



Presenter Instructions

Important things to note:

- **All talks should be given LIVE** - pre-recorded videos are meant only as a backup, to be used sparingly in the case of serious technical difficulties.
- For full paper presentations: Speakers are allocated 20 minutes for their presentation: 16 minutes for set up and presentation and 4 minutes for questions.
- For Hot Off the Press presentations: The oral presentation slots will be 10 minutes long, with 7 minutes for the presentation and 3 minutes for questions.
- For Student Workshop presentations: The oral presentation slots will be 25 minutes long, with 20 minutes for the presentation and 5 minutes for questions.
- For workshop talks: presentation length may vary; you will receive instructions from the workshop organizers.
- For the Competitions talks: The oral presentation slots will be 15 minutes long according to the program, but flexibility is allowed according to the decision of the organizers.
- For tutorials, the presentation should be between 60 and 110 minutes.
- For all the above, speakers should adhere to the time allotted to them in order to keep the conference running smoothly.
- During the talk, the audience is allowed to ask questions in the Whova chat; however, the speakers are free to choose to either answer them on the spot or wait until the end of the talk. In the latter case, if there are other (oral) questions from the audience during the discussion, we recommend intertwining them with those from the chat in order to engage the audience.
- Zoom interface: We recommend that you use the Zoom desktop client (<https://zoom.us/download>) when presenting from Zoom and that it is up to date.
- You will find the Zoom link in Whova, in the session where you are supposed to present.



Your Session(s):

- We suggest you place the day and time into your personal online calendar along with a reminder. If you need assistance converting time zones, please use <https://www.timeanddate.com/> or a similar type of website. In addition, you can generate reminders from the Whova app by clicking on “add to my calendar” in the Schedule or Tracks-Agenda. You can search for your sessions by going to <https://gecco-2023.sigevo.org/Schedule> or <https://gecco-2023.sigevo.org/Tracks-Agenda>
- Go to the meeting room in which your session will be held, either in Zoom or at the hotel, at least 15 minutes prior to the start of the session. If you are unsure when you present, please access the conference agenda on the Whova app https://whova.com/portal/webapp/gecco_202307/
- Have your presentation slides ready to go on your own laptop, ready to be shared through Zoom. You may want to have a PDF copy of your presentation available as well so that in case of technical problems, we can use the room’s computer to do the presentation. Ensure that:
 - You have Zoom on your computer;
 - You have the Wifi properly setup;
- Once you arrive or log in, check in with the Session Chair(s) (maybe onsite and/or virtual) and the Volunteer (onsite).
- Log into the Zoom link for your session and test your slide deck via screen share to ensure the remote audience can view your presentation.
- If presenting remotely, join the session through Zoom. Check-in virtually with the Session Chair(s) and the Volunteer. Test your slide deck via screen share Whova.
- If you arrive late, you will not have an opportunity to perform a tech audio/video check as the session will already be in progress.



Session Logistics

Session Timeline	Details
<p>15 min – 0 min before session time</p>	<ol style="list-style-type: none"> 1. Volunteer, Session Chair(s) and in-person presenters arrive at the meeting room. 2. Remote presenters log into Zoom. 3. The Volunteer will do a last-minute audio/visual check of presenters and review any last minute details. 4. The Volunteer will open the Zoom meeting 10 - 15 minutes prior to the beginning of the session.
<p>At the session start time</p>	<ol style="list-style-type: none"> 1. Volunteers will ask all presenters to keep their video off and to mute as the session begins. 2. The session Chair(s) will offer a short introduction to the session and the first speaker.
<p>During the session</p>	<ol style="list-style-type: none"> 1. Each presenter will present their slides in sequence and then take questions from the audience, both onsite and via Whova. 2. The Session Chair(s) and Volunteer will keep the presentations moving along within the timeframe of the session. 3. In the unlikely event that a speaker faces serious technical issues, the Session Chair(s) and Volunteer may opt to play the pre-recorded video of their presentation. In this case, the pre-recording can be played on the GECCO laptop and screen shared to the audience. 4. The Session Chair(s) can view any questions from virtual attendees coming in



	through Whova chat and relay them to the presenter during the Q&A times.
5 min before the end of the session	1. The Session Chair(s) will give presenters a 5-minute warning.
Post-session	<ol style="list-style-type: none">1. Once the session is over, presenters are strongly encouraged to join their session room in Gather for additional questions and (informal) discussions about their talk.2. Be ready to reply to (offline) questions that may arise in Whova after your talk.