



ONLINE PRESENTER GUIDELINES

- Use the Zoom program for the presentation. Please download and install the Zoom program. You can view installation and usage examples at <https://www.youtube.com/watch?v=Fx7P8qbCyCk>.
- Presenters can present in two formats:
 - (1) Present in the assigned room. The slot for each presentation is 8 minutes + 2 minutes (Q&A) + 1 minute (shift). A session chair will be assigned to coordinate the session and ensure that these time limits are fulfilled.
 - (2) Present via a video clip with a maximum length of 8 minutes. Authors are required to join the online room promptly at the scheduled time and be prepared to respond to questions.
- File upload requirements:
 - For in-room presentations, submit a presentation file in PDF format.
 - For video clip presentations, submit both the PDF presentation file and the video clip.
 - Upload files by February 1, 2024, at 10 am.
 - Room Links: <https://cmu.to/QJ1eg>
- Zoom IDs for presentations will be provided on February 1, 2024.
- You can practice presenting on February 2, 2024, from 9:30 am to 12 pm.
- Ensure you are on time for the session. It is strongly advised to arrive 5 minutes early to check that the presentation is displayed correctly, etc.