



SPEAKERS PREPARATION GUIDELINES AND INFO

In order to ensure that all oral presentations run smoothly we have prepared some notes to guide you through the process.

1. Prior to the colloquium

-Read scientific contributions online. (Visible on TIEC's webpage).

- Presenter for panel session and Keynotes can run PowerPoint. If you are planning to run a power point, please send us by **22 June**. Your presentation will be uploaded in the TIEC website, so that the conference participants, website visitor's subscribers will have access to all virtual presentations during and after the conference.

-Test-run your presentation before the conference. A trial live presentation session on **19 June** with the organizing committee to test the application on proper technical knowledge.

2. During the session.

a. Keynote speakers

If you are a keynote speaker, the time limit for the oral presentation is **20 minutes**.

Presenter can run PowerPoint. Presentations will fit the screen best if they are in landscape format. The speaker has control and can navigate freely through its own presentation. However, the TIEC's staff will provide him/her technical support in case is need it.

b. Panel session.

If you are in a panel session, the time limit for the oral presentation is **10 minutes** plus 30 minutes for Q&A and discussion session.

*Keeping to time it is courteous to keep to your allocated time. So please ensure that you are able to deliver your key message succinctly in **10 minutes**.

Presenter can run PowerPoint. Presentations will fit the screen best if they are in landscape format. The speaker has control and can navigate freely through its own presentation. However, the TIEC's staff will provide him/her with technique support in case is need it.

c. Poster pitch session.

The poster pitch session will consist in a special forum during the TIEC. At this forum, abstracts participants will expose their poster in a brief **5-minutes** speech that outlines their research. Similar to what is an **elevator pitch**. Once the posters exposition is over, we will

proceed with a Questions & Answers and discussion session where speakers may deeper in their speech and research. Please, send us your poster **before 22 June**.

General recommendations:

- Be very clear and concrete in the message (only **5 minutes** to delivery your idea)
- Since you do not have to print it or fit it the panel there is not a correct "size" just make sure that allows an optimal reading on the screen. For example, it could be the size of a PowerPoint slide and landscape format.
- Regarding words, neither does exist a limit, is up to you. But, we recommend a poster not too wordy.

TECHNICAL ISSUES

- What platform will we use? ZOOM

Zoom will allow us presenting our research via online video presentation to the Conference audience live. Particularly, we will be able to:

- ❖ Share the screen
- ❖ Discuss with presenters and interact with audience.
- ❖ Record the presentation and save it.

- Technical Requirements for presentations online presentation

- ❖ Laptop with headset/ Desktop with Webcam and Microphone/headset
- ❖ Updated Chrome Browser
- ❖ Virus Protections are needed to be paused/disabled before the start.
- ❖ Bright and calm environment with a professional background.

3. After the Conference

You will receive a Certificate of participation and we hope you can contact other researchers, students and practitioners for future collaboration.

Contact us at any time, if you need any clarifications and assistance.