



21st National Conference of
Indian Chapter of International
Hepato-Pancreato-Biliary Association



March 20 – 22, 2025 | Fairfield by Marriott, New Town, Kolkata | Post-Conference Courses: March 23

GUIDELINES & PROTOCOLS FOR SPEAKERS

1. Presentation should be in Microsoft power point (PPT) format.
2. For video presentation, video should be in MP4 / MPEG4 format.
3. Speakers need to bring their presentations in pendrive / hard drive and submit the same in the preview room / AV console 1 hr prior to the presentation time.
4. Duration of talk should be strictly on time. A warning alarm will be sounded 3 mins prior to the end time.
5. Speakers are requested to be present in the hall till the session ends. The session will be concluded with a brief open house discussion and a concluding note by the chairperson.
6. Speakers have the duty not to overshoot their time as they will end up encroaching on others' time slots.



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GUIDELINES & PROTOCOLS FOR CHAIRPERSONS

1. At the beginning of each session the announcer will announce the name of the session, sponsor if any and will welcome all the chairpersons on dais.
2. Chairpersons will promptly invite the first speaker and start the session.
3. Strict control on timing should be followed. Clear instructions about the time allotted to the talk is to be conveyed.
4. Once the scheduled time of presentation is over the chairperson must politely request the speaker to complete / curtail his presentation.
5. Q & A / discussion can be initiated by the chairperson once all the speakers have completed their presentations.
6. It is the duty of the chairperson to ensure a healthy discussion with a strict control on the timing.
7. The session can be concluded with a brief open house discussion and a concluding note by the chairperson.