ICAIS 2022 Guidelines for on-site and off-site presenters in concurrent sessions

GENERAL INFORMATION

- HIVE is the audio-visual company providing all A/V equipment and on-site technical support during the conference.
- There will be four concurrent sessions throughout the conference:
  - **Albert**: Plenary and concurrent sessions A
  - **Fabiola**: Concurrent sessions B
  - **Elisabeth**: Concurrent sessions C
  - **Boudewijn**: Concurrent sessions D
- Each session room will have a dedicated HIVE A/V crew during sessions to manage all on-site and virtual presentations scheduled for presentation in the room.
- The HIVE crew will have a station from which they will run the PowerPoint presentations, and there will be a camera person filming on-site speakers for broadcast over the Airmeet virtual platform. **Note**: Real-time, off-site presenters will use their own webcam.
- Each session room will have, at a minimum, a large 16:9 HD screen/monitor and projector.
- Rooms will be set with a riser (stage) with a podium for the speaker and a small table beside the podium for the Session Chair, with a microphone for them to use.
- There will be both a podium microphone and a wireless lapel microphone as options for in-person presenters to use during their presentation.
- In-person presenters will advance their slides from the podium, using a wireless cue device.
- In-person presenters will be able to see their slides from the podium on a TV monitor that will also have a timing device to see the remaining time for their presentation.
- Participants are free to move from one session to another depending upon their interest in what is being presented. **It is therefore critical that all presentations start and end on time,** without exception, to ensure that participants don't miss parts of, or entire presentations.
- Concurrent session presentations are scheduled in 20-minute blocks, including questions. It is recommended that presenters use 15 minutes for their talk and allow 5 minutes for Q&A.
- For a 15-minute talk it is recommended to use 10-13 slides.
- Presenters should rehearse their presentations to be sure that they do not exceed the allotted time.
- Session chairs will field questions from on-site and off-site participants and will moderate the 5-minute Q&A period following each presentation.
- If there are additional questions recorded in the Airmeet chat feature, presenters can respond to them after Q&A period is over.

AUDIO-VISUAL EQUIPMENT & SOFTWARE

- All presentations are to be submitted in 16:9 (widescreen) format for optimal viewing.
- The laptops being provided by HIVE have Microsoft 365, but all versions of PowerPoint will be supported, in addition to files saved to Adobe Acrobat.
- Macintosh computer users should convert their PowerPoint presentations to a PC version (or PDF) and be sure to test the presentation on a PC before arriving at the conference.

Other Important Information

- **Images, videos, audio clips and animations**
  - Images should be inserted into PowerPoint using the "Insert image" command (i.e., do not drag and drop from other applications).
  - If your presentation includes embedded audio clips, video or animations, be aware that y**ou must provide the files for them separately to be sure they are linked on the computer being used to run the presentation**. Be sure you have copies of those files and provide them to the PowerPoint Manager when you submit the presentation on site at the conference.
- **Hyperlinks**: WiFi access for hyperlinks is available in all session rooms.
- **Fonts**: Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.

FILE NAMING PROTOCOL

PowerPoint files **must** be named according to the following protocol:

> DATE_ROOM_HOUR_PresenterName
> daymonth_ROOMNAME_presentationtime_FirstnameLastname

> **EXAMPLE**: 2004_BOUDEWIJN_0830_SanderSmolders

Note: presenters can find the date, time of session room name on program page of the ICAIS website. If there are any problems finding that information, contact the Conference Administrator **before April 15, 2022**.

ICAIS 2022 – FIRST HYBRID EVENT

There are three ways that ICAIS 2022 presentations will happen:
1. Real-time onsite (UTC+2).
2. Real-time off-site (UTC +2).
3. Pre-recorded and submitted in advance.

- In all three cases it is the presenter's responsibility to navigate through their PowerPoint presentation.
- The HIVE technical crew on-site will mix the presentation and the camera feed in a single video stream (either through the live camera on site, or the webcam feed from the remote presenter's system) that will be visible on large screens on-site, as well as on the Airmeet platform.
- All presentations are being recorded for broadcast over the Airmeet platform and will remain available for viewing by ICAIS 2022 conference participants in Airmeet throughout the conference, and for a period of time after ICAIS 2022 is over. **Note**: presentations will be available only to fully registered ICAIS participants.

Real-time On-site Presentations
- The presenter will be provided a wireless hand-held cue device to navigate the PowerPoint presentation (Back <> Forward).
- The presentation will be visible to the presenter on a monitor facing the stage. **NOTE**: this will be a copy of the current slide and **not** the presenter view with notes / preview of the next slide.

Real-time Off-site Presentations
- The presenter will need to use the 'share screen' mode in Microsoft Teams (the entire screen, not just the PowerPoint) and enable their webcam & microphone.
  NOTE: Remember that your screen will visible, so be sure to "hide" any files that you do not want others to see, and disable pop-ups.

- On the day of the presentation, HIVE will provide real-time off-site presenters an invitation to join a Microsoft Teams briefing meeting that is only accessible by the presenters in that particular session, and the HIVE technical crew.
  - HIVE will run the briefing, including providing a short introduction/explanation to presenters and answer any questions.
  - As there can be between four and six presentations during a session, presenters do not have to wait "backstage" until their presentation time. It is recommended the presenters log back in (according to HIVE's instructions) at least 10 minutes before their scheduled presentation time (UTC+2).
  - HIVE will give a cue when the presenter is to go live.
- If the presenter wants to be able to see the Microsoft Teams meeting itself, or their presenter notes during presentation, it is advised to use a dual screen set-up (fi. Laptop + extra monitor). HIVE will pre-test this setup with the presenters who wish to do so before their presentations.
- If a presenter wants to arrange a time with HIVE to test their presentation before the day they are presenting, they must contact the [ICAIS 2022 Conference Administrator](#) no later than **Friday, April 8, 2022** to schedule a time with HIVE.

Pre Recorded Presentations
- The organizers of ICAIS 2022 prefer to have all presentations delivered in real-time (on-site or off-site). If this is not possible for off-site presenters who are based in a time zone that would make it difficult to do so, they may pre-record their presentation and provide it in advance for broadcast in the session.
- Presenters can record their own presentations directly in PowerPoint https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c
- The exported video should be: **Full HD 16:9 (1920x1080px)**
- If this approach is not a workable option for the presenter, HIVE will arrange a Microsoft Teams meeting in advance of the conference for the speaker to share their screen and the presentation will be recorded for them by HIVE.

POWERPOINT SUBMISSION
- All off-site presenters **MUST** submit their PowerPoint/Adobe files no later than **Monday, April 11, 2022.** Files are to be submitted by WeTransfer or similar application to the [ICAIS 2022 Conference Administrator.](#)
- In-person presenters have the option of submitting their presentations in advance by **Monday, April 11, 2022**. Those who **do not** submit by that date, must bring their presentation with them to the conference and provide it the PowerPoint Manager on-site according to the schedule below.

PowerPoint Submission Desk Hours
The PowerPoint Manager's desk will be located in the hotel foyer and the desk will be open to receive PowerPoint presentations and review them with you to ensure everything is operating as it should.

ThePowerPoint Manager's desk will be open during the following times:

Monday, April 18	**Open between 15:00-18:00**
Tuesday, April 19	**Open between 07:00-17:00**
Wednesday, April 20	**Open between 07:30-17:00**
Thursday, April 21	**Open between 07:30-17:00**
Friday, April 22	**Open between 07:30-13:00**

PowerPoint Submission Schedule

Bring your presentation on a USB portable memory drive and provide it to the PowerPoint Manager according to the times indicated in the following schedule.

Tuesday Morning Presentations	submit not later than 18:00 on Monday, April 18
Tuesday Afternoon Presentations	submit not later than 09:00 on Tuesday, April 19
Wednesday Morning Presentations	submit not later than 17:00 on Tuesday, April 19
Wednesday Afternoon Presentations	submit not later than 09:00 on Wednesday, April 20
Thursday Morning Presentations	submit not later than 17:00 on Wednesday, April 20
Thursday Afternoon Presentations	submit not later than 09:00 on Thursday, April 21
Friday Morning Presentations	submit not later than 17:00 on Thursday, April 21
Friday Afternoon Presentations	submit not later than 09:00 on Friday, April 22

The cooperation of in-person presenters in following this schedule would be greatly appreciated.

QUESTIONS

If there are any questions, or clarification needed, contact the ICAIS 2022 Conference Administrator