



INTERNATIONAL VIRTUAL CONFERENCE ON INDUSTRY 4.0



July 6 - 7, 2020

INSTRUCTIONS TO THE PRESENTERS

Oral presentations

In the IVCCPS 2020 Conference, there are 6 oral tracks planned in 2 sessions. This Program Schedule is available in the Conference website. The oral presentations are for **15 minutes, which may not be exceeded**. 12 minutes for presentation and 3 minutes for Q & A. There are a maximum of 7 presentations in each oral session.

The Oral Presentations are done in ZOOM.

Your slides:

- For 12 minutes of presentation, you can prepare around 12 (maximum 15) slides in PowerPoint, including the introduction and end slide.
- Be sure that the PowerPoint slides have the same layout all way through.
- Observe that the content of each slide is not too detailed.
- The possibilities of animations are numerous. Please do not exaggerate.
- Graphs and figures are often better than tables at an oral presentation. Flow charts are very appropriate to describe material.
- If you wish to add films (demonstrations & executions) or other sorts of interactive materials, please include these in the presentation (do not access them through internet, as this may not work to your satisfaction) and inform the Conference Office beforehand.

Technical information:

- The Presenters will be presenting through online Zoom Link, which is shared below.
- Please have your file as a PowerPoint file, ready to be shared in ZOOM.
- Your slides should have an aspect ratio of 16:9 (wide screen).
- Also, share your presentation slide with the Session Moderator for compilation

Detailed Zoom Guide for Presenters

Initial Zoom setup:

1. Please install [Zoom](#) in advance.
2. For a stable connection to the meeting, please check the [Zoom Webinar Best Practices and Resources](#).
3. Before you connect to the Zoom webinar, have the PowerPoint presentation open on your desktop, NOT in presenter mode. We **recommend you to use Laptop/Desktops** instead of phone for a better presentation experience and control.
4. Close all other windows/apps, especially mail programs



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5. Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer. We do not recommend using the microphone on a laptop, as this is not high enough quality for the recording.

How to Join the Session:

1. View the Program Schedule shared in the Conference Webpage to find your Session and Track. The Zoom credentials are.

CONNECT TO THE CONFERENCE USING THE BELOW ZOOM DETAILS:

<https://chennai-vit.zoom.us/j/99009788372?pwd=WmpyeIF6SDN2RW12UEVYMVdEUjdKUT09>

Meeting ID: 990 0978 8372 Password: 919237

2. Click on the session link to join the meeting.
3. If you are joining the Session before the host has started the meeting, please wait in the lobby until the host starts the Session. Inform your **paper Id and Session&Track No.** to the moderator. Once you are admitted, you will be connected into your respective Breakroom, by the moderator.
4. **Inform the host you are the presenter, in Chat Window.**
5. When the Session Chair calls out your Paper Id, you can share your Screen from your computer.

Screen Sharing:

- Click on the Share icon, either in the main window or in the control panel.
- If asked, choose “basic” screen sharing,
- Select the PowerPoint presentation you wish to display (NOT the “screen” option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.
- In PowerPoint:
 - Switch to Slide Show mode.
 - Give your presentation.
- When done, click Zoom's *Stop Share* button.

In case you need any clarifications during the conference, please contact

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ALL THE BEST!