Instructions for Presentation

General Instructions

1. Supplementary material is enabled in the Microsoft CMT author portal

2. The deadline for uploading supplementary material is set as 11:59 PM, 10th June 2024.

3. Authors can upload a maximum of 2 files, one file is mandatory.

4. The total file size is limited to 100 MB. Compress your files appropriately to set the file size within limits. Ensure acceptable audio/video quality while compressing supplementary files.

5. It is mandatory to include the name of the conference (APCI 2024) as the Footer (left aligned), and (APCIXXX, Paper Title) in the footer (center aligned) of the presentation slides.

6. First slide of your presentation should contain Paper ID, Title, Author name & affiliation.

7. Include slide number in the format X/Y where X is the current slide number and Y is the total number of slides.

8. A sample of the PPT can be downloaded from the following link. APCI presentation

9. Maximum number of slides should be 20, including title and conclusion slides.

10. Use clear background and clear and legible font sizes in the slides.

11. The presentation material should be a single document with all needed supporting files embedded in it.

Online Participants

1. Authors presenting Online need to upload both presentation slides (pdf/ppt/pptx) and recorded 720p video in mp4 format.

2. Name your presentation file as <APCI(paper ID)>.ppt/pptx/pdf and recorded video as <APCI(paper ID)>.mp4. Example: for Paper ID 123, presentation file should be uploaded as APCI123.ppt and recorded video as APCI123.mp4.

3. Limit your presentation duration to 12 minutes and file size to 100 MB (max.).

4. Face of the presenting author must appear along with presentation slides in the recorded video.

5. Authors may use OBS studio or similar tools for preparing video presentations.

6. Synchronize your audio with the slides and ensure good clarity and audibility during the online presentation.

7. Presenting authors should login 5 minutes before the scheduled session.

8. During presentation, the recorded video will be played, and the presenting author should be available for interaction.

Offline Participants

1. Authors presenting offline need to upload presentation slides only (pdf/ppt/pptx).

2. Name your presentation file as <APCI(paper ID)>. ppt/pptx/pdf. Example: for Paper ID 123, presentation file should be uploaded as APCI123.ppt.

No-Show Policy of APCI 2024

Papers with no-show participants will not be submitted for publication. No refund of the paid fees may be claimed by the no-show author.

<p align="center">**Last date to upload PPT/Video is 10 June 2024**</p>