

GUIDELINES FOR PRESENTERS (ONLINE)

All the online paper presenters/co-authors are requested to follow the guidelines below:

- Please join the Zoom meeting **15 minutes before** your scheduled Technical Session. This time will be used to test your video and audio facilities.
- As a paper presenter, you will be granted **screen-sharing privileges** on Zoom.
- After joining the Zoom session, please **rename your display name** to include your **name followed by your Paper PPT ID** (as given in the session plan).
- You are requested to deliver your presentation **live (online)**. However, if you are unable to do so, the **pre-recorded video** you have submitted will be played during your allocated session.
- Keep your PowerPoint presentation open and ready before your presentation begins.
- Use the **Share Screen** option to display your presentation. If required, use Slide Show mode for a full-screen view. Before starting, you may confirm with the audience that your audio is clear and your presentation is visible. After completing your presentation, please stop screen sharing.
- Please limit your presentation to **10 minutes**.
- The **Q&A session** will be held at the end of each Technical Session.
- Please wear **appropriate professional attire** during the presentation.
- Your background is important. You are advised to use the **virtual background** provided by the conference organizers (attached in the email)
- Keep your microphone **muted** when you are not speaking and **unmute** it only when it is your turn to speak.
- Avoid background noise and ensure that you present from a quiet environment.
- Use a **computer with good performance** and a **high-quality webcam**, if possible.
- Ensure that your **Zoom application is updated** to the latest version.
- Check your **internet connection** in advance to ensure it is stable and has sufficient speed.
- Make sure your device is **fully charged** or, preferably, plugged into a power source throughout the session.
- Maintain an appropriate distance from your computer while speaking. Avoid moving too close to or too far from the camera.
- Use a **headset or earphones with a microphone**, if possible, for better audio quality.
- If you use a profile picture, please ensure that it is **professional and appropriate**.
- At least **one registered presenter or co-author** must join the Technical Session and remain until the end of the Q&A session.