

PGIS RESCON 2021 – 30th & 31st October, 2021

Guidelines for Presenters

Thank you for submitting an abstract to RESCON 2021, we are happy to inform that your abstract is accepted, the proceedings is in press, and we are moving towards the final stretch in the RESCON 2021 organizing process.

The session you are allocated along with the time and the date has been already notified to you. If you are unsure about it, please look in www.pgis.pdn.ac.lk/rescon2021, look in the technical programme section.

By this time, you should know who the academic coordinator of your presentation is, and you have shared contact information, established a connection, and ideally, sent the presentation and the video to the academic coordinator. If you are not there yet kindly *call* the academic coordinator and get things done immediately.

The Academic coordinator will share the Webinar link of your session in the morning of the presentation day.

1. Please log in **15 minutes prior** to the beginning of the session.
2. Use your presenter ID when you log into the Webinar. *This is extremely important as we will know who to make panelists. If you don't do this, we will have technical issues.*
 - a. Example : Presenter 1 in Session A11 is A11.1
3. You will be upgraded to a panelist at the beginning of the session.
4. Please make sure the microphone is muted all the time except at
 - a. the time of your presentation
 - b. Q&A session. (5 minutes just after your presentation)
 - c. Panel discussion (if any)
5. When the session is started, your name and title will be announced by the session chair according to the order and the host will share your presentation slides (*You have already submitted your presentation*). **Kindly switch on your video at this time.**
6. You will present while the host will navigate the slides according to your command. (*This step is taken to minimize the issues due to poor connections. Kindly keep in mind that you will have less control here, like you cannot use a pointer, and so on. Have the slides numbered, and clearly say “next slide” to move on.*)
7. In a situation where you will be dropped from the webinar due to technical errors/connection errors, the host will play the video you have submitted starting from where you have stopped.
8. Please switch on the video for the duration of your presentation and the Q&A session, the dress code will be “smart casual”.
9. The presentation time is 10 minutes. At the 8 minute mark, the first bell will ring and after another 2 minutes the final bell will ring.
10. You have to finish presentation at that time and 5 minute Q&A session will start.

11. At the end of all the presentations, sessions chairs will conduct a panel discussion if time permits.
12. Please remain in the webinar throughout the whole session (2 hours).
13. At the end of the session, you will be dismissed, and you can leave the Webinar.

Co-authors of your abstract can also join the webinar and they can participate in the Q&A session and the panel discussion. Please share the link with them.

If you have any connection problem, please notify the academic coordinator prior to the session via the WhatsApp group.