



**MINDSPACE**  
C O N F E R E N C E S

# Speaker Guidelines

## Presentation Location

- International Conference on OPTICS, LASER & PHOTONICS will be held in Kuala Lumpur, Malaysia (**Hotel will be announced soon**). The meeting begins at 09:00 AM with
- an opening ceremony followed by keynote presentations, speaker presentations, and poster presentations. Please arrive at the meeting room prior to the conference's start
- time.

## Speaker Guidelines

- Each speaker should plan a 25-minute presentation, followed by a 5-minute question period.
- English would be the preferred language for the presentation, and with advance notice, we can arrange a translator.
- Presentation needs to be submitted in pdf format and in readable format Limit file size to of presentation 30MB or less. Label your presentation with First name & last name.
- Submit your presentation at least 15 days before the conference to [contact@mindspaceconferences.com](mailto:contact@mindspaceconferences.com), also suggest you carry your presentation on a Hard disk or pen drive.
- Equipment is available in the meeting room digital projector, screen, laptop, slider with pointer, mike, and basic sound system.

## Certification

- Each participant will receive certificate from chair or co-chair of session at the end of the conference.

## Poster presentation Guidelines.

- Poster presentation size need to be in 1.2 meters high by 1.8 meters wide.
- All the poster presentation needs to mount on the walls 1 hour prior to the start time of poster sessions as per the final program.
- Certificate will be provided by the end of the conference closing ceremony.