



INNOVATEX CONFERENCES

CONNECTING INNOVATORS WORLDWIDE

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.

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.

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

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

Contact Information

For any queries, special requests, or additional support, participants are welcome to contact the Innovatex Conferences organizing team at:

contact@innovatexconference.com

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**.