Instructions for Submitting Presentation

- The time allocation for paper presentation is 12 Min. Q & A for 6 Min. Transfer time is 2 Min. A total 20 Min is allocated for each paper.
- Each participant need to follow the time limit for each presentation strictly.
- Any Controversial Picture/Contain/Map must be avoided while presenting.
- The Sequence of presentation may change as per the requirement. (All right reserved by Organizing Committee).
- All queries (Pre Conference/Post Conference) must be sending to the Official Email ID of Event*icgra.grace@gmail.com*
- All delegates are requested to carry the Original Identify card while attending the Conference.
- No one is allowed without Prior Registration inside the venue.
- Kindly make sure that you have agreed Rules and Regulations of the event before coming to attain.

Presentation Requirement

- **Label and size of the Presentation File**

-Label the file following the sample below:

ID_Conference_Year_Last Name
Sample: GA01_ICGrA_2017_John. ppt

-We prefer that all presentations be under 8 MB.If it is larger we recommend that you send 2 files.

Sample: GA01_ICGrA_ 2017_John_1_of _2. ppt
Sample: GA01_ICGrA_ 2017_John_2_of _2. ppt

-If you have a presentation that contains proprietary information, you may submit an alternative version/outline of the presentationthat provides the audience substance to your session.

- **Changes to Your Presentation after Submission**

If you are making content changes to your presentation that will affect the overall learning experience you may send your updates.

- **Presenters are Required to Provide their Own Laptop/IPad with Interface Adapter**

-To avoid any custom font or display challenges, we request that presenters bring their own laptop or IPad.

-If you are using an Apple product, please supply an Apple to VGA interface, otherwise known as a "Dongle".

-If you are using a newer PC/laptop/tablet with an HDMI connection, please bring a HDMI to VGA adapter.

- **A/V Equipment Included in the Session Rooms**

-Podium with microphone, LCD projector, cable from laptop to connect to the LCD projector, cable to attach to your laptop to send computer audio if sound is required, Front Projection Screen.

-The room is wired to be able to accept computer audio. Speakers will be responsible for cueing their slides from the laptop located at or near the podium. Presentation remotes will not be provided, however you are welcome to bring your own.

- **Wi-Fi Access at the Conference**

At this time there is no internet in the session rooms.

- **Additional requests**

-If you have any additional requests, please contact *icgra.grace@gmail.com*.

On-site at the Conference

- **Presenter On-Site Check-In**

-Once you arrive at the Conference Venue please proceed directly to the registration, where you will receive a packet that contains your badge and conference materials. These materials are essential for your participation at the conference.

-All Participants need to bring PPT presentation in Pen drive, additionally.

-Please, meet and inform your Session Chair about your arrival to the hall before start of your session.

- **Seeking Information while at the Conference**

-Please contact **Dr Md AshikurRahman Joarder**, Member Secretary, ICGrA 2018. Mobile: 01713312397.

Presentation Submission deadline:

-Presentations must be emailed to *icgra.grace@gmail.com* **by 25 June 2018.**