2020 Presentation Guidelines for Short Research Papers

- Your session timeslot is noted in our online program schedule; search on your last name to find it. [https://www.conftool.com/iconference2020/sessions.php](https://www.conftool.com/iconference2020/sessions.php). Please check the schedule on the day of your presentation for most up-to-date session location.
- **Short Research Papers** will have *15 minutes for the actual presentation and 5 minutes for Questions & Answers (Q&A)*, for a total of 20 minutes. The session chairs will strictly enforce these time limits to ensure that all presentations in the sessions have equal time.
- Presenters should bring their own laptop if you want to display something. You should also bring a copy of your presentation on a memory stick as a backup, in case there is an issue with the laptop. Session chairs are also asked to bring a laptop if possible, as backup.
- The conference will provide a projector and screen OR a LED screen in each session room.
- To connect laptops to the projector, presenters will need the appropriate connectors/dongles and charging cables. All projectors and screens will have HDMI connections (HDMI, mini HDMI, micro HDMI and mini DP). It is the presenter’s responsibility to bring the appropriate connectors/cables. This is especially important for Mac users. The conference will not provide any computer or projector paraphernalia.
- Sweden uses the plug types C and F for electricity. It is the same as in many other European countries, but not the UK. It has two round prongs and outputs 230V. Please make sure you have the necessary adaptor to be able to charge your devices.
- All session chairs and presenters should show up at least 15 minutes before their session is scheduled to start to check their presentations and coordinate transitions.
- If technical assistance is needed, please notify an on-site volunteer; the volunteer will assist you if they can or will alert technical staff of your need.
- High-speed wifi is available throughout the conference venue.
- Transitions between presentations should be coordinated to keep the session on time. One way to ensure timely transitions is to swap laptops during the Q&A period at the end of each presentation, thereby allowing the next presenter to be ready when the preceding Q&A is over. Any problems with getting a presentation set up will come out of that presenter’s time. In no case will a presentation go beyond its allotted time. Any presenters going over time limits will have Q&A periods curtailed or even eliminated at the end of the affected presentations.
- Presentation Accessibility: Building accessible presentations ensures inclusion and benefits everyone. Please consider the following recommendations, which may seem obvious, but are sometimes forgotten: Make text and visuals large enough so that even the people at the back of the room can see. Face the audience while speaking and make sure you speak at a pace and make use of pauses to allow listeners who are not native speakers to follow the argument. If reading directly from text, make sure the manuscript is adapted to reading
aloud, and provide long quotes on slides so the audience can follow your reading of them. Consider allowing written questions and comments along with spoken ones. Thank you!

- Session chairs are encouraged to contact the presenters in their session beforehand.
- Questions: Paper presenters should address any session-specific questions to their respective session chair, listed in the online program. General questions can be directed to the Conference team at iConf2020@hb.se