Instructions for Paper Presenters

Instructions for paper presentation are as follows:

1. Each paper is slotted for presentation in a specific session (see the programme schedule) and has 12 minutes for presentation and 5 minutes for question-answers and changeover.
2. Each paper is to be presented by sharing the computer screen of the presenter. The presenter therefore will need to use a computer with a camera and good internet connectivity.
3. Presenters should join their session at least 15 minutes before the start of the session. During this period, presenters should check their audio, video and presentation slides by sharing the screen, and introduce themselves to the session chair.
4. All speakers should adhere strictly to the time allotted to their presentation.
5. Organisers will be around throughout to help with the presentation.
6. In order to prepare for eventuality, all presenters are requested to upload their presentation slides, and a 10-minute video presentation of their talk, through their I-4AM account on the Easychair conference tool. (Latest by 6 January 2022)
7. In case of poor internet connection on your end, we will run the presentation video. Even if we run the video, the presenters must be available during the session for answering questions and clarifying doubts of participants.
8. We recommend that each presenter limits the number of slides in a presentation to 12, considering that each slide takes 1 min to present.

   Detailed instructions for uploading the presentation slides & video are given below:
1. Login to your Easychair account at https://easychair.org/conferences/?conf=i4am2022
2. In the Author Console, click on 'view' button across your Paper ID.
3. In this window, in the "Add or update files" section, you will already have your six submission files. Please DO NOT remove or update your original submissions.
4. Upload your presentation slides (.ppt) & video (.mp4, max size 100MB) by clicking on 'Choose file'. (To record the video, presenters can make use of any video conferencing tool). Click on 'Submit' to complete the submission.

Instructions for Keynote Speakers

Instructions for keynote speakers are as follows:

1. Each keynote presentation is scheduled within a 40 minute time slot; the keynote presentations are scheduled within a 1.5h/ 2h session with two or three back-to-back keynote talks.
2. Each keynote presentation should last for a maximum duration of 30 min., with the remaining 10 minutes spent as follows: 4 min. for the MC to introduce the chair and session chair to introduce the keynote speaker, and 6 min. for Q&A and to conclude the session.
3. The speakers should join their overall session at least 15 minutes before the start of the session. During this period, presenters should check their audio, video and presentation slides by sharing the screen, and introduce themselves to the session chair.
4. Each speaker should adhere strictly to the time allotted to his/her presentation.

5. In order to prepare for eventuality, all keynote speakers are requested to send their presentation slides through email (latest by 6 January 2022 please): i4am.conf@iisc.ac.in

Instructions for Panel Discussion Members

Instructions for panel members are as follows:

1. I-4AM 2022 has three Panel Discussion sessions (each with a duration of 1.5 Hours).
2. Each panel will have 7-10 panellists: one of them would act as the Chair of the panel.
3. The panellists should join at least 15 minutes before the start of the session. During this period, they should check their audio & video, and introduce themselves to the chair(s).
4. The chair will first introduce the panellists and the topic, and then invite each to make a brief statement (5 min.) on his/her experience/views on the topic of the panel discussion.
5. After this, discussion will be opened to the floor for moderated interaction with the panel.
6. No slides are expected to be presented by any panellist during a panel discussion session.

Instructions for Podium Chairs

Instructions for podium chairs are as follows:

1. There will be one chair for each podium session.
2. The chair will be invited to the podium session by the organizer (MC) of the session.
3. The chair should remind the authors of the time allotted (12 min. for presentation and 5 min. for discussion and changeover).
4. At the beginning of each podium presentation, the chair should briefly announce the title of the paper, and name and affiliation of the authors and the speaker.
5. A volunteer will be available to keep time and inform the speaker and the chair the time remaining with an audio sound/ alarm: at 2 min. and 0 min. for the chair to use to alert the speaker of the time remaining.
6. The chair should invite the audience for questions if time permits, and if no questions are forthcoming, ask questions herself to the speaker(s), before concluding the presentation.
7. At the end of the session, the chair should announce the audience of the next session and pass on the podium to the session organizer.

Instructions for Keynote Session Chairs

Instructions for keynote session chairs are as follows:

1. In a session containing two or three keynotes, there will be a single chair.
2. The chair will be invited to the keynote session by the organizer of the session.
3. The chair should remind the speaker of the time allotted (at most 30 min. for presentation, and up to 6 min for Q&A, to be taken only at the end).
4. The chair should announce the title of the keynote address and introduce the speaker in some detail.
5. A volunteer will be available to keep time, and inform the speaker and the chair the time remaining, with audio sound/alarm: 2 min. and 0 min.. for the chair to use to alert the speakers of the time remaining.
6. At the end of the entire keynote session, the chair should announce the audience of the next session and pass on the podium to the session organizer.

Instructions for Panel Discussion Chairs

Instructions for panel discussion chairs are as follows:

1. There will be one chair for each panel discussion.
2. I-4AM 2022 has three Panel Discussion sessions (each with a duration of 1.5 hours).
3. The chair will be invited to the Panel Discussion by the organizer of the session.
4. The other panellists will also be invited to the Panel Discussion by the organizer of the session.
5. The chair should introduce the other panellists and the topic of the panel, and then invite each panellist, including him/herself, to make a brief statement (5 min.) on the topic, without slides (No slides are planned to be presented by any panellist).
6. After this, the chair should open the discussion to the floor and moderate the interaction with the panel.
7. At the end of the session, the chair should announce to the audience the next session and pass on the podium to the session organizer.
8. All panel discussion chairs are requested to send their short bio and contact information (including WhatsApp number) through email (latest by 1st January 2022 please): i4am.conf@iisc.ac.in