



iConference 2020

Sustainable Digital Communities

23–26 March, 2020
Borås, Sweden

OSLOMET



2020 Virtual Presentation Guidelines for Short Research Papers

SCHEDULE

- 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>. Please note that your timeslot will have changed compared to the original schedule since the schedule has been adjusted to the fact that presenters and audience are spread around the world. Make sure you also check the schedule the day before your presentation to verify the details.
- Information about how you will access the various rooms of the iConference will be sent to you before the start of the conference.
- If you need to cancel your presentation, please contact both the conference organizers (iconf2020@hb.se) and the session chair (you will find who that is in the schedule).

PAPER SESSIONS

- **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.
- The session will have a session chair who briefly introduces the speakers, facilitates transitions and moderates the Q&A. The session will also have a Zoom host who will help with any Zoom issues and who will help the session chair keep an eye on the chat.
- All session chairs and presenters should show up in the Zoom room 15 minutes before their session is scheduled, if there is not another session in progress, to start to check their presentations and coordinate transitions.
- In case the session chair does not show up (these are unpredictable times), the presenters should select a session chair and a deputy session chair among them to help coordinate the session.
- Zoom allows you to share your screen with participants during your presentation, at the same time as your camera view can be visible in a small window. This means that you can show slides or any other program on your computer during the presentation.
- Other people will, of course, be able to see and hear your presentation, including your camera view. The possibility of recording sessions in Zoom will be disabled, but we advise presenters to remember that there are always possibilities for participants to record sessions using their own software, even if the organizers discourage it.
- If you are concerned about the quality of your bandwidth, you can pre-record your presentation. Please make sure the presentation follows the guidelines as outlined here. If you have a pre-recorded presentation:
 - Save it as MP4 or another common file format which can be opened on Windows or Mac.
 - Send it to iconf2020@hb.se using Sprend (<https://sprend.com/>) OR Upload it to a server and send a link to where it can be downloaded to iconf2020@hb.se

- We need to receive your file no later than 24 hours before your presentation.
- Transitions between presentations should be coordinated to keep the session on time. One way to ensure timely transitions is to swap presentations/shared screens 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. Zoom hosts will assist if needed. 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. We will, however, be flexible if technical problems occur.
- Make sure you are in the Zoom room for the Q&A after the presentation, even if your presentation was pre-recorded.
- The conference has an app, *Conference4me*, with a chat connected to each paper/presentation in the schedule. Please check it after your presentation to be able to engage with any comments or questions.
- 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 it is easy to read. 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. Thank you!
- Please prepare carefully, but also be ready to be flexible during the session in case any problems occur.

WHAT YOU NEED TO DO TO PREPARE

- Please consult the general instructions and technical specifications for Zoom: <https://support.zoom.us/hc/en-us/categories/200101697>

Please consult the instructions for using Zoom available here:

<https://support.zoom.us/hc/en-us/categories/201137166>
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

- All presenters who do not commonly work with Zoom are required to log onto Zoom at <https://support.zoom.us/hc/en-us/articles/115002262083> to test their equipment. This is to make sure that equipment can be supplemented before the presentation should there be need for it.

TECHNICAL SUPPORT

- You can get technical support at the Lobby/Helpdesk from 11 am to 5 pm CET every day. You can access the Lobby/Helpdesk from the web page conference Zoom rooms, which will be available to you from the beginning of the conference. Remember that you can only be in one Zoom room at a time.
- If technical assistance is needed during the session, please notify the Zoom host; the volunteer will assist you if they can or will alert technical expertise of your need.

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