

## Article B

# Guidelines for Presenters

### Get Ready!

All presenters will require a PC or Laptop with

- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers

Make sure that your browsers are updated to their latest versions.

- Internet Explorer
- Edge
- Firefox
- Chrome
- Safari



### Lighting/Camera

Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it is just above your eye level.

### Presentation/Clothing

Darker colour shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

### Audio/Sound

Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

### IEEE Policy on No Show

Each accepted paper to IEEM2020 must be presented by the registered author/co-author during the online conference.

### Accepted Paper Presentations on 15 & 16-Dec 2020

The two-day virtual presenter event will be conducted via Zoom Meetings and requires a paid registration to attend.

Presenter functions (via ZOOM) are auto-enabled in the IEEM online submission portal (see "Author Options") once paid registration fee is received.

### Presentation Format

Presenters **pre-record** their individual presentations. Only the Q&A is conducted **live** during the scheduled session time. Each presentation will consist of two parts.

#### If Oral

- 10-min pre-recorded video of the presentation
- 5-min live Q&A for attendees to meet virtually with presenters and ask questions or give feedback

A screenshot of a user interface for IEEM2020. At the top, it says "Welcome to IEEM2020" and "Mr Alex Ang". Below this are several menu items: "My Profile", "Log out", "Login as...", and "Privacy Policy". Under the heading "Conference", there are "Announcement" and "Topic List". Under "Author Options", there are "Final Submission Instructions", "My Abstract/Paper", "Conference Registration", and "Virtual Presentations". The "Virtual Presentations" link is circled in red.

### If Poster

- Pre-uploaded poster on public display from 14 – 17 Dec 2020
- 2-min live presentation and 5-min (also live) Q&A for attendees to meet virtually with presenters and ask questions or give feedback

### **Rehearse Your Presentation**

Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. The IEEM Virtual Meeting team will schedule practice sessions with presenters in the week of 30 Nov to 04 Dec 2020. All Presenters will be invited to participate.

Let's test your connections well in advance and check pre-recordings for:

- ✓ Quality sound & video
- ✓ Quality connectivity
- ✓ Quality presentation

### **Testing Your Presentation in Advance**

If during the conference you have questions or you want to test your presentation on Zoom, you can visit the Help Desk any time even if your presentation is on a later day. See Singapore Time (SGT) Help Desk Hours below.

<b>Help</b>	Mon-14 Dec, 9am-1pm, 4.30pm – 7pm SGT
<b>Desk</b>	Tue-15 Dec, 7.30am – 6.30pm SGT
<b>Hours</b>	Wed-16 Dec, 7.30am – 6.30pm SGT
<b>(SGT)</b>	Thu-17 Dec, 4.30pm – 7pm SGT

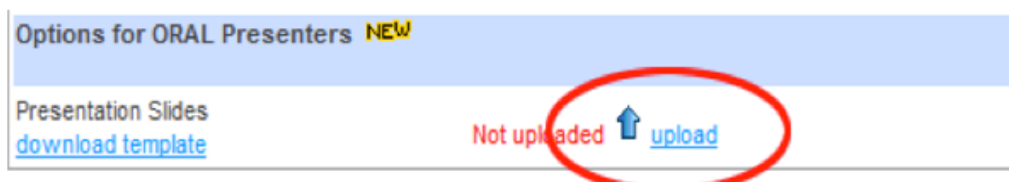
## **Oral Presentations**

### **Preparing Your Video**

- Speakers are required to submit a 10-min pre-recording of their paper presentation.
- Though not compulsory, it is preferred that you use the standard IEEM [PowerPoint template](#).
- The acceptable file format is MPEG-4 video (\*.mp4), and the file size must not exceed 800mb.
- See also ["How to" Guide for Pre-Recording a Video](#)
- The deadline for submitting the pre-recording is **25 November 2020**.

### **Submit Your Pre-Recording to IEEM Submission Portal (opens by 6 November 2020)**

1. Log-in with your email & password to the IEEM portal  
<https://www.meetmatt-svr3.net/ieem2020/login.asp>
2. On the left menu click on "My Papers" → "Paper ID" to view paper details.
3. Scroll the page until you see the upload link as shown in the figure below.  
This function is auto-enabled for individuals delivering oral presentations.



## Deliver Your Presentation

Please connect to your session room in Zoom at least 15 minutes before the start of your session

- The session host will play your **10-minute pre-recording** at the scheduled time.
- The speaker is required to participate in the live **5-minute Q&A session** to be held immediately after the presentation.
- Questions from the audience will be asked through the **Zoom Chat**

## Poster Presentations

### Upload Your Poster

- Presenters must upload a PNG poster of their paper presentation.
- Poster size is A0 in landscape format.
- Though not compulsory, it is preferred that you use the standard IEEM [Poster template](#).
- Please see also ["How to" Guide for Preparing Your Poster](#).
- The deadline for submitting the digital poster is **25 November 2020**.

### Public Display

All Posters will be posted publicly for viewing throughout the conference period from Mon-14 Dec to Thu-17 Dec 2020.

### During the Live Chat – See Check Final Program for Your Timeslot

- Presenter delivers a 2-min walkthrough of their poster presentation followed by a 5-min Q&A session.
- Questions from the audience will be asked through the **Zoom Chat**

### Submit Poster to IEEM Submission Portal

1. Log-in with your email & password <https://www.meetmatt-svr3.net/ieem2020/login.asp>
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