

Guidelines for Presenters in Concurrent Sessions

► **Presentation Time:**

Each presentation is allocated 14 minutes for the presentation itself, 5 minutes for Q&A, and 1 minute for the transition. Please adhere to these time limits to ensure smooth session operations.

► **Available Equipment:**

Each classroom is equipped with a computer. If your presentation data is in PowerPoint or PDF format, you can use a USB drive to upload your files. If you prefer to use your own laptop, each classroom provides cables for USB-C and HDMI connections. However, if you require other types of hubs, please bring them with you.

► **Session Chairs:**

We have already appointed a tentative moderator for each session to take leadership to run the session.

Before the session begins, a designated moderator will determine if a single presenter will act as the chairperson for the entire session or if all presenters will take turns in the role.

► **Timekeepers:**

Student staff members will be present in each classroom to serve as timekeepers.

They will assist in ensuring the smooth progression of the sessions.

If you have any issues, please consult with the student staff.

* The same information can be found on page 26 of the ICoME2024 Conference Program.