

INSTRUCTIONS for PRESENTERS

How to do your Presentation at ICIMTH2022

As we have already announced, the ICIMTH 2022 Conference will be held as a **face-to-face event** in Athens, Greece, from 1st to 3rd July 2022.

As a conference participant, you have already filled in and sent us the registration form, and particularly on the field «**Participation**», you have selected one of the two options:

- 1. live on-site presentation**
- 2. virtual session**

Depending on your selection in the registration form, please follow the instructions below:

1. live on-site presentation

If you selected the **live on-site presentation in the registration form**, you **must be present at the conference** venue ([Divani Palace Acropolis, Athens, Greece](#)) on the day and time (local time) that it **will be** announced according to the **conference programme**. We highly recommend to be **at the conference** venue ([Divani Palace Acropolis, Athens, Greece](#)) at least one hour before your presentation.

Please be sure **you will have your PowerPoint presentation on a USB stick**.

When you arrive at the venue ([Divani Palace Acropolis, Athens, Greece](#)), **contact the secretariat desk** of the conference and **ask them to copy your presentation to the conference local cloud**. You will have your presentation on the conference's computer at the time of the presentation.

The duration of a **live on-site presentation** should not exceed 12 minutes and 3 minutes for questions for full papers, 4 minutes and 1 minute for questions for short papers.

2. Virtual Session

If you selected the **virtual session presentation in the registration form**, then that means that you are **NOT present at the conference** venue.

You **must** connect to a **Zoom room** for your presentation. **The link to the room for the virtual presentation will be sent to you in due time by the ICIMTH 2022 organising committee**; please, check your spam emails.

You **must be connected** to the **Zoom link** at the exact **day and the time** that will be announced according to the conference programme. **Be aware of any time difference between your location and the venue in Athens. The conference programme will be scheduled on the basis of local time.**

Please note the following:

- ✓ Connect at the **Zoom link** at the beginning of the session of your presentation. The conference is a face-to-face event; therefore, the priority is to have a smooth **live presentation**.
- ✓ Only **one presenter** is allowed per paper presentation
- ✓ **You must share your presentation/screen** during the time of your presentation. The conference committee will **NOT** ask you for any video recording. **Do NOT send and do NOT upload videos anywhere, they will NOT be considered!**
- ✓ Be sure that you have a reliable, steady internet connection. You better prefer a wired connection rather than a wireless one,
- ✓ Be sure that before connection, you have checked your microphone/headphones/loudspeakers that are working correctly. You can see [this video](#) for help on how to check your audio before you connect to Zoom.
- ✓ Suppose a presenter has problems with his/her internet connection, audio devices or any other technical issue on his/her side. In that case, the chairman will continue with the presentation of the next available presenter in the session. We apologise, but in case of problems by your side, there is no option for delays due to the strict schedule of the conference.
- ✓ Please bear in mind that the conference is live, and we must strictly keep the schedule.

3. Posters

Posters will be presented with the traditional way by placing a **A0 or A1 size** printed poster at the appropriate **designated location at Aristotelis B room**. Participants are requested to place the posters from the Day 1 of the conference. The posters may remain at the designated places throughout the three days of the Conference. However, the participants are requested to remove them before the Closing Session. Posters will not be mailed back to the participants in case of being forgotten.