Virtual Presentation Guidelines for *IConETech-2020*
PLEASE ENSURE THAT YOU REVIEW THE FOLLOWING RULES PRIOR TO ATTENDING THE SESSIONS

I. RULES OF ENGAGEMENT FOR PRESENTERS/PARTICIPANTS

- Each Presenter making a live presentation is asked to share his/her screen while presenting his/her paper.

- **Before commencement of your presentation**, please ensure that your PowerPoint is in **slide show mode.**

- All presenters/participants will have their microphones muted on entering the meeting room. Each Presenter is asked to unmute his/her microphone for the duration of **his/her presentation and Q&A session only**.

- All Presenters are asked to keep cell phones in **silent mode**. Please note that the vibrate setting can also cause disruptions.

- Please be mindful of background noise (such as coughing) during your presentation.

- All presenters/participants are asked to utilise the Chat Box to share any challenges/questions you may wish to ask various presenter(s).

- All presenters/participants are reminded to conduct themselves in a professional manner.
    - Please refrain from sharing any explicit, violent or inappropriate content.
    - Please limit side conversations.

II. GUIDELINES FOR PRESENTERS
Instructions for joining our Zoom Meeting Room

- Please ensure that the latest version of Zoom is installed ahead of the conference.

- Each Presenter should **login at least 30 minutes prior** to his/her presentation.

- Please keep your cell phone readily available in case our team needs to contact you.

- Please use the password provided to gain access to the meeting room when prompted.

- **Please ensure that you login using the full name and organisation as used on the Registration Form** (FirstName LastName, Organisation e.g. John Doe, UWI / NGC)

Instructions for presenting

The following video links will help you get set up and ready for your presentation"

Joining a meeting

https://www.youtube.com/watch?v=hIkCmbvAHQQ

Sharing your screen

https://www.youtube.com/watch?v=YA6SGQlVmcA&list=PLKpRxBfeD1kEM_I1lId3N_Xl77fK
DzSXe&index=10

NOTE:

- For all Live Presenters, it is important to have your PowerPoint Presentation open **in slide show mode** before attempting to share your screen for viewers

- It is advised that you **minimize the number of open applications** to allow for quick choosing and sharing of your screen.

If you have any questions, please contact: IConETech-2020@sta.uwi.edu

Thank you for your assistance

Chair, IConETech-2020