



Online Presentation Guidelines

Instead of reading your presentations for the audience, you need to prepare an interesting and informative online presentation for the conference. This will be guided by the following instructions. Review these guidelines so that you are clear about how the online presentation is to be prepared.

Preparing

It may be helpful to start with the following when you plan your talk:

1. What is the topic of your presentation?
 - a. Clearly state your topic.
 - b. Reiterate your topic in your visual presentation.
2. Who is your audience?
 - a. ICMMS2020 is committed to promoting an inclusive professional organisation. Your presentation must be geared to reach a diverse audience.
 - b. Content should not contain any terms/ language that could be considered offensive.
3. What is the objective of your presentation?
 - a. Choose the main points and objectives of your paper and elaborate on them.

Your Presentation

Once you have answered these questions, you may then begin to outline your presentation.

1. Introduction/Opening
 - a. State your goals or ideas in general terms.
 - b. Intros can include: a relevant story, anecdote, or quote; startling statistics if appropriate; a metaphor or comparison.
 - c. Use humour very carefully; it can be powerful and engaging, but jokes are risky and challenging to use successfully. Do not use humour that could be deemed offensive to a particular group.
2. Body
 - a. Discuss your main idea(s) in detail and use supporting examples.
 - b. Use visual aids to reinforce.
 - c. Reiterate your points and develop a theme.
3. Closing
 - a. Summarise your main points.
 - b. Restate your goals, plan of action or any future plans.
 - c. Explain the value of your discussion.
 - d. Return to the opening theme or story or share another relevant story, anecdote, or quote.

On the Day of the Presentation

1. General Instructions
 - a. During the meetings all are expected to be in formal attire.
 - b. Preferably, join the meeting from your laptop (If you can only join from your Smartphone, you should have the Google Meet App installed in your phone).
 - c. Please ensure that your browser is an updated version of Chrome or Firefox (Internet Explorer may have some issues with Google Meet).
 - d. Keep your charger nearby and in a position to be connected if needed.
 - e. Choose a comfortable seating position with access to essential items including drinking water
 - f. Avoid any light source facing the camera of the laptop.
 - g. Keep your video **ON** and audio **MUTE** during the meeting. You may **UNMUTE** your mic when you want to speak.
 - h. Keep one spare earphone with mic to avoid audio issues.
2. Procedure During the Parallel Session
 - a. Presenting delegate shall join 5 minutes prior to the starting of the Session
 - b. The complete session will be recorded by the session coordinator.
 - c. After introducing the Session Chair and Co-chair, the Session Coordinator will invite you for the presentation as per the announced schedule.
 - d. You have to share your screen and start the presentation after switching on your mic. Ideally your video can be **ON**. However, if connectivity is poor, it is better to switch off your video.
 - e. You will be given **10 minutes** for presentation. Following that there will be Q/A session for 2 minutes. **The timeline should be strictly followed.**
 - f. After all the presentations are over, Session chair will give the concluding remarks and session will be closed.
 - g. The delegate has to leave the Google Meet session upon the instruction of the session coordinator.

Note:

1. While entering the session by clicking the google meet link, please ensure that the window is showing your Registered Mail ID on the right top of the window.
2. Please watch this video to familiarise the Google Meet Platform
<https://www.youtube.com/watch?v=wGXI0KpkR50>

IMPORTANT REMINDER

If you cannot appear for your presentation, you must contact the Conference Organizing Secretary, at icmms2020@nitc.ac.in as soon as possible.
 Contact No.: 9947311812,8598028797,9744118968

