

Guidelines for Virtual Oral Presentations

Please read carefully as you prepare your presentation for IEEC

The Zoom Webinars has been selected for conducting oral presentations during IEECBHU-2020.

If you are unfamiliar with Zoom, you can find out more about the platform [here](#) . You can also sign up for a free limited membership, which is handy for practicing your presentation

General instructions

- The oral presentation will be given during a 120-minute technical session. Each session will be moderated by the Convener in the presence of Chairman and Co-chairman. All the technical sessions of the conference will be recorded.
- Each presentation will have 10 minutes, including time for questions and answers. It is recommended that the presenter should spend 07 minutes giving the presentation and leave 3 minutes for Q&A.
- At the end of the 10 minutes, the convener will end the screen sharing to allow the next presenter time to set up (i.e., there will be a two-minute transition between presentations).
- To present your paper, you have to run your slideshow (PowerPoint or some other suitable software) from your own computer, and will share your screen so that others can see the slides. After you have finished the presentation, audience/members can ask questions via the Chat function of Zoom

Steps to Setting up Zoom

- Download the Zoom app onto the computer/mobile you will use for your presentation. For downloading the Zoom, click [here](#).
- Use of laptop or desktop computer is recommended for oral presentations
- Kindly refer to the following link to know the procedure to participate in a Zoom session (<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee>).
- Use a modern browser that is updated to the latest version. Chrome, Microsoft edge and Safari, as well as others, should work.
- Use a headset for better audio.
- Share your screen. You should also make sure that you are comfortable with sharing your screen through Zoom.
- Make sure the colours used in your slide are not too bright or light in shade to ensure better visibility

Giving your presentation live (Points to remember)

- Be sure to log into that session about 10 minutes early.
- Make sure you have an uncluttered background (or virtual background), keep yourself centered on screen with camera at eye level, dress professionally.
- For a virtual meeting, it is absolutely essential that all presentations stick to their allotted time.
- Q&A session for the presentations will be running via the Chat function in Zoom. Audience members will type a question into the Chat window. The session moderator will keep an eye on these and will select questions to ask you verbally.
- After the Q&A, or even before (after you finish the talk), stop screen sharing. At 10 minutes, the Moderator will mute your mic and stop screen sharing so that the next speaker can set up
- Use of computer is recommended than mobile screens.

ALL THE BEST!