

4th - 6th September 2026

**ITC Grand Chola,
Chennai**

Time

07:00 AM - 08:00 PM

4th September 2026

07:00 AM - 08:00 PM

5th September 2026

Date

07:00 AM - 02:30 PM

6th September 2026



Infrastructure

Systems



Mac



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

Audio Format

Hold Mic Close to Mouth

Avoid Touching

Don't Cover / Tap Mic



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.