

GUIDELINES FOR PODIUM PRESENTATIONS

May 23, 2019

Guidelines in brief

Below is a summary of important points from the following sections. Please read on further for more details.

- Including Q&A, presentation time per paper will be **20 minutes** for *all tracks*.
- The room will be equipped with a projector. Bring your own PC for the presentation.
- Always follow instructions from the session chair as they are responsible for the session beginning and ending on schedule.

Planning your presentation

These presentations will follow a traditional conference format of multiple simultaneous tracks that include short presentations followed by questions and answers (Q&A). Please aim to facilitate discussion during the Q&A with active elements during your talk.

Remember that your audience will be interested in what they can learn from your results and experience, so it is critical to include some reflection in addition to reporting the central points of your work.

The total length of each session is normally 45 minutes. This includes the session chair's introduction of each speaker, the transition time between speakers, the presentations, and the Q&A discussions. There will be two presentations in these sessions. A few sessions will have three presentations - each presentation also 20 minutes.

The session chair will be responsible for keeping track of time, so please be mindful of signals from your session chair while speaking.

It is highly recommended that you prepare to have sufficient Q&A time. Being able to discuss your presentation content with other participants is an important element of the conference. Furthermore, the session chair will strictly keep each presenter's allocated time and limit discussions for presentations that go beyond their limit.

During the conference

Please find the room where your presentation will be held when you arrive at the conference venue so that you know where it is located. Arrive at your scheduled room at least 5 minutes before your session begins. Introduce yourself to the session chair.

Please follow any instructions given to you by the session chair. The chair will be responsible for introducing each session, facilitating Q&A discussions, and keeping the presentations strictly on schedule. You will be notified by the chair when you are running out of time, and he/she will move on to the next speaker at the end of your allocated time. Please be prepared for this.

If a presenter is not present at the time that the presentation is scheduled to begin, the chair will ask the next presenter to begin instead and the session will end before the allocated time.