

**Society for
Advancement of
Rice Research**



International Conference

on

**System of Crop Intensification (ICSCI 2022) for
Climate-Smart livelihood and Nutritional Security**

12-14 December, 2022

**User guide for preparation and
uploading of the posters**

ICSCI 2022

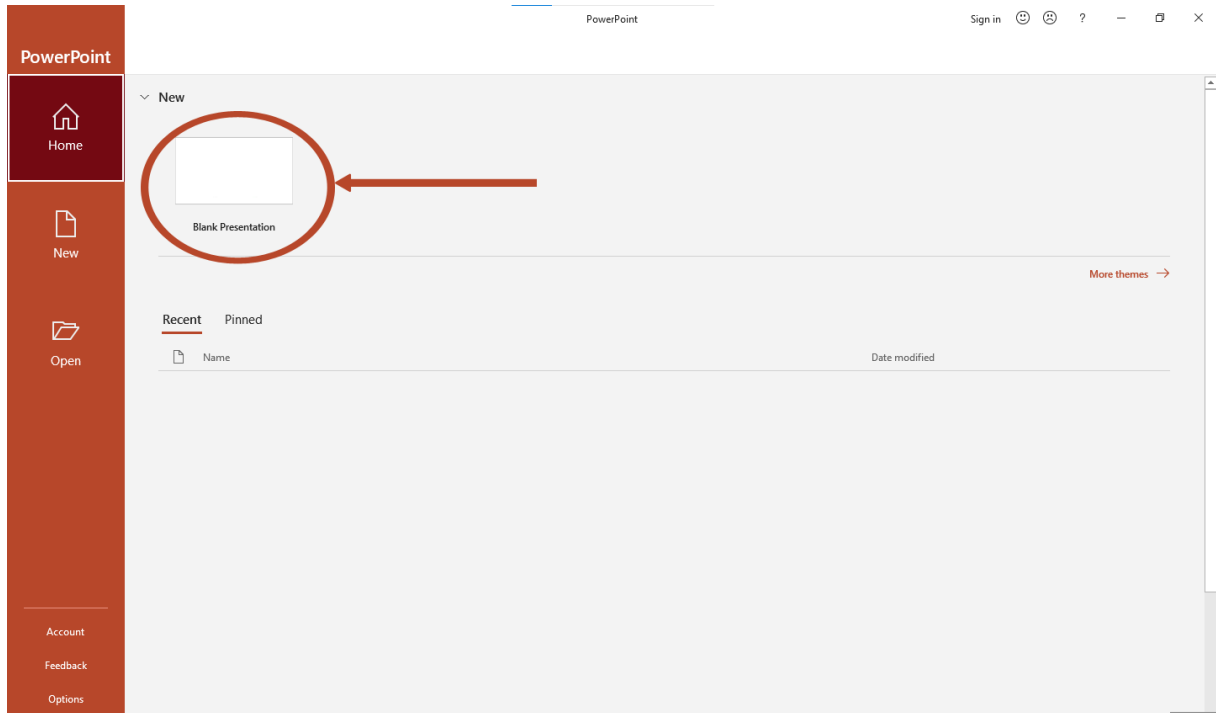
Society for Advancement of Rice Research

ICAR- Indian Institute of Rice Research

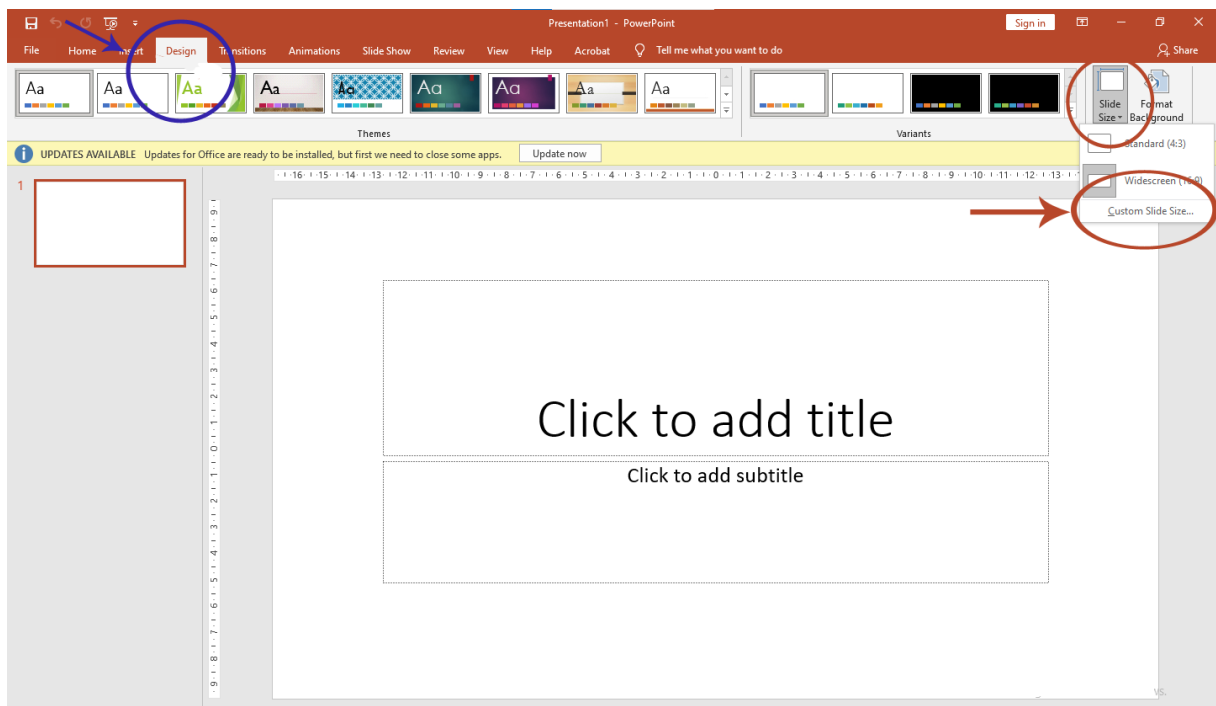
Hyderabad, Telangana, India

<https://sarr.co.in/ICSCI2022>

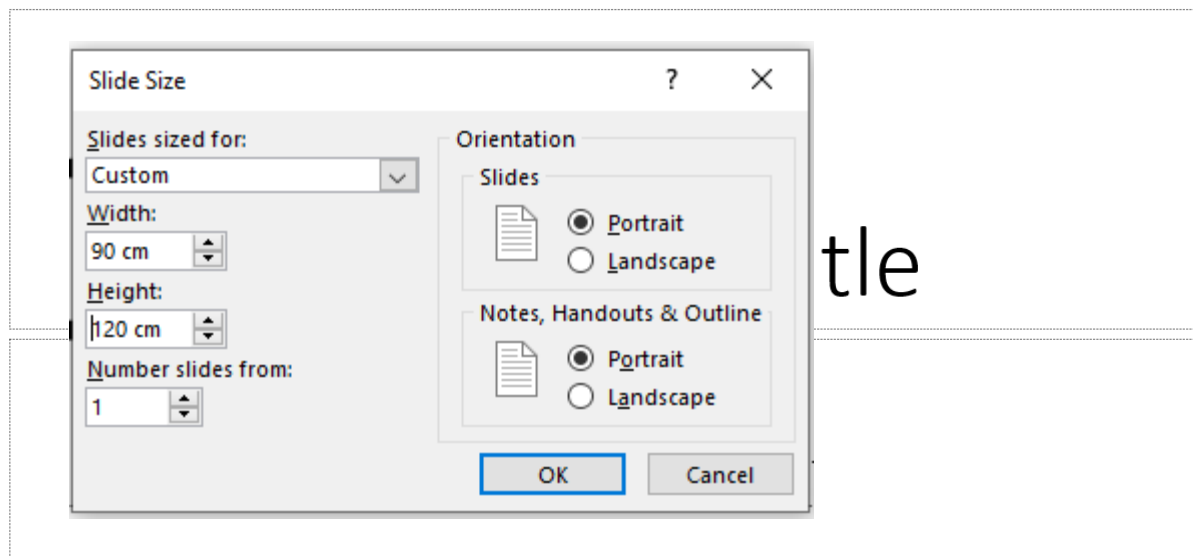
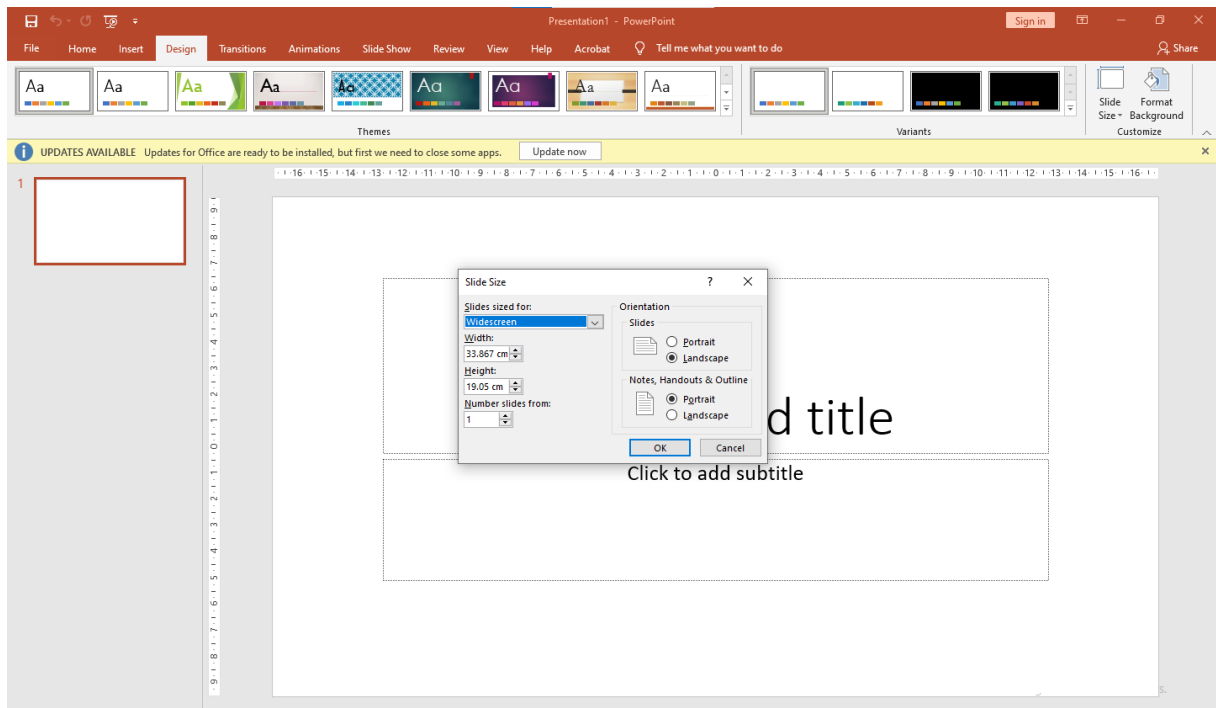
1. Select Microsoft PowerPoint and Click on “**Blank presentation**” for creating a new PowerPoint presentation



2. In the new ppt, go to “**Design**” tab, click on the drop down in the “**Slide size**” button. In the drop down, select “**Custom slide size**”



3. A custom slide size window opens. In the opened window, adjust the slide size as per the specifications given for poster preparation (**Height: 120.00 cm; Width: 90.00 cm**).



4. Start preparing poster with the following specifications

Font: Arial Font should be used

Title: 72 points in bold capital

Authors: 60 points bold sentence case and affiliation in 40 points italics

Underline the name of the presenting author

Provide affiliations, address, corresponding author email

Headings: 44 points bold sentence case

All the Text in the Body: 40 points normal

Table and Figure Headings: 28 points

Numerals and letters in figures and tables: 16 points normal

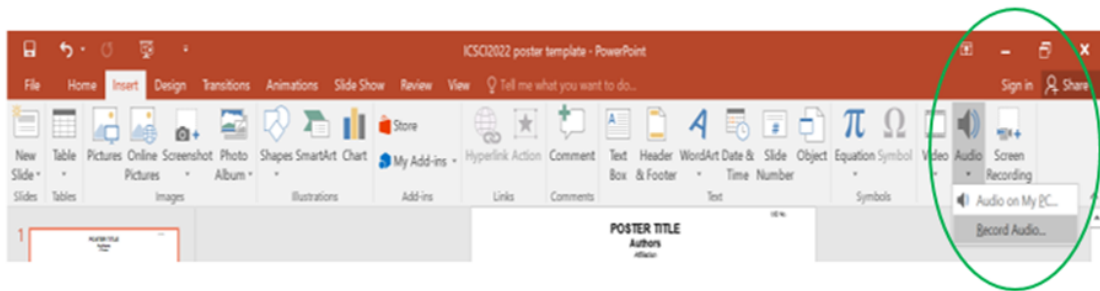
(this is only the template and changes can be made in colour of fonts, background colour, and also the design without changing the size of the font)

Give poster number(UID) in the top right corner of the poster (Arial 48 points)

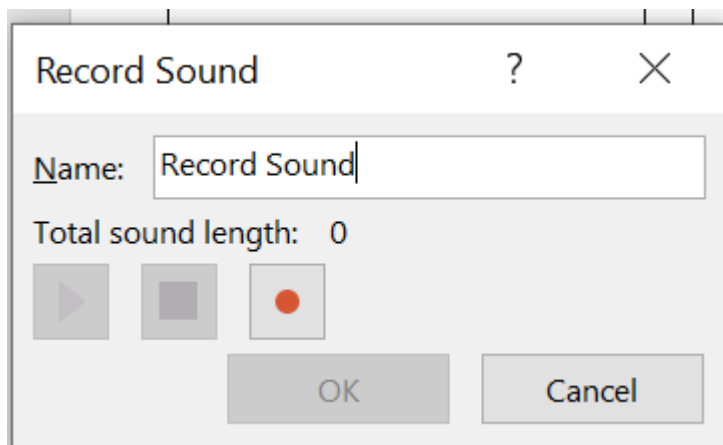
Give Theme in the top left corner of the poster (Arial 48 points)

[illegible]

5. Then Select “**Insert Audio**” and Select “**Record Audio**” for recording Audio. If Record Audio is not available, please record audio separately and insert audio file.



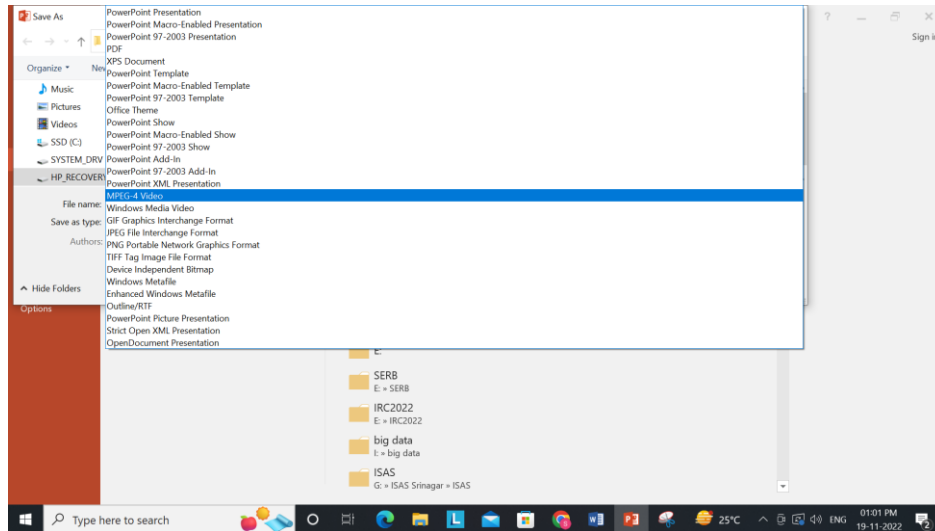
Then use “**Red circle button**” to record the Audio for 3 minutes (Max limit 3 Minutes/ 180 seconds only)



The Audio file is inserted in the Poster



6. First **Save** the poster in **PPT** format
7. Then Select **Save As** and in the opened “**Save As**” Window
Select Location for saving the poster from the left panel
Give your name as **file name**
Save the poster in MPEG 4 format by clicking on the drop down in **save as type** and selecting on the **MPEG4** format. The file will be saved in MP4 format and opens in media player.



8. Upload the poster in **PPT** and **MPEG4 (MP4)** formats along with UID number in the ICSCI2022 website (<https://sarr.co.in/ICSCI2022>)