

Instructions for Presenters

General Instructions

- Each presenter will have 22 minutes in total – 20 minutes for the presentation and 2 minutes for questions and answers.
- The presentation, poster, and demo videos will be hosted at YouTube.com and Bilibili.com (for viewers from China).
- Please familiarize yourself with the schedule prior to the conference.
- Use only PowerPoint presentations or Acrobat pdf files.
- The order of presenters is as appears in the schedule. **The last presenter will be the session chair.**
- We recommend visiting the room where your presentation is scheduled and familiarizing yourself with the room and the podium computer before your presentation.
- Arrive at the room of your presentation ~10 minutes prior to the start of the session.
- You will be asked to transfer your presentation deck to the podium computer during the break before your presentation session. Please make sure that you can transfer the presentation via a USB pen drive. Some suggestions:
 - In our experience, acrobat files are very resilient to transferring from one computer to another.
 - Animations on PowerPoints often become unstable after changing computers. Therefore, open your file on the podium computer after transferring it and ensure that the animations are working fine.
- We highly discourage using personal computers in the interest of saving everyone's time and preventing potential issues during the presentation.
- The session chair will track time and alert the presenter of the remaining time at suitable intervals (e.g., 2 minutes before the finish time). **The presenter must end his/her presentation once notified by the session chair.**
- Questions from the virtual participants will come via chat and will be read out by the session chair.

Instructions for Virtual Presenters of full papers

- We strongly recommend that you provide us a recorded video of your presentation before WITS. This will be played in case the live presentation faces problems. The videos can be sent at witsconf2023@gmail.com.
- You will receive an updated program with Zoom links embedded in it via email **the day before**

the conference.

- Familiarize yourself with Zoom meetings. If you have not presented via Zoom, we strongly recommend doing a rehearsal. Rehearse presenting on Zoom prior to the start of the conference.
- The zoom session moderator will allow you to share screen in the order published in the program.
- All attendees need to be muted during a talk.
- When it is your turn to present:
 - Unmute your audio.
 - Turn on video.
 - Share your screen.
- After the Q&A:
 - Mute your audio.
 - End screen share.
- Co-authors of the presenter can answer questions posed in the chat, during or after the presentation.
- Presenters can share their email addresses in the chat or on their last slide to continue the discussion that started in the chat.

Instructions for Poster/Demo Presenters (during poster/demo session)

- Please create posters of your 24 inches by 36 inches.
- Stay with your poster if you are attending in-person.
- If you are attending remotely
 - Please upload a video of *5 minutes presentation for a poster* and *15 minutes presentation of a demo*.
 - Viewers are supposed to watch the videos on their own on Youtube or Bilibili.
 - The videos can be sent at witsconf2023@gmail.com.
- The authors can answer questions via zoom on a separate laptop. The authors are supposed to be present on zoom during the time of poster/demo. The laptop will be used by one person at a time at the venue for asking questions.

For any recorded video sent to us

- Please name the video by using the first five words of the title separated by “-”, for example, **This-Is-My-Presentation-Video.mp4**. Use mp4 or mpeg4 and avoid specialized video formats.