Guidelines for Presenters

Accepted Paper Presentations on 14 & 15 Dec 2021
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.

IEEE Policy on No Show
Each accepted paper to IEEM2021 must be presented by the registered author/co-author during the online conference.

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	If Poster
▪ 10-min pre-recorded video of the presentation	▪ Pre-uploaded poster on public display from 13 – 16 Dec 2021
▪ 5-min live Q&A for attendees to meet virtually with presenters and ask questions or give feedback	▪ 2-min live presentation and 5-min 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 20 Nov to 10 Dec 2021. All Presenters will be invited to participate for testing your connections well in advance and check pre-recordings for:

✓ Quality sound & video   ✓ Quality connectivity   ✓ Quality presentation
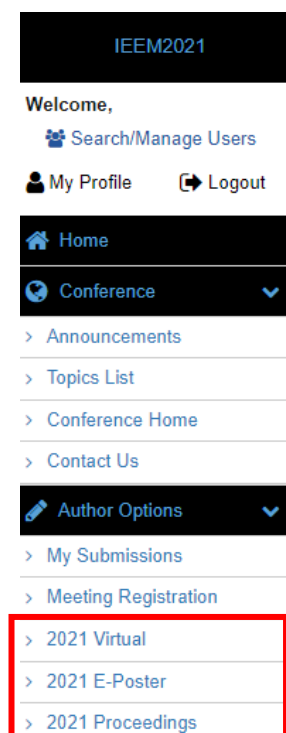
Testing Your Presentation in Advance
If during the conference you have questions or you want to test your presentation on Zoom, you can visit the Help Desk any time even if your presentation is on a later day. See Singapore Time (SGT) Help Desk Hours below.

- ▪ Mon-13 Dec, 10am – 12pm, 3pm – 5pm SGT
- ▪ Tue-14 Dec, 7.30am – 6.30pm SGT
- ▪ Wed-15 Dec, 7.30am – 6.30pm SGT
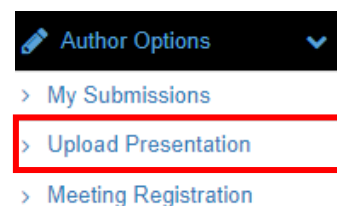- ▪ Thu-16 Dec, 12pm – 2pm SGT

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 **Tue-30 Nov 2021**.
- ▪ You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.

INFORMATION & SUPPORT – Visit : www.ieem.org Email: info@ieem.org Tel : (65) 6472 3108

Submit Your Pre-Recording to IEEM Submission Portal (opens Mon-08 Nov 2021)
1. Log-in with your email & password: https://ieem.meetmatt-svr.net/
2. On the left menu click on "Upload Presentation" to upload your video
   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.
- Presenters are 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. Alternatively, audience can also use the 'Raise Hand' function to ask questions verbally.

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 **Tue-30 Nov 2021**.

Public Display - All Posters will be posted publicly for viewing from Mon-13 Dec to Thu-16 Dec 2021.
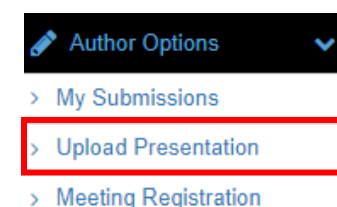
During the Live Chat – See Final Program for Your Timeslot
Please connect to your session room in Zoom at least 15 minutes before the start of your session
- Presenter delivers a 2-min walkthrough of their poster followed by a 5-min Q&A session.
- Questions from the audience will be asked through the Zoom Chat. Alternatively, audience can also use the 'Raise Hand' function to ask questions verbally.

Submit Poster to IEEM Submission Portal (opens Mon-08 Nov 2021)
1. Log-in with your email & password: https://ieem.meetmatt-svr.net/
2. On the left menu click on "Upload Presentation" to upload your poster
   This function is auto-enabled for individuals delivering poster presentations.

Get ZOOM Ready!
All presenters will require a PC or Laptop with
- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers – Ensure that they 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. Position your camera just above your eye level.

Presentation/Clothing
Darker colour shirts/blouses appear better on camera, 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.

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