



# INNOVATEX CONFERENCES

CONNECTING INNOVATORS WORLDWIDE

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## Certification

Innovatex Conferences proudly acknowledges the valuable contributions of all participants by awarding official certificates. These certificates serve as formal recognition of participation and presentation at the conference.

### Certificate Distribution:

Certificates will be distributed by the Session Chair or Co-Chair at one of the following times:

- Immediately after the participant's presentation
- During the closing ceremony of the conference

### Early Certificate Requests:

Participants who require their certificates earlier due to travel or scheduling constraints are kindly requested to inform the organizing committee in advance, allowing sufficient time for necessary arrangements.

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## Speaker Guidelines

To ensure well-organized sessions and effective knowledge exchange, all speakers are requested to adhere to the following guidelines:

### Presentation Duration:

- Each speaker is allocated **30–35 minutes** for their presentation
- A **5-minute Q&A session** will follow, allowing audience interaction

### Language Requirements:

- English is the preferred language for all presentations
- Speakers requiring translation assistance should notify the organizing committee in advance to explore available support options

### **Presentation Submission:**

- Presentations must be prepared in **PowerPoint (PPT) format** and should not exceed **30 MB**
- File names should include the speaker's **first and last name** for easy identification
- Presentations must be submitted **at least 10 days prior** to the conference via email to **contact@innovatexconference.com**
- Speakers are strongly encouraged to carry a backup copy of their presentation on a USB drive or external storage device

### **Technical Facilities:**

The conference venue will be equipped with all necessary presentation tools, including:

- Digital projector and projection screen
- Laptop for presentations
- Slide presenter with pointer
- Microphone and sound system

### **Punctuality:**

Speakers are requested to arrive well before their scheduled session to test equipment and ensure a smooth transition between presentations.

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### **Conference Venue & Schedule**

- Detailed information regarding the conference venue and recommended hotels will be updated on the official Innovatex Conference website
- The conference will commence promptly at **08:30 AM** with an opening ceremony, followed by keynote sessions, speaker presentations, and poster sessions
- All participants are encouraged to arrive on time to facilitate seamless event proceedings and meaningful networking opportunities

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### **Poster Presentation Guidelines**

Participants presenting their research in poster format are requested to follow the guidelines below:

### **Poster Size:**

- Posters should be prepared in the standard size of **1 meter (height) × 1 meter (width)**

### **Setup Instructions:**

- Posters must be mounted at least **one hour prior** to the scheduled poster session, as outlined in the final program
- Presenters should verify their assigned session and display location in advance

### **Presenter Engagement:**

- Poster presenters are encouraged to remain near their posters during the session to engage with attendees, answer questions, and discuss their research

### **Certificate Distribution:**

- Certificates for poster presenters will be distributed after the completion of their session or during the closing ceremony

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### **Contact Information**

For any queries, special requests, or additional support, participants are welcome to contact the Innovatex Conferences organizing team at:  
**[contact@innovatexconference.com](mailto:contact@innovatexconference.com)**

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These guidelines are designed to ensure a professional, smooth, and rewarding experience for all participants. We sincerely appreciate your cooperation and look forward to your valuable contributions to **Innovatex Conferences**.