

Detailed instructions and link information for **Assessment of PAPERS**

PAPER presentations on **Zoom** platform will be held on the **2ND and 3rd of December 2025**.

The full schedule is available on the website also. Please click

<https://asicon.live/abstracts/schedule>

Based on your commitment, you may get separate emails for each session you have agreed to judge. Please note that, in case you get multiple emails, they are for separate sessions and not duplicates.

There are 3 judges for every hour in each STATION.

Each SESSION has 6 presentations. Of the total of **10 minutes**, the presenter will have **7 minutes** and **3 minutes** will be for discussions and assessment.

Judges will have 1 minute each to ask questions to the presenter.

SCORING SHEET

1. Please **download and take a printout of the Scoring Sheet** attached with this email.
2. This scoring sheet is only for the session you have been assigned.
3. It will have all relevant details of the session, station and topics with **blank spaces for noting your marks** for each criteria specified in the scoring sheet.
4. Once the presentation starts you can assess the presenter and the presentation and note your marks.
5. Once the session is over, all topics in your **scoring sheet must have the marks filled in**.
6. Please **do not leave any blank spaces** where marks has to be noted.
7. Now the scoring sheet can either be **scanned or a photo taken** ensuring that the content is clear, **including its heading**.
8. Please **upload the image** scanned or photographed **as an attachment** by replying to the same email where you downloaded this scoring sheet.
9. In case you face any difficulty in attaching the scoring sheet to the email received, **you may send a fresh email**, listing your name, session and station to **headoffice@asiindia.org** and attach the scoring sheet. Please put "Scoring sheet – " and add your name and session number in the subject line.

GENERAL INSTRUCTIONS

1. The link to join the zoom platform as a Judge will be available at the Website from 28th November 2025 onwards but will be active only from 1st December 2025 morning.
2. Judges should click on the link as per your schedule using a LAPTOP **with a good and stable Wi-Fi internet connection**.
3. Please Login through your **Judge's link only**, at least 10 minutes before the start of your session.

4. Judges should **Login with the same name given for registration** or rename yourselves after login. Logging in with a different name will not recognize your identity and hence may not be able to assess the presentation assigned to you.
5. Judges are requested to sit in a well-lit room facing a good light source,
6. Avoid any bright light behind you.
7. For uninterrupted transmission please **switch off other gadgets** which can consume your internet bandwidth.
8. Ensure that you are in a room without any external disturbances and distractions.
9. Prior to viewing the presentation, ensure that your **video and audio are in perfect condition**.
10. When you click on the link, no password is needed but you will be in a waiting room till the Admin allows you to enter the meeting.
11. Ideally when the presentation is going on or you fellow Judges are talking, your **Camera and Microphone** should be kept switched **OFF**.
12. Once the presentation is over, the 1st Judge asks the presenter questions regarding the topic presented, then the 2nd Judge and after that the next can make their comments or ask questions to the presenter.
13. Each Judge will have 1 minute to ask questions to the presenter.
14. Once all questions are over, the Judges are requested to note their marks in the scoring sheet in the blank spaces provided against the topics just presented.
15. Now you can be ready for the next presenter.
16. Once all 6 topics under a session are complete, the Judges are requested to **leave the session by logging out**.
17. For any Technical Assistance **during the day of Presentation** Contact 9539904137 or 9847704138

Should you need any further clarification, please revert to headoffice@asiindia.org.

THANK YOU