

## General Instructions

- Lead speakers will have 20 minutes of presentation time (15 minutes for presentation + 5 minutes of Q&A).
- Each presenter will have 15 minutes of presentation time (12 minutes for presentation + 3 minutes of Q&A).
- One bell each will be sounded by the coordinator after 10, 12 and 15 minutes from the start of a presentation to indicate the time.
- Presenters are expected to be in the respective halls at least 10 minutes before the start of each session to sign the attendance sheets.
- Presenters must bring the presentations in a pen drive, which will be copied at the start of each session on the computer.
- Presentation file should be named “PaperID\_PresenterName”.
- Presenters need to contact the hall coordinators in the beginning of the sessions if there are any special requests.
- Please bring your own pointers.
- Attendees are expected to follow the Covid safety protocols at all times. Masks are available at the Help Desk if necessary.
- Attendees can contact the Help Desk for any sightseeing related information. IMPLAST 2022 website can also be referred to get the relevant information.
- IIT Madras is a green campus. Feeding, disturbing or harming animals is prohibited.
- Please do not carry eatables on the go inside the campus for safety from animals (particularly monkeys).
- Please contact the Help Desk to avail primary health care during medical emergencies.
- Guest wi-fi connection and password instructions are available on the website and the Help Desk.
- Attendees are requested to gather for photography session after the inauguration.
- Attendees are requested to be available for white board signing activity at the start of the lunch.