

## Guidelines for Presenters in Roundtable Session

### ►Presentation Time:

Each presentation is allocated 11 minutes for the presentation itself, 3 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:

Before the session begins, all session members discuss 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 33 of the ICoME2024 Conference Program.