

Brief Guidelines for Presenters

Duration of the presentation

The time allocated is 15 min per presentation, then 5 minutes for question. It means your presentation is around 15 slides with a mean of 1 minute per slide. If you plan to present 30 slides, it is likely to fail...

Potential extra time would be allocated to more question-answering and discussion.

Equipment in the Room

Each room will have:

- A beamer
- A laptop with MS PowerPoint and connected to MS Teams to share the presentation with online participants

If you need a remote control for the presentation, bring yours.

Remote Presenters

The links to follow the sessions online are available on the conference program on ConfTool (<https://www.conftool.pro/ice-iamot-2022/sessions.php>). The software used is Microsoft Teams. By default, camera and microphone are disabled. Session chair will enable it for presenters.

In order to mitigate technical issue such as bad internet connection or even a total malfunction, we ask to remote presenter to prepare a video recording of your speech. The broadcast of this video during the session will allow the paper to be considered as presented. Unpresented papers are not eligible for indexing on IEEE Explore. All documents in this shared folder will not be kept and will be deleted at the end of the conference.

This video recording has to be dropped in the [session folder on Google Drive](#) using the following naming nomenclature.

[SessionID]-P[paperID]-Vid-[presenterName]

For example:

ENG14-P428-Vid-Anon.mp4

Electronic Presentation Requirements

- Upload the presentation material into the [session folder on Google Drive](#) using the following naming nomenclature

[SessionID]-P[paperID]-Pres-[presenterName]

For example:

ENG14-P428-Pres-Anon.pptx

- File formats other than "ppt", "pptx", and "pdf" are not supported

- Don' forget to have a Backup (Mandatory!) for your presentation

Before the session

For onsite presenters

- Drop your presentation in the [session folder on Google Drive](#).

For online presenters

- Prepare a video recording of the presentation and drop it in the [session folder on Google Drive](#).

During the session

For onsite presenters

- Be in the session room 15 min before the beginning, introduce yourself with the session chair to be registered and tackle potential technical issues.

For online presenters

- Connect 15 minutes before the beginning of the session to allow the chair to give you the presenter right and test the screen sharing.
- If you face internet connection issue, we will play the video recording of your presentation. In case of improvement, we will do the Q&A live otherwise, we will provide you the questions in writing after the session.

Access to papers

You may be interested in reading a specific article before or after a presentation, they are all available thought the conference programme. To do this, select the session and view the download links.

The figure displays two side-by-side screenshots of a conference program interface. Both screenshots show a 'Session Overview' for the session 'IES: Intrapreneurship & Corporate Venturing'. The left screenshot shows the session details, including the time (Monday, 20 June 2022, 16:00pm - 12:30pm), location (Room 103 - Centre Prouvé), and session chair (Fabio Cruz Sanchez). It also lists the session topic (Intrapreneurship & Corporate Venturing) and external resources (Remote link: Room 103 on Microsoft Teams). The 'Presentations' section lists three papers with their titles, authors, and download links. The right screenshot shows the same session details but with a different set of presentations, including 'Organizational and Personal Self-Concept and their Moderating Relationships as Determinant to Entrepreneurial Orientation' by David Therap, Elma Van der Linde, and 'Why Companies Implement Multiple Corporate Entrepreneurship Units' by Nicole Reitzelmann, J. Roland Ortl, Guido H. Balle. Both screenshots have a search bar at the top and a 'Show Downloads' button on the left.

Figure 1. Access to the articles