

Paper Submission Guidelines

A) FORMAT AND SIZE

1. All papers should be typed on Microsoft Word-version, in Arial, font size 10 for page size 18 cm x 24cm (margin 2 cm top & bottom and 1 cm on left & right) and sent through email at pallavi@iodonline.com.
2. Size of the paper to be kept between 3000 to 3500 words (8-10 pages)
3. Header & Footer of font size 8.

B) TITLE

1. The main title of your paper must not exceed 50 characters. This includes letters, spaces and punctuation.
2. The title should be capitalized and centered at the top of the first page of your paper.
3. If you choose to have a subtitle, it should be capitalized and centered directly below the main title.

C) HEADINGS

1. Headings and subheadings must be capitalized and left justified.
2. Use double space after the headings, before starting the next paragraph.
3. Font size of the main heading should be 16 and sub heading of 12.

D) ILLUSTRATION GUIDELINES (If you are using Diagrams/ images)

1. Illustrations such as photographs, charts, graphs, drawings, and diagrams should be labeled, so that they correspond with their mention in the text (e.g. Table-1, Figure-2, and Diagram- 3).
2. Use only black & white glossy prints and do not attach photos to your paper.
3. Indicate on the back of each photograph your name and where the photo should be inserted in the text.
4. Soft copy of commercial charting and graphing materials in back & white are acceptable.
5. Computer generated charts, sharp, diagrams, and maps are acceptable as long as they are printed on a printer that produces clear, sharp image (e.g. laser printers.)
6. If you are drawing your charts, graphs, maps drawing, or diagrams by hand, please use only black ink.

E) PHOTOGRAPH & CV:

1. All papers must be accompanied by one passport size color photograph together with a full C.V, and a brief CV (not exceeding 50 words).

F) AUTHORITY ASSIGNMENT:

1. Your paper should mark "**Dubai GLOBAL CONVENTION 2012**" on top left hand side in token that author has assigned all publication rights to the IOD committee .

G) PAPER SUBMISSION CHECKLIST:

1. Full text of your paper-soft copy in Microsoft Word Version – emailed.

2. Two CURRICULUM VITAE - one full length and one within 50 words.
3. One passport size color photograph.

GUIDELINES FOR CONDUCT OF SESSION

1. Each session is normally for 60-90 minutes. 5-7 speakers are normally scheduled for each technical Session

The recommended slots are as follows:

- Introduction & summing up at the end by Chairman - 3 + 5 minutes.
- Introduction of Speakers - Not required , as Speaker Profiles are already included in the Convention Souvenir
- Address by Speakers - Normally about 10 min per speaker for presenting salient points of paper. (or as instructed by the Chairman)
- Questions & Answers - Balance time available, after all have Spoken
- Total - Normally 60 to 90 minutes

Technical Session

Q & A shall follow only at the end of each Session and may need to be cut down if there is an overrun in the lectures. Questions are normally to be raised in writing, in advance. Unless time permits, none should be allowed to “address”, in the guise of questions or to make supplementary points.

Panel Discussion

All speakers are normally given 10 - 12 minutes for presentation of their paper. The time for answering questions is additional. (Or as informed earlier). In case of Panel Discussion session, the chairman acts as the moderator. To begin all panelists are given about 5 mins each to briefly bring out their main views on the issue, which are later discussed by the Panel. The audience should also be got involved, to enrich the discussion.

Presentation

Both Laptop and LCD will be available at the venue for power point presentations. Any additional aid required, may please be intimated in advance. The Paper presenters can bring their presentation in a CD or pen drive.

*****THANKS*****