# EAAS 2022 – Guidelines for Participants

## 1. GUIDELINES FOR PRESENTATIONS

- Presentations must be delivered in English.

- Make sure you are aware of the time of the session, especially if you are participating online and connecting from another time zone.

- All presenters will be introduced to the audience by the session chair. Make sure you send them a short bio before the session.

- Each presentation will be 15 minutes long. If you exceed this time, your paper might be interrupted by the session chair.

- Please leave questions to the end of the presentations. Speakers should not be interrupted during their presentations.

- The audience should always show maximum respect to everyone's presentations. We don't need to share the same opinions as others, but we need to be respectful.

- If you are creating a PowerPoint or Portable Document Format (PDF) to supplement your presentation, please follow these recommendations:
  - Consider these suggestions to make your presentation accessible to people with disabilities.
  - Slides are designed to accompany your presentation, NOT TO BE your presentation. Keep it simple and try to avoid reading your presentation word for word from your slides.
  - Be aware that PowerPoint embeds image files directly into the presentations when you save them, while video files are not embedded. Drop the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file.
  - If you want to stream media, it is advised to use local playback instead, as sufficient speed of the WiFi connection cannot be always guaranteed.

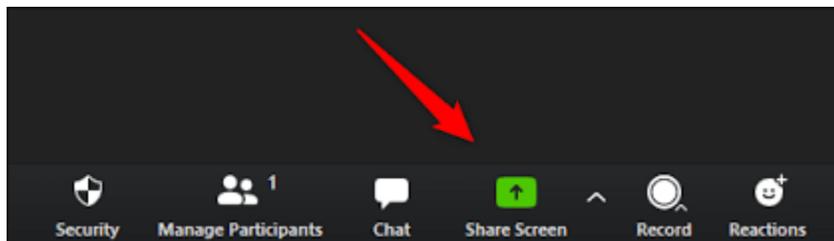**If presenting on-site:**

- Be aware that available equipment will include a PC, a projector, and microphones. The PC will have loudspeakers to facilitate the use of DVD clips or videos.

- The session PCs will have access to the Internet.

- Please bring your presentation file (PowerPoint or PDF) stored on a USB Flash Drive, memory stick, or a similar memory device to the room before your session and give it to the IT technician who will upload it to a Windows-based computer available at the conference room.

**If presenting online:**

- Before the session, ensure that you are familiar with the use of Zoom and you have the appropriate link to join the session. Instructions will be sent by email.

- If you are using a PowerPoint or Adobe pdf presentation, you can cast it using the "Share screen" function in Zoom:



- It is important that you remain connected after your presentation and throughout the whole duration of the session.

- After all the papers have been delivered, you can request a turn to ask a question by using the "raise hand" function in Zoom.

**2. GUIDELINES FOR ROUNDTABLES**

- Roundtable presentations will be available on the conference website before the sessions. Please read them in advance and use the session for discussion.

- The sessions will be in English.

- Make sure you are aware of the time of the session, especially if you are participating online and connecting from another time zone.

- All presenters will be introduced to the audience by the session chair, who will also moderate the discussion.

- The audience should always show maximum respect to everyone's presentations. We don't need to share the same opinions as others, but we need to be respectful.

- If you are participating online, you can request a turn to ask a question or make a comment by using the "raise hand" function in Zoom.

**Thank you very much for your participation!**