

# EG-ICE 2022 – Guidelines for Participants, Presenters, and Session Chairs

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## 1. Instructions for Participants

Thank you for participating in the EG-ICE 2022. This document will provide you with a brief introduction in how to participate in the workshop. Aside from networking opportunities, the main goal of any academic conference or workshop is to help authors/presenters to improve their work. So please provide your constructive questions, ideas, and comments. Even with careful planning, most likely we will learn throughout the workshop and adjust processes as we go. We sincerely hope that you will enjoy EG-ICE 2022 and of course that we all will learn a lot from each other!

### 1.1 Registration

Each participant must register. Each paper must have at least one full registration associated to it. Please visit <https://conferences.au.dk/eg-ice/registration/> to access the registration information.

### 1.2 Organization of sessions

As the final schedule (a few weeks before the workshop) will show, the paper presentations are organized in one single track consisting of numbered sessions. Each 1-hour long session has an effective 50 minutes to include

- 3 paper presentations (**each are maximum 10-12 minutes long**) = about 35-40 minutes
- a Q&A session, moderated by the session chair after all presentations finish = 10-15 minutes
- a brief transitioning period between the sessions (requiring the presenters to upload their presentations ahead of time, in the break before, more details will be announced ahead of time)
- only in case needed, a web conferencing tool (e.g., Zoom or Teams) ~~and a chat function (e.g., Slack)~~ will be used to allow remote presentations and Q&A.

## 2. Instructions for Presenters

Before reading these instructions, please familiarize yourself with the general **Instructions for Participants**. There you can learn everything about the process for EG-ICE 2022. There are a couple of important steps we ask you to follow.

### 2.1 Confirm your presentation slot

All correspondence will be sent to the e-mail address of the corresponding author(s) shared on EasyChair. It is the responsibility of the corresponding author(s) to distribute the information to a co-author who perhaps will be presenting instead.

- By the end of June 2022 you will receive an e-mail to the tentative program that will also be listed on <https://conferences.au.dk/eg-ice/scientific-program/>. Here you will find your tentative presentation time slot.
- While we assign your presentation to a session, we would like to avoid no-shows. Therefore, you must confirm your presentation upon signing in at the conference desk.

### 2.2 Preparing your presentation and content

Attendees of academic conferences enjoy excellent presentations. Given the **10-12 minute presentation time limit (please understand: you will receive a notification close to the end of your**

**presentation that you need to finish your presentation**), we highly recommend you to present only a limited number of high-quality slides. Presentation slides and presentations must be delivered in English. The following content fits on 10-12 slides (1 per minute):

- Paper title, author names, organizations (1 slide)
- Problem statement or research motivation (1-2 slide/s)
  - Background review leading to (important!) a statement of research novelty
- Proposed methodology (2-3 slide/s)
  - Details to research methodology (e.g., why, how) and (again!) reflection on novelty
- Implementation of methods (1-2 slide/s)
- Results, e.g., major findings (2-3 slide/s)
- Conclusion, e.g., lessons learned and brief outlook (1 slide)

### 2.3 Presenting

The following bullets will help all in experiencing great sessions.

- Please notify the session chair at least 10 minutes before the session starts. Indicate your full name and paper ID number as it appears in the program. Please understand that it might not be possible for the session chair to arrange for your presentation if you are late or do not announce yourself at the beginning of your session. There will not be rescheduling of presentations.
- While the session chair announces you and your paper, please be ready to start your presentation to allow for a smooth transition.
- The speaker transition will happen immediately. Please rigorously adhere to the time limits.
- Be mindful of using video(s) in your presentations (avoid it if you can). You may not use your own computer.
- Please attend the entire session so you are available during the Q&A session.
- Q&A will start as soon as all speakers have finished and last for about 10-15 minutes. The session chair will moderate the Q&A session. Each presenter is asked to be mindful of time when answering questions, thus keep answers brief to about 20-30 seconds.

### 2.4 In case you need help

If you have any questions, feel free to contact the organizers.

## 3. Instructions for Session Chairs

The session chairs will be determined just before the workshop. First of all, thank you for agreeing to chair a session of the EG-ICE 2022. This document will provide you with a brief guideline for chairing the session.

Of course, these are only our ideas, so feel free to add your own ‘flavor’ to your session! If you have not done so yet, it would be good if you could read the **Instructions for Participants and Presenters** before reading this part of the document.

Most likely we will learn throughout the workshop and adjust processes as we go. Please share your feedback or experiences with us, if needed. Any suggestions for improvement are more than welcome.

Our ideas for chairing a session:

- Please make yourself available at least 10 minutes before the start of your session. You probably will experience the previous session about to end. Please start your session on time, without delay or waiting.

- A **person of the EG-ICE Organizing Committee, not the Session Chair named in the program**, will coordinate the speakers (check their presence) and their presentations.

Please start the session with:

*Welcome to session NUMBER. The session's topic is TOPIC NAME. My name is ... and I am the Track Chair.*

Then continue with announcing the first presenter's name and (if needed, abbreviated) title of the paper.

A couple of important guidelines:

- Each presentation is maximum 10 minutes long.
- A 1-minute warning "Time please" indicates that the speaker should very quickly wrap up/end the presentation.
- Question and answering with ALL presenters will follow AFTER the presentations.
- All participants can raise questions as the Session Chair moderates the Q&A.
- **Try to keep a balance so that each author gets at least one or two questions/comments.**
- The session has to end at the very latest 10 minutes before the next one starts. This will allow for enough transitioning time.
- Please jump any presenters not showing up. Please inform the organizers about these authors.

If you have any questions, feel free to contact the organizers. Thank you again for helping!