Presentation Guidelines

The IPSERA 2022 conference will be held in **hybrid format** to ensure participation in the academic program is possible despite the current travel restrictions. **Online participation will be allowed only through Zoom webinar**. Those attending online need to download and set up zoom. Webinar Zoom links will be sent out by email on Thursday 7th April.

In each **parallel session** there will be one session chair and one zoom chair. The zoom chair will manage the zoom functionalities and also help you on the operations of IT equipment onsite. Please see the details of parallel sessions in conference detailed program.

Each session is about 1 hour 30 minutes long and is arranged as follows:

- Competitive papers (CP) is 30 minutes (20 min presentation + 10 min questions and changeover time) moderated by the onsite chair and zoom chairs
- Work in progress (WP) is 20 minutes (15 min presentation + 5 min questions) and 5 min changeover time moderated by the onsite chair and zoom chairs
- Practitioners paper (PP) is 20 minutes (15 min presentation + 5 min questions) and 5 min changeover time moderated by the onsite chair and zoom chairs

After each presentation, session chairs open for general questions from onsite participants. Also, the online attendees are able to write their questions on Q&A box of the webinar zoom. The zoom chairs will read the questions from online attendees.

Instruction for presenters

Onsite presenters: All onsite authors presenting in parallel sessions are **requested** to hand in your presentations 15 minutes before the session begins to zoom chairs. Please bring your presentation on a USB-stick to minimize changeover-time!

Online presenters: All online authors presenting in parallel sessions need to join the zoom link 15 minutes before the session begins. You will be added as a key panellist in the webinar zoom by zoom chairs. Please make sure about your camera and microphone setting. All the online presenters need to be familiar with the Zoom as we do not have any extra time between the presentations.

Please, note that:

• In the program of parallel sessions, online presentations are marked in blue.
• All allocated rooms for parallel sessions have an installed PC, projector and live streaming camera.
• Access to internet connection will be provided to all on site participants upon arrival to the conference.