

**14<sup>th</sup> World Congress of Bioethics and 7<sup>th</sup> National Bioethics Conference**  
**On 5-7<sup>th</sup> December, 2018**  
**@St. John's National Academy of Health Sciences, Bengaluru**

**Guidelines for Symposia organizers for parallel sessions**

The Congress has scheduled 17 parallel tracks for oral presentations, 4 parallel tracks for rapid round presentations and 17 parallel tracks for workshops/symposia each day. There will be 98 poster presentations as well. Thanks to all of your enthusiasm, we have had tremendous response for the Congress with more than 500 abstracts submitted and nearly 400 abstracts selected across the formats of Oral, Rapid Round, Symposia and Posters. You will appreciate that we want to organize all these presentations as efficiently and smoothly as possible. Also please read these instructions very carefully.

**Your presentations**

- **A Speakers Service Center** is available during the whole Congress.
- All Symposia organizers along with the rest of the speakers/presenters with a power point presentation **MUST arrive at the venue allotted 15 minutes before the start of the session load their workshop presentations in the computer installed at the Venue.** There will be technical assistance in case you need help.
- There will be volunteers who will help you to find your room in case needed and will supply you with all information needed at the registration desk.

**Time allocation and parallel session plan:**

- Each parallel session will be of 90 minutes.
- Each parallel track will be guided through jointly by a pair of co-chairs. Both of them will have 5 minutes each to make interventions. Co-chairs will introduce speakers, invite them to deliver keynote addresses, will steer discussion and will be time keepers.
- There will be 2 volunteers to offer any other assistance that will be required during the session.
- There will be a rapporteur for documenting deliberations for conference reporting. writing and other similar purposes relating to dissemination of the conference proceedings.

**Additional Information on video files in PowerPoint**

The use of video files in PowerPoint is possible, but with some strict guidelines.

Internet linking directly of an online video/link may not work always at all venues. So please carry a copy of the video files separate from the PowerPoint.

PowerPoint will support the following extensions of video files: avi, wmv, mpeg..

Thank you very much in advance for your enthusiasm, patience and cooperation.

Kind regards,

**Congress Organising Committee, 14<sup>th</sup> WCB and 7<sup>th</sup> NBC**