



**44<sup>th</sup> IAEE  
INTERNATIONAL  
CONFERENCE**  
Riyadh, Saudi Arabia  
4-9 February 2023

# **INSTRUCTIONS FOR CONCURRENT SESSION SPEAKERS**



# INDEX



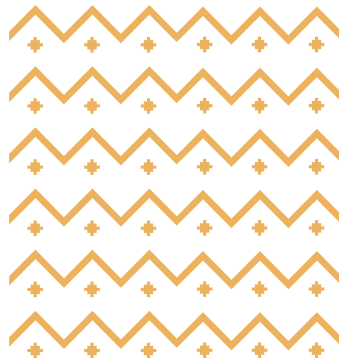
**01.** PRESENTATION GUIDELINES

**02.** HOW TO UPLOAD YOUR SLIDES ON CMT



# 01

## **PRESENTATION GUIDELINES**



# GUIDELINES FOR CONCURRENT SESSION SPEAKERS

Welcome to the 44<sup>th</sup> IAEE International Conference 2023.  
The guidelines for Concurrent Session Speakers are as follows:



01

Each concurrent session will be presided by a session moderator. Each presenter is requested to note their concurrent session timings and should ensure before the start of each session that their presentation is available with the moderator. Details regarding the uploading of the presentations are available in the following slides.



02

A presenter in each concurrent session has been allotted 18 minutes each. Each presenter will present for a maximum of 15 minutes followed by 3 minutes for questions and answers.



03

The conference slide template is available [here](#) and presenters are encouraged to use them for their presentations.



04

Presenters are requested to adhere to their time limits to ensure that all presenters can present within the allotted time slots. Each concurrent session will be of 90 minutes and the session moderators are advised to ensure that presenters adhere to their time limits. The session moderators will have final say for each presenter's time slots and sequencing.



# PRESENTATION GUIDELINES

	Presentation duration	Q&A following each presentation duration	Maximum time slot for each presentation
Concurrent Session Presentations	12-15 minutes	3 minutes	18 minutes

	Slide Preparation
Recommended Slides	PowerPoint and Pdf
Format	Wide Screen, using the 16:9 aspect ration to use the full screen space
Number of slides	No restrictions. However, be cognizant of the maximum time allocated for your presentation slot.
Font	Arial
Preferred Template	Available <a href="#">here</a>
Hardware and Software	A laptop connected to the screen will be available for each concurrent session. These laptops will be running Windows OS and PowerPoint. Adobe Acrobat Reader will also be available. No other software will be available.
Uploading Presentations	Presenters are required mandatorily, to upload their final presentations on to CMT website. Details in following slides. Please upload your final slides by the 31 <sup>st</sup> January 2023.
Audience	Your presentation will be attended by researchers, academicians, industry professionals and students.
Venue	APEX Convention Center, KAPSARC. For individual Concurrent Session rooms, please refer to the Concurrent Session Program (CSP) for additional details. CSP will be updated with room details at a date closer to the Conference. If you have any queries, please reach out to us at <a href="mailto:reviewiaee2023@saudi-aee.sa">reviewiaee2023@saudi-aee.sa</a>



## Each session room will be equipped with:

- Digital screens
- Laptops running Windows OS and Microsoft PowerPoint and Acrobat Reader

## Note that:

- You cannot connect your laptop to the screen
- Ensure that your presentation is available with the session volunteer who will help you with any issues
- Each Session room will have a podium with a microphone for the speaker

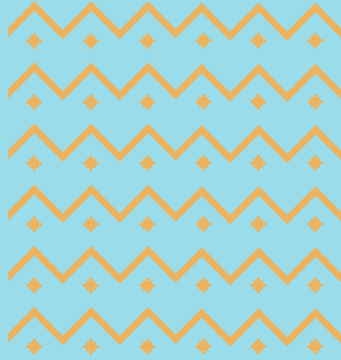




## Each concurrent session will be opened by the moderator

- Presentations to be made will follow the sequence as indicated in the concurrent sessions program available [here](#).
- Each presenter will be invited to the podium by the moderator. If in case the Presenter is not present at the time of the invitation, the moderator will move on to the next presentation in sequence.
- Time available at the end of the concurrent session might be used for additional Q&A as decided by the moderator.
- Moderators will pick the questions from the audience at their discretion. Attendees are encouraged to approach the presenters for further discussions after the concurrent session is concluded, in order to ensure that each speaker has an opportunity to present.
- Speakers are requested to keep to their allocated time slots for their presentation.
- Each session will be closed by the moderator after all presenters have concluded their presentations.
- If for any reason, a presenter is unable to present during their slot on the day of the conference, they should [contact the conference staff](mailto:reviewiaee2023@saudi-aei.sa) via [reviewiaee2023@saudi-aei.sa](mailto:reviewiaee2023@saudi-aei.sa).
- All presentation files must be mandatorily submitted to the Conference [CMT](#) site. These will be collected and posted at the IAEE's Online Proceedings Database in PDF format after the Conference.





# 02

## UPLOADING PRESENTATIONS ON CMT





# UPLOADING PRESENTATIONS ON THE CMT PLATFORM

## 1. Log into your CMT Profile

### Author Console

Please click [here](#) to view Welcome Message & Instructions.

[+ Create new submission](#) 1 - 1 of 1 «« « 1 » »» **Show:** 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
<input type="text"/> <small>Clear</small>	<input type="text"/> <small>Clear</small>		
	Show abstract	Submission files:	<b>Submission:</b> <a href="#">Edit Submission</a> <a href="#">Delete Submission</a>  <b>Camera Ready:</b> <a href="#">Create Camera Ready Submission</a>

## 2. You will see an option to create a camera-ready submission

### Author Console

Please click [here](#) to view Welcome Message & Instructions.

[+ Create new submission](#) 1 - 1 of 1 «« « 1 » »» **Show:** 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
<input type="text"/> <small>Clear</small>	<input type="text"/> <small>Clear</small>		
	Show abstract	Submission files:	<b>Submission:</b> <a href="#">Edit Submission</a> <a href="#">Delete Submission</a>  <b>Camera Ready:</b> <a href="#">Create Camera Ready Submission</a>

[Create Camera Ready Submission](#)


## 3. Click on the “Create Camera Ready Submission” link

# UPLOADING PRESENTATIONS ON THE CMT PLATFORM

## 4. Upload your Presentation using the upload from Computer option. Please use pptx, ppt or pdf presentation formats only.

is 20 Mb. We accept doc, docx, pdf, ppt, pptx formats.

Drop files here  
-or-



Submit

Cancel





**44<sup>th</sup> IAEE  
INTERNATIONAL  
CONFERENCE**  
Riyadh, Saudi Arabia  
4-9 February 2023

**THANK  
YOU**

