto:kachcon2020@gmail.com) by **15th December 2020, 4.30 PM**. Late entries are not entertained.
14. Kindly mention the subject of the mail containing the final PPT as “Oral presentation-KACHCON 2020 registration number”
15. During the presentation, the presenter must kindly switch on both audio and video and are to make sure they have strong internet bandwidth.