Certification

The conference recognizes the valuable contributions of its participants by awarding them certificates. These certificates serve as official recognition of their participation and presentation.

- **Distribution Timing:** Certificates will be handed out by the session chair or co-chair at one of the following times:
    - Immediately after the participant's presentation
    - During the closing ceremony at the end of the conference
- **Early Requests:** If a participant needs their certificate earlier due to scheduling conflicts, they should inform the organizing committee in advance so necessary arrangements can be made.

Speaker Guidelines

All speakers are required to follow the conference guidelines to ensure smooth sessions and effective knowledge sharing.

- **Presentation Duration:** Each speaker is given **30-35 minutes** to present their work, followed by a **5-minute Q&A session** where the audience can ask questions.
- **Language Requirements:** The preferred language for presentations is **English**. If a speaker requires translation assistance, they should notify the organizing committee beforehand to explore possible support options.
- **Presentation Submission:**
    - Presentations should be prepared in **PowerPoint (PPT) format** and must not exceed **30MB** in file size.
    - The filename should be labeled with the speaker's **first and last name** to ensure easy identification.
    - Speakers must submit their presentations at least **10 days before the conference** by emailing them to **contact@cognitionconferences.org**.
    - It is highly recommended to bring a **backup copy** of the presentation on a **hard disk or pen drive** in case of technical issues.
- **Technical Setup:** The conference venue will provide the necessary equipment to facilitate presentations, including:
    - A **digital projector** and **projection screen** for slides
    - A **laptop** for running presentations
    - A **slide presenter with a pointer** for smooth navigation
    - A **microphone and sound system** for clear communication
- **Punctuality:** Speakers must arrive at the venue **well before their scheduled session** to test the equipment and ensure a seamless transition between presentations.

Conference Venue & Schedule

- The conference will be updated on the venue page of the conference websites and all the Specific hotels for each event with details will be announced soon.
  (Example.: **https://cognitionconferences.com/artificialintelligence/venue-hospitality/**)
- The event will officially commence at **08:30 AM** with an **opening ceremony**, setting the stage for keynote talks, speaker sessions, and poster presentations.
- All participants are expected to arrive **on time** to facilitate smooth event proceedings and networking opportunities.

Poster Presentation Guidelines

For those presenting research in poster format, the following guidelines must be adhered to:

- **Poster Size:** Posters should be prepared in the standard dimensions of **1 meter (height) × 1 meter (width)** to ensure they fit within the designated display areas.
- **Setup Instructions:**
  o All posters must be **mounted at least 1 hour before** the start of the designated poster session, as outlined in the final conference program.
  o Participants should check the event schedule to determine their assigned session and location.
- **Engagement Expectations:** Poster presenters are encouraged to stay near their posters during their session to interact with attendees, answer questions, and discuss their research findings.
- **Certificate Distribution:**
  o Certificates for poster presenters will be distributed **after their session concludes** or during the **closing ceremony**.

Contact Information

For any questions or additional requirements, participants are encouraged to reach out to the organizing team at **contact@cognitionconferences.org**.

These guidelines are designed to ensure a smooth and professional experience for all participants. We appreciate your cooperation and look forward to your valuable contributions!