Paper presentation guidelines for I3E2024

Each paper session at I3E2024 is 90 minutes long and features the presentation of three research papers. Each paper is allocated 30 minutes: 20 minutes for the presentation itself and 10 minutes for audience questions and discussion. A session chair will be assigned to manage each session.

Preparations:
To stay within the time constraints, authors should use max. 10 sheets for their presentations. Slides should feature large fonts and minimal text to effectively highlight the research question, the unique elements of the study, key findings, and any unexpected outcomes. Presenters are strongly encouraged to rehearse their presentations in advance, as speaking aloud is different from planning it mentally. Practicing will help deliver a clear, engaging presentation and prevent the need to rush at the end.

Session setup: Each session room will be equipped with a computer, screen, and data projector. However, we strongly recommend that both session chairs and presenters bring their own laptops as a backup.

Before your session: Presenters are advised to arrive in the session room during the break preceding their scheduled session. This will provide an opportunity to meet the session chair and ensure their presentation is correctly loaded and functioning. Presenters should bring their presentation on a USB stick for easy transfer to the provided equipment.

Session chair tasks and responsibilities
As a session chair, you are responsible for ensuring that all presenters are present and have uploaded their presentations to the computer before the session begins. At the start, greet the audience, introduce the session, and outline the agenda. Throughout the session, introduce each speaker, manage the Q&A, and keep everything on schedule. Make sure the session starts and ends on time by using the provided timecards to notify presenters of the remaining time (5, 1, and 0 minutes). Conclude the session by thanking both the speakers and the audience.