

Dear CoMaD delegate,

Please read this guideline carefully and adhere to the instructions. Your abstract code is XXXX. CoMaD will not have any oral presentations and all the Abstracts/Success Stories would be presented in the form of **Talking Digital Posters**, i.e. the author would be allowed to present the study in the form of a **single slide poster** projected on to a screen placed on the stage. The presenter would be given only **3 minutes** time to explain the study and there would be no discussion at that time. Timings are very strict. You need not print your poster.

There would be another digital screen at the back of the auditorium, where all the abstracts/success stories would be made to scroll. Those who want to have discussions, can do so at this place.

### **Specifications for the digital poster:**

The poster should be made in 3 column format.

Slide width: 110 cm

Slide height: 65 cm

Title: Font – Calibri, Size: 40, Bold

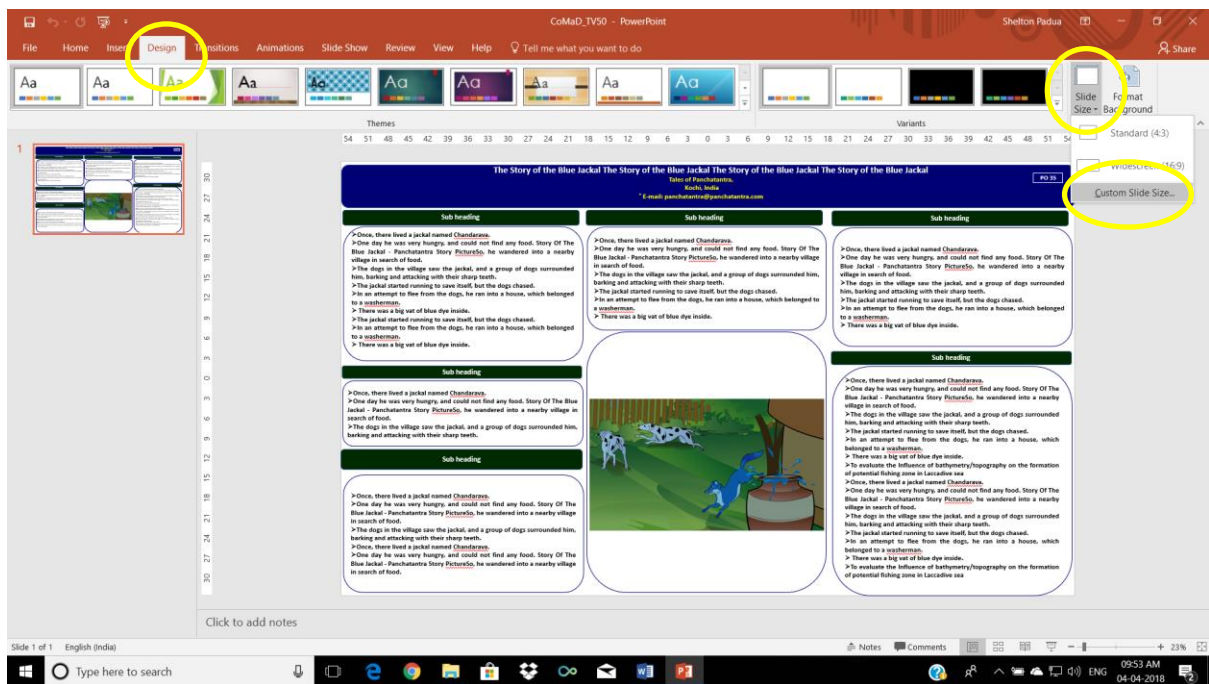
Author names: Calibri, Size: 30, Bold

Sub headings: Calibri, Size: 32, Bold

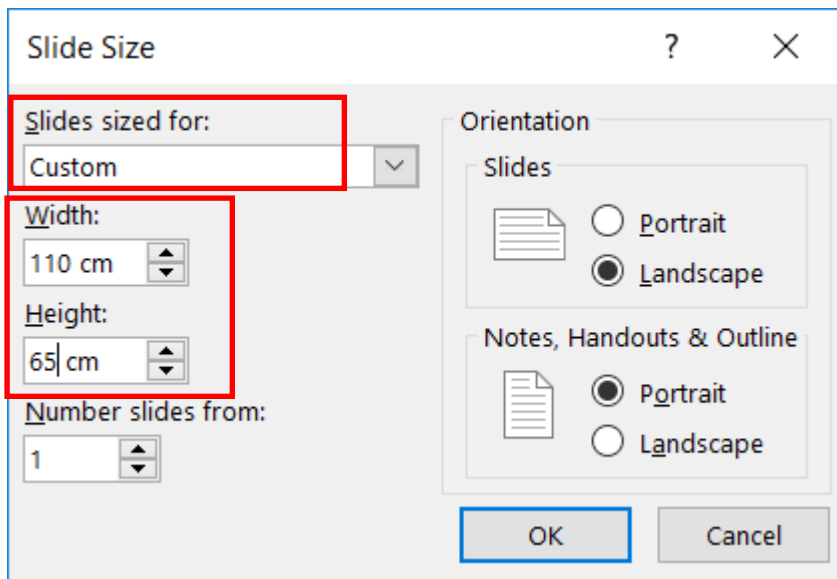
Matter: Calibri, Size: 30, Bold

Preparation of the Slide:

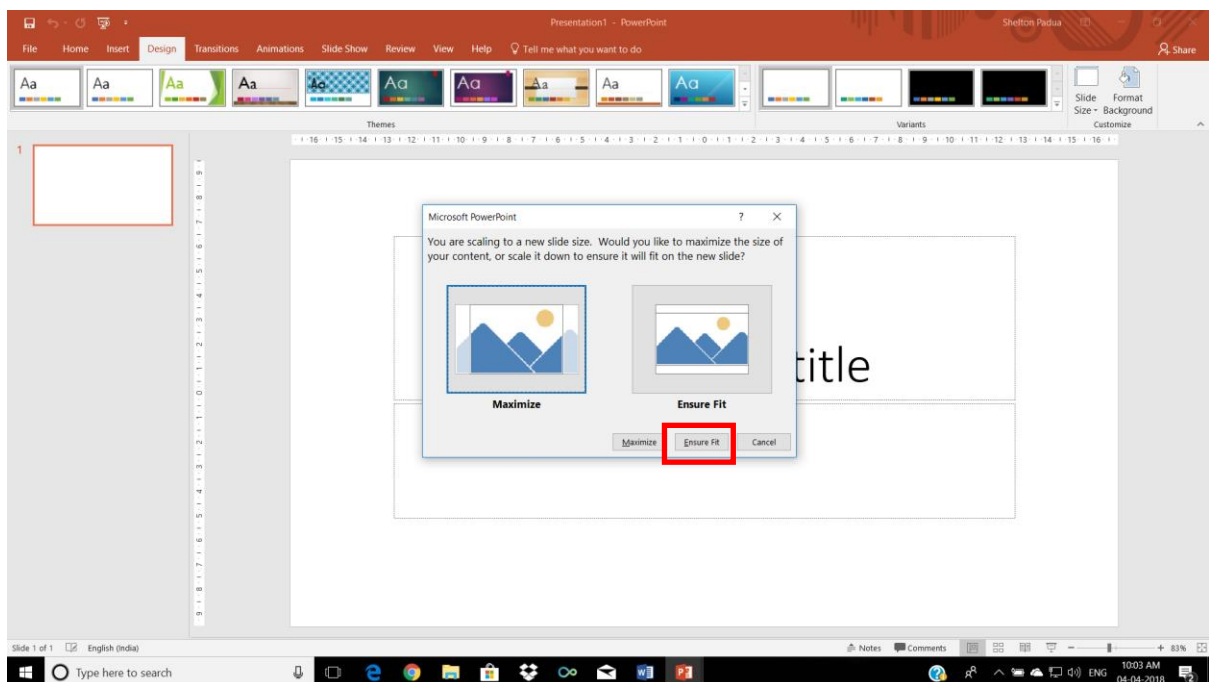
Open a Power Point Slide and go to the Design Menu -> Slide Size -> click on Custom Slide Size, then a slide size window will open.



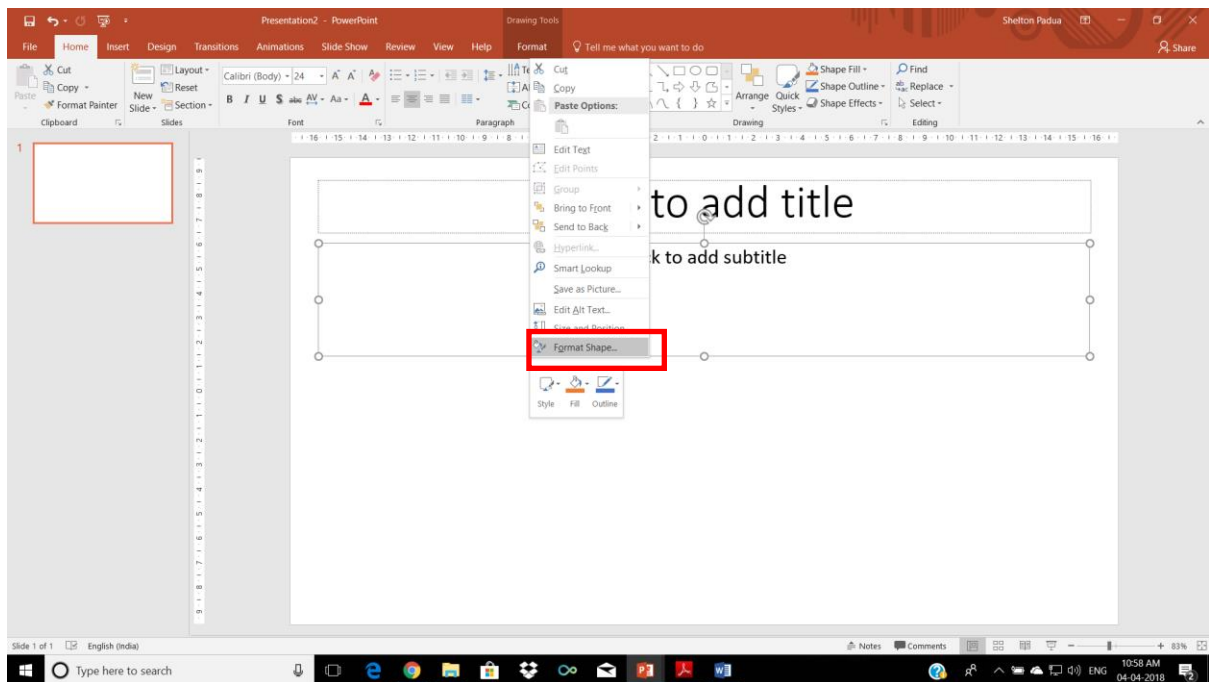
In the Slide Size window, set the Slide size to Custom, Width to 110 cm , Height to 65 cm and Number of slides to 1 and click OK. The orientation of the Slide should be Landscape.



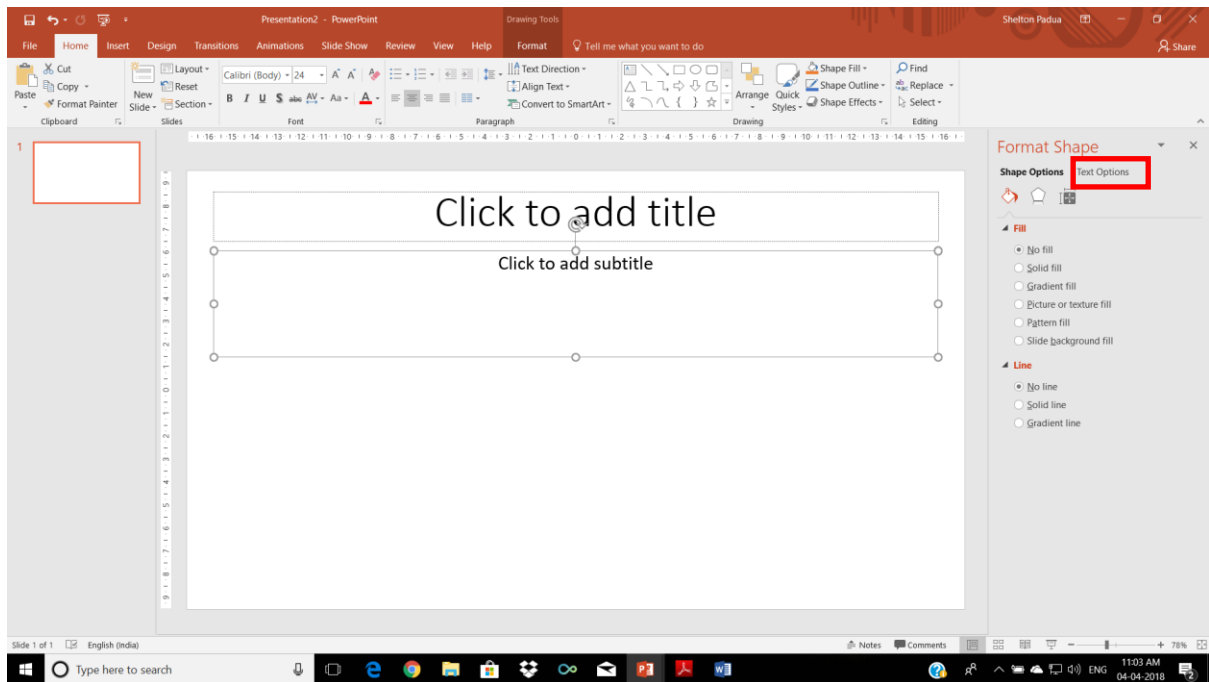
On clicking OK, you would get a window like this and click Ensure Fit and you can start making the slide adhering to the font specifications.



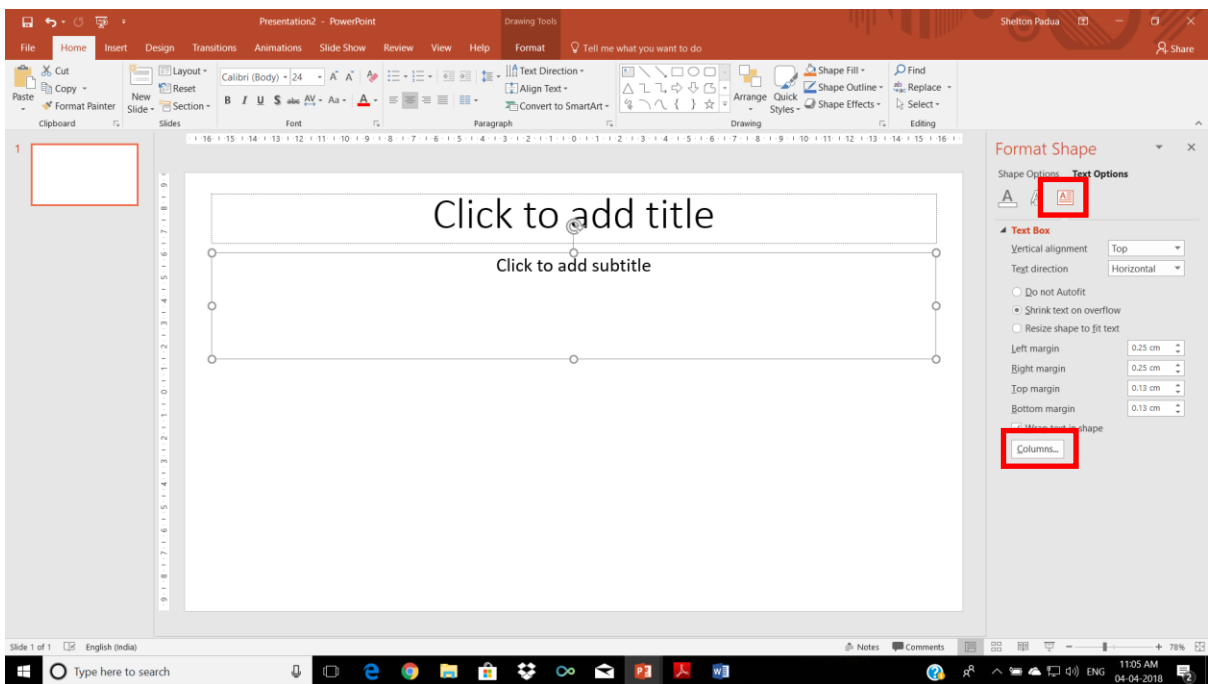
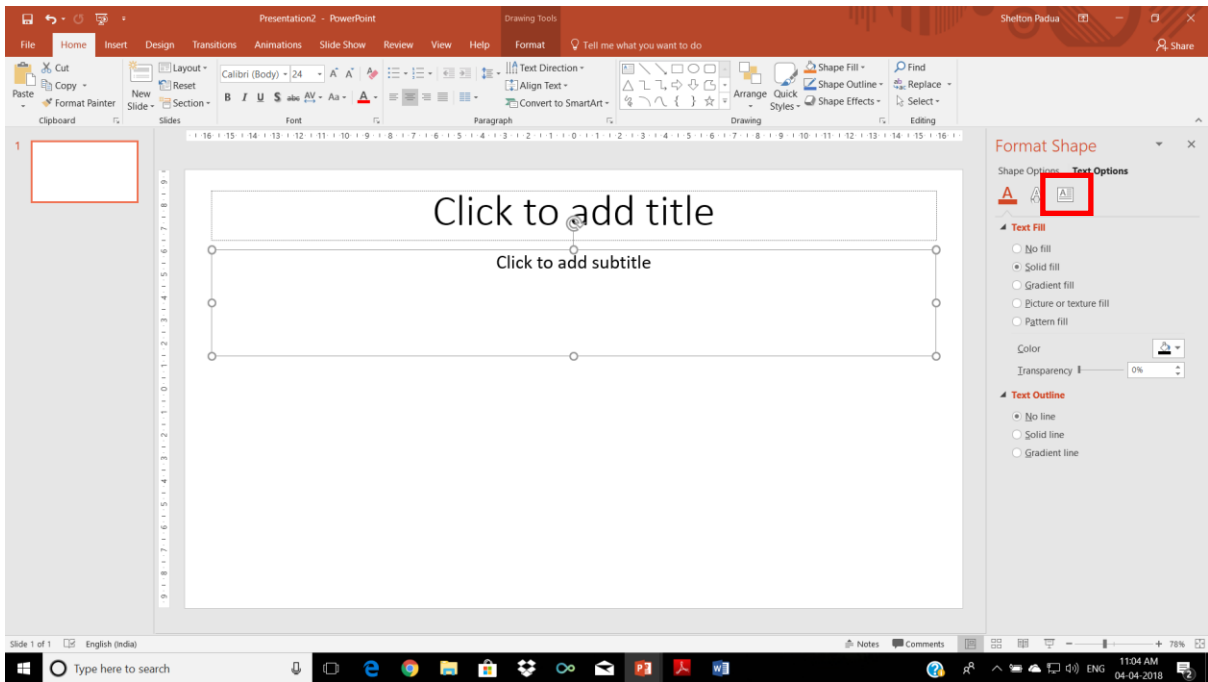
To make the three column format, right click the text box on the blank slide just created now, and from the dropdown menu opened, select the 'Format Shape' option.



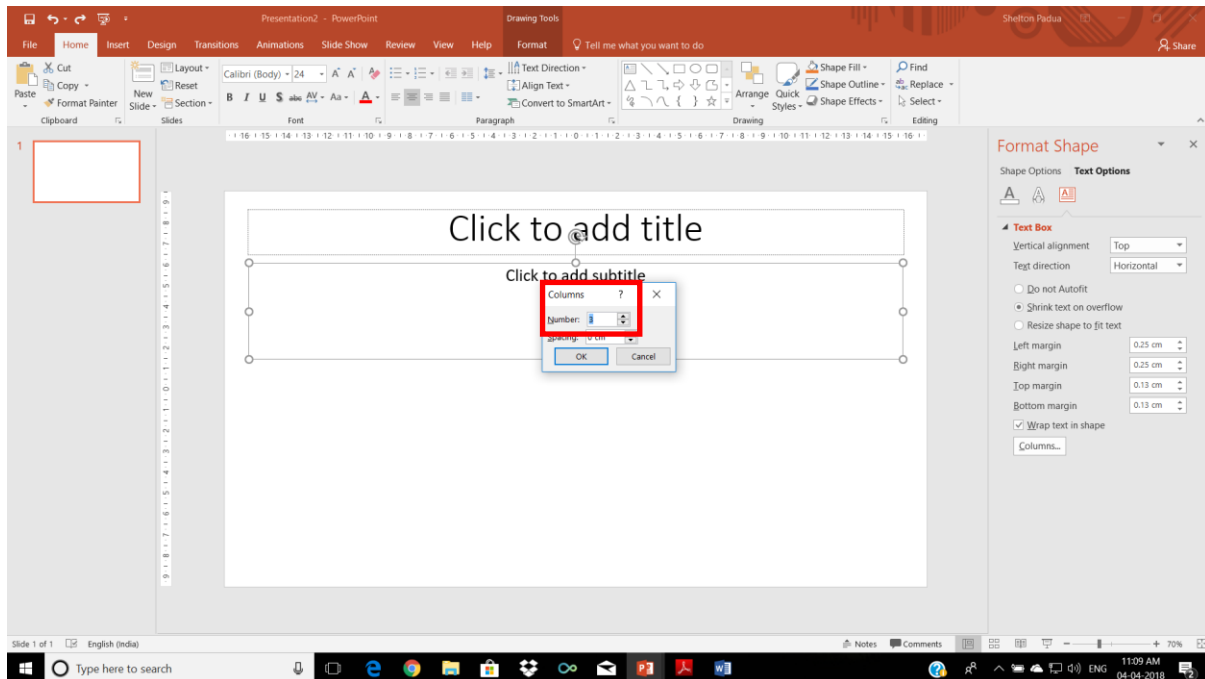
Up on selecting 'Format Shape' option, on the right-hand side of the slide, 'Format Shape Panel' will appear. From that panel, click on the 'Text Options'.



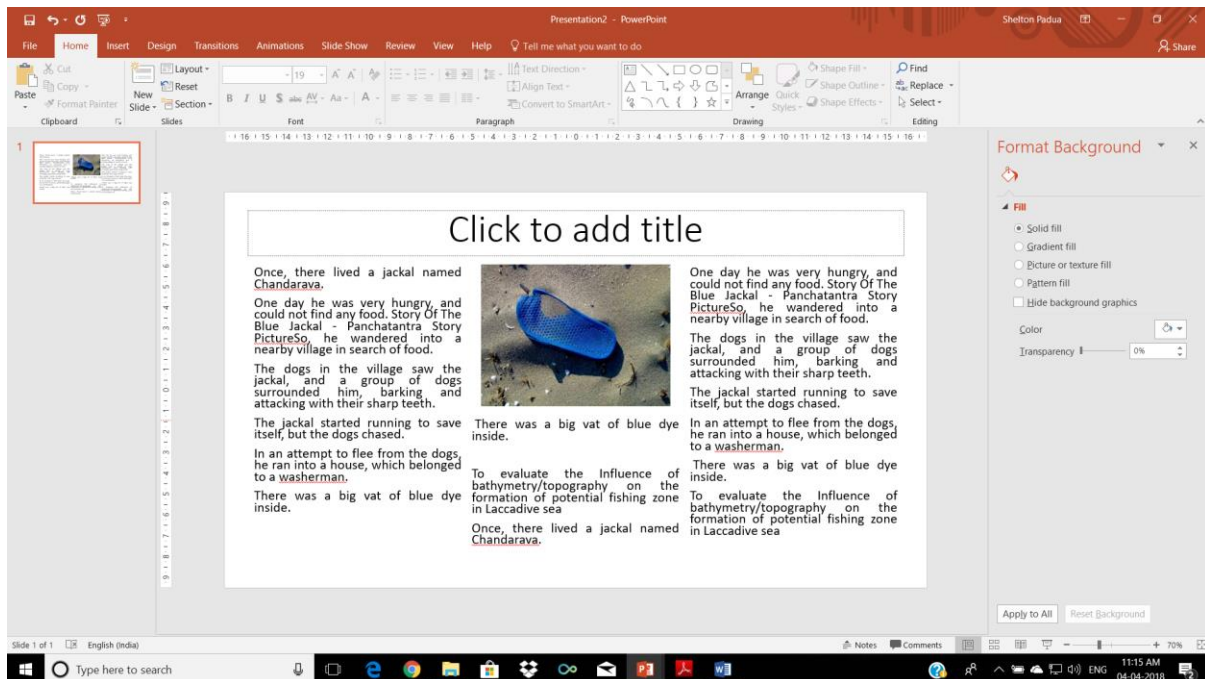
Then click on the 'Text Box' icon in the panel, upon which, the 'Text Box Panel' will appear. The lower part of the panel will have a 'Columns' button. Click on that columns button.



Clicking on Columns button will open a Columns window, on which you set the 'Number' to 3. The space between the columns can also be set at this stage.



Then you can add the matter to the slide.



A PPT slide in the prescribed format is attached with this mail for your convenience.

You are requested to handover the CD/pen drive containing your PowerPoint Presentation to the personnel at the Help Desk-Presentations well before the start of the session. No direct presentation from your laptop or from your pen drive will be permitted.

Abstract Code of each poster, communicated to you through this e-mail, should be reflected on the upper right corner of the poster.

Authors presenting the posters should refer to the program schedule and be present at their allotted time to present the Talking Digital Presentation.

Soft copy of the poster in PPT format should be sent to: [mbaicomad@gmail.com](mailto:mbaicomad@gmail.com) ; [mail@mbai.org.in](mailto:mail@mbai.org.in) on or before 9<sup>th</sup> April, 2018 for the purpose of digital display of posters during the Conference.

Please quote the Abstract Code communicated to you through the e-mail for all further correspondence.