

Information For Presenters

Instructions for Paper Presentation

1. Each paper is slotted for presentation in a specific session (see the programme schedule) and has 12 minutes for presentation and 3 minutes for question-answers and changeover.
2. The papers are to be presented using PowerPoint or PDF format.
3. The speakers should arrive at the venue for their session at least 15 minutes before the start of the session.
4. A system (windows) and LCD projector will be available to use for paper presentations.
5. Speakers should load/check their presentation slides onto the computer.
6. All speakers should adhere strictly to the time allotted to their presentation.
7. Organizers will be around to help with the presentation.
8. We recommend that each presenter limit the number of slides in a presentation to 12, assuming that each slide takes 1 minute to present.
9. In case a presenter fails to present during the allotted slot, the paper will not be included in the proceedings.

Instructions for Keynote Presentations

1. Each keynote presentation is scheduled within a 45-minute period. Most keynote presentations are scheduled with two/ three back-to-back keynote talks.
2. Each keynote presentation should last for at most 30-35 min., leaving 10 minutes for introduction to the speaker, Q&A, and changeover.
3. The talks are to be presented using Microsoft PowerPoint. For Apple, the presenters need to bring their laptops and an adapter for projection.
4. The speakers should arrive at the venue for the keynote session at least 15 minutes before the start of the session, meet the session chair, and load/check their presentation slides onto the computer.
5. All speakers should adhere strictly to the time allotted to their presentation.
6. A computer and LCD projector will be available for use for podium presentations. In case a speaker is not carrying a laptop, the organizer's computer can be used.

Instructions for Panel Discussion

1. I4AM'26 has two Panel Discussions (1-hour duration each).
2. There will be 6-8 panelists, with one of them acting as the Chair of the panel.
3. Each panelist should be present at the venue for the panel session at least 15 min. before the start of the session and introduce themselves to the chair of the panel.

4. The chair will first introduce the panelists and the topic and then invite each to make a brief statement (3-5 min.) on his/her experience/views of the opportunities and challenges in the given topic.
5. After this, the discussion will be opened to the floor with moderated interaction with the panel.
6. No panelist is expected to make a formal presentation (via visual aids).

Information for Chairs

Instructions for Paper Presentation Session

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

Instructions for Keynote Sessions

1. There will be a single chair for each keynote session.
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 35 min. for the presentation, with up to 10 min. for questions or discussions 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 show the speaker and the chair the time remaining, with three placards: 5 min., 2 min., and 0 min. for the chair to use to remind the speakers of the time.
6. At the end of the whole session, the last chair should announce the audience of the next session and pass on the podium to the session organizer.

Instructions for Panel Discussion

1. There will be a single chair for each panel discussion.
2. I4AM'26 has two Panel Discussion sessions (1-hour duration each).

3. The chair will be invited to the Panel Discussion by the organizer of the session.
4. The other panelists will also be invited to the Panel Discussion by the organizer of the session.
5. The chair should first introduce the other panelists and the topic of the panel and then invite each panelist to make a brief statement (3-5 min.) on the topic.
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 the audience for the next session and pass on the podium to the session organizer.