

## Instructions for virtual presentations

- Duration of Full Paper: 10 minutes for presentation and 3 minutes for Q&A
- Duration of Short Paper and Work in Progress paper: 8 minutes for presentation and 3 minutes for Q&A
- Duration of poster presentations: 5 minutes

The conference will take place on the virtual event platform WORKSUP <https://www.worksup.com> . An event ID will be sent to all authors and participants a week before the conference.

For the authors there are **two choices** to make a presentation:

### 1. Pre-recorded presentation

We highly recommend to pre-record your presentation with the help of the ICL2020 technical team. Please write an email to the conference email: [icl2020@taltech.ee](mailto:icl2020@taltech.ee) where you:

- Suggest your preferred pre-recording time to reserve a pre-recording time. When your preferred time is suitable then we will send you a Zoom link for it. Otherwise we send you a new suggestion. The deadline for the pre-recordings is **20 September 2020**.
- Please attach your portrait photo to the email. We will upload your photo to the Worksup. Please name the photo file with your name and surname.

For Q&A after your presentation you will receive a Zoom link. Please join Zoom only for your Q&A time and during your presentation. Please mute or close Worksup browser video before joining the Zoom session.

### 2. Online presentation during the conferences

If it is not possible for you to pre-record the presentation then it is also possible to do the online presentation during the conference. But as pre-recorded presentations have higher quality then we highly recommend to reserve a pre-recording time.

For online presentation you will receive a Zoom link 2 days before the conference. Please join the Zoom meeting at least 10 min before your presentation. Please mute or close the Worksup browser video before joining the Zoom session.

To prevent any Internet communication problem during your presentation, please upload three files to the following link <https://www.dropbox.com/request/6d02ZAyrvws6AwYfrZm> until **20 September**:

- A PowerPoint presentation (ppt or pptx)
- The same Power Point presentations with audio (pps or ppsx formats)

How to record a slide show with narration and slide timings:

[https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office\\_365](https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365)

- Your portrait photo for the event platform Worksup.

**File names: Please name your files as follows: *paperID\_name\_surname*.** For example: *4378\_John\_Miller.ppsx*. The name should be the one of the **presenting author**.

Please avoid as far as possible animations and any kind of dynamic effects on your slides.

For online presentations it is possible to test your presentation on a day before the conference. Please write an email with your presentation title to the email [icl2020@taltech.ee](mailto:icl2020@taltech.ee). Timing and link for test meetings will be sent one day before the test.

Please know that those authors who have pre-recorded their presentations do not have to upload ppt and ppts files!

**Please note that only those accepted submissions will be published that have been presented on the conference!**

In case of further questions please don't hesitate to contact us via [icl2020@taltech.ee](mailto:icl2020@taltech.ee).