



IC.ITS '23
4th INTERNATIONAL CONFERENCE ON INNOVATIVE TECHNOLOGY & SCIENCE

ORAL & VIRTUAL PRESENTATION GUIDELINES FOR SPEAKERS



ORAL PRESENTATION GUIDELINES

- ✓ The maximum duration of an oral presentation should **not exceed 15 minutes**. It must also include a small five-minute discussion and Q&A session.
- ✓ An author or co-author must represent the paper.
- ✓ Oral presentations should be delivered through a personal laptop or from a device available in the event hall on the conference day.
- ✓ Presenters can use Windows OS and MS PowerPoint during this process.
- ✓ The event volunteers will be present to assist the presenters in all possible ways.



VIRTUAL PRESENTATION GUIDELINES

- ✓ Presenters can also present their papers and findings virtually if they cannot participate in the event physically.
- ✓ The duration of the online presentations shall not exceed 15 minutes in any case. It must also include a small five-minute discussion and Q&A session.
- ✓ The event organizers will share Zoom meeting links with the virtual presenters before the presentation.
- ✓ Presenters are requested to test their video and audio devices with the Zoom Test Platform to avoid last-minute delays and hassles.
- ✓ Online presenters are requested to share any presentations/documents they may wish to use to explain their findings during their session. It will benefit the event attendees who will be watching their online presentations.
- ✓ All the virtual presenters are requested to login into their Zoom platforms at least 30 minutes before their sessions.



Thank You

