

## **SPPM2018**

**1-3 March 2018; Department of MME, BUET**

### **INSTRUCTION FOR PRESENTING AUTHORS**

#### **Registration**

- Registration is mandatory to attend technical sessions of SPPM2018 and to present paper or poster paper at the conference. The registration fee (Tk. 4000 / Tk. 1500) must be paid during registration and collect the registration materials.
- If the author wishes to consider his paper for publication at the IOP Conference Series: Materials Science and Engineering Journal, fee of Tk. 4000 must be paid in advance during registration. Without payment of this fee, his/her paper will not be considered for the review process. If his/her paper fails to meet the criteria of the review process, the author will be notified via email and asked to collect the refund of Tk. 4000.
- It is mandatory for authors to attend and present his/her paper at the conference. Without presentation, his/her paper will not be considered for any kind of publication/recognition and will be excluded from the database of the conference.

#### **Presentation of Paper**

- All presenting authors are requested to check the date and time of his presentation and be present at the session at least 15 minutes before commencing the session.
- The author should hand over a copy of his PowerPoint presentation (in CD only; pen drive is not acceptable) to the moderator of the session (Prof. A Sharif / Prof. K M Shorowordi).
- An author will be given a maximum of 10-12 minutes to present his/her presentation and 2 minutes for answering questions (if any). All authors are requested to prepare accordingly.

#### **Presentation of Poster Paper**

- All authors are requested to prepare a poster of size 24 inch x 36 inch of their presentation. The poster can be either Black & White or Colour. The font size should be large enough to be legible for study.
- All presenting authors are expected to be always present at or about their presentation to discuss/answer queries of the audience. They, however, must be present during the specific Poster Session time (3 March 2018; 12:30 – 01:00 pm).
- All authors are requested to contact Dr. Md. Muktadir Billah, Assistant Professor of Department of MME for hoisting their poster and other related matters.

#### **Best Paper / Poster Paper Award**

- The best paper and the poster paper presented at the conference will be awarded at the Closing Ceremony (3 March 2018; 05:00 pm) of SPPM2018. The award includes a Crest and a Certificate for both Paper and Poster Paper.