



44th 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 44th 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 ratio 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 here		
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 st 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 reviewiaee2023@saudi-aei.sa		

PRESENTATION INFRASTRUCTURE

Each session room will be equipped with:

- Digital screens
- Laptops running Windows OS and Microsoft PowerPoint

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



GUIDELINES FOR POSTER PRESENTERS

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 via 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:	Submission: Edit Submission Delete Submission Camera Ready: Create Camera Ready Submission

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:	Submission: Edit Submission Delete Submission Camera Ready: Create Camera Ready Submission

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.

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

Drop files here
-or-

 Upload from Computer

Submit

Cancel





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**THANK
YOU**

