**GUIDELINES FOR POSTER PRESENTATION**

1. The poster should be printed on a portrait layout(60 cm width X 90 cm height) on a biodegradable material/cloth/paper. (Templates are provided herewith).
2. The participants are free to modify the poster's layout to suit their needs without changing the size of the poster. The participants are solely responsible to take back the posters.
3. A specified time period will be allotted for presentation and all the authors have to be available near their respective posters on time. One of the author should present the poster before the judge in the National Conference of APSWP.
4. A panel of judges will evaluate the posters and  three best posters will be awarded with a certificate.
5. The announcement of all the Awards will be made at the annual general body meeting/ Valedictory function
6. The decision of the Judges / Executive Council shall be final and binding on all the matters related to AWARDS.
7. Poster presentations will be on 8th and 9th of February 2024.

**GUIDELINES FOR FREE PAPER PRESENTATION**

1. Free paper presentation speakers will be provided total 8 minutes for the presentation. The slot for the same is divided into 6 minutes for Presentation and 2 minutes for Discussion.
2. Please strictly adhere to the time.
3. A Buzzer will go off 2 minutes before & at the end of the allocated time. Please come prepared to finish the presentation within allocated time only.
4. The presentation will have to be in Microsoft PowerPoint format (.pptx) with the required photographs, tables and graphs that should be very unambiguous and legible.
5. We request all the delegates to be on time at the venue of presentation.
6. The Certificates will only be given to the participants who are physically presenting their paper at the conference.
7. Presenters of Free Papers are requested to send their presentation files by email to ancapswp@gmail.com  at least 24 hours prior to the scheduled time.
8. 6-8 slide are allowed

**GUIDELINES FOR POWER POINT PRESENTATION**

1. For headlines, use 32 font size or larger. For text, use 18 font size or larger. Use maximum weight for lines where possible.
2. Use colour combinations that are dark and legible.
3. Use simple fonts (e.g. Arial) that are easy to read.
4. Avoid detailed graphics
5. ***Rule of thumb:*** If you cannot read text on your computer screen from a distance of ten feet, we will NOT be able read it from the back of the room.

### SPECIFIC GUIDELINES FOR AWARD ORAL PRESENTATION

1. Best paper award for the B.S.W. STUDENT
2. Best paper award for the M.S.W. STUDENT
3. Best paper award for the M.Phil., PSW SCHOLARS
4. Best paper award for the Ph.D. Scholar of Psychiatric Social Work
5. Best paper award for the Psychiatric Social Work Practitioner
6. Best paper award for the Psychiatric Social Work Faculty Presentation
7. Best Paper award for the Behavioural and Social Science professionals.

**SPECIAL AWARDS**

1. Dr. R. S. Bhatti Memorial Award.
2. Dr. R. Parthasarathy Memorial Award.

***The time available for oral presentation for the above Awards shall be 12 minutes for presentation and 3 minutes for question/answers.***

Please follow the same guidelines except time as has been given for free oral presentation.



