<u>IAM2024S Presentation Guidelines</u>

Thank you for your participation and contribution to IAM2024S. Please follow these guidelines to ensure an engaging and successful presentation:

1. **Check the Schedule:** Please visit the conference program on the website to confirm the date and time of your presentation.
2. **Arrival:** Arrive at your assigned room 10 minutes before the session begins and check in with the session chair.
3. **Equipment:** All session rooms will be equipped with digital projectors and a laptop computer (running Microsoft Windows with MS PowerPoint).
4. **Presentation File:** Bring your presentation file on a USB flash drive (MS PowerPoint format, written in English). Upload your file to the laptop in the session room before the session starts.
5. **Presentation Slots**
   - **Oral Presentation:** Each slot is approximately 20 minutes—17 minutes for the presentation and 3 minutes for discussion.
   - **Virtual Presentation:** Each slot is approximately 10 minutes. For detailed specifications on virtual presentations, refer to Virtual Presentation Guidelines (https://iam2024w.conf-online.org/TypeofPresentations.php).
6. **Certificate:** The session chair will present a certificate of attendance after your presentation in the meeting room.
7. **Best Paper Award:** Five to ten percent (5-10%) of accepted papers will be selected as Best Papers. The Best Paper Award will be presented at the end of each session, provided the session includes this award.
8. **Voucher:** After completing your presentation, you will receive a US$100 voucher on site. This voucher can be redeemed for US$100 cash at the on-site registration desk during one of our next two events.

Thank you again for your valuable contribution. We look forward to your presentation at IAM2024S.