The First International Conference on Innovative Technology Convergence 2020

Presentation Guidelines

This document provides the guidelines for online oral presentations in the first International Conference on Innovative Technology Convergence 2020.

- The ICITC 2020 program and online presentations will be held on December 10, Thursday, from 2:00PM onwards.

- All presentations will be made online [live] through video conferencing [Google Meet], thus, attendees and presenters must have a google account [gmail account] installed on their respective laptops, PCs, tablets, or smartphones.

- Join the conference program by entering the link https://meet.google.com/rjz-yyek-yvx. Then press "Ask to join" button.

- Video cameras, audio inputs, and Internet connectivity must be verified before setting up to join the session and to share your screen.

- Presenters must have joined the online conference 10 minutes before the start of the presentations to report his/her attendance to the corresponding Session Chairs.

- Oral presentations have a 15 minutes slot – please prepare a PowerPoint presentation that lasts for up to 10-12 minutes maximum to allow 3-5 minutes for discussion after your talk. This equates to roughly 10 slides excluding your title and acknowledgement slides.

- Be sure you have embedded any multimedia objects (e.g., graphics, images, movies) in the slides.

- At the time of your presentation, the session chair, will allow you to share your computer screen with the audience, along with a small window of you presenting.

- Participants will be able to use a Q&A box (similar to a chat) to ask questions during, and right after, the presentations. The session's chairperson will then select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session. The presenter will also be able to answer, after her/his session, any remaining questions through the Q&A box.

- Unless otherwise advised by participants, all the sessions will be fully recorded and made available for watching online. This will allow participants in less favorable time zones or life situations to catch up with content.