

 **17th to 19th July 2026**

 **Hyatt Regency, Chennai**

 **Time**

10:00 AM - 9:30 PM

17th July 2026

07:00 AM - 09:00 PM

18th July 2026

 **Date**

07:00 AM - 04:00 PM

19th July 2026



Scan QR



Infrastructure



Systems



Mac

OR



Windows

Available

Upload Presentation

**2 Hours Before
Your Scheduled
Session**

Demo Podium

Familiarize Yourself with

System, Mouse, Cursor

Follow Timelines Strictly

Editing

**Do Not Edit at the
Upload Desk**

**Our Trained Team
will Assist if
Needed**

Upload Time

**Upload Time is
Strictly for
Submissions**

Not for Editing

Morning Talks

**Speakers
Scheduled in the
Morning must
Upload their
Presentations**

**The
Previous Day**

Upload Your Presentation

Upload Deadline

**Upload at Least 2 Hours
Before Your Talk.**

Morning Sessions

**Upload the Day Before
Your Session.**

Email Presentation

Upload 1 Hr Before Session

previewroom@outlook.com

File Format

Use PowerPoint (.pptx)

Supported Video Formats

Microsoft Office 2016 or Later

MP4 Format



Backup Files

Bring a Copy on a USB Drive.

**Email a Backup to
Yourself**

Presentation Testing

**After Uploading, Review your
Presentation Carefully.
Need Help?**

**ProMax's Trained Professionals
are Available for Support.**

Entry/Exit in the Preview Room

Entry/Exit Rules

**Access is
Limited to**

Speakers Only

Safety & Security

**Don't Leave
Items Behind**

**Don't Leave
Valuables Inside**

Distances

**Airport to Venue
Travel Time**

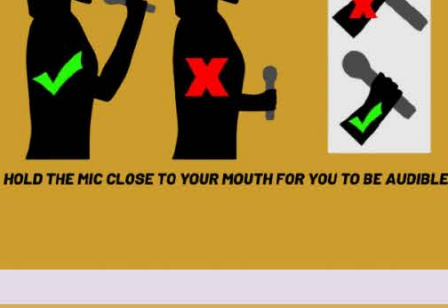
**Approximately
1 Hour**

File Format

**Hold Mic Close
to Mouth**

Avoid Touching

**Don't Cover / Tap
Mic**



HOLD THE MIC CLOSE TO YOUR MOUTH FOR YOU TO BE AUDIBLE

Podium setup

**Digital Smart
Podium**

**PC,
Keyboard,
and Mouse**

**On-Screen
Timer**

**Confidence
Monitors for
Panel View**

**Laser Pointer
Toggle**

Time

Adhere to Time

**Respect Your Allotted
Schedule.**

Extra Time

**Extra Time Only if
Allowed by
Chairperson**

Time Limit

**Presentation will Switch to
Conclusion Slide**

Rehearse

**Practice in Advance to
Stay within Your
Allotted Time.**

