

# Instructions for Oral and Poster Presentations

## Instructions for ORAL Presentations (including Invited)

### Time Allocation for Presentations

	Presentation Time	Discussion Time	Total
Plenary talk	40 min	5 min	45min
Invited talk	15 min	5 min	20 min
Contributed talk	15 min	5 min	20 min
Tutorial & Short Course	60 min/lecture	10 min/lecture	70 min/lecture

(Each T/SC track has 3 lectures for a total of 3.5 hours)

### Preparing Your Presentation

- Please use **the provided PPT template** to prepare your oral presentations.
- All speakers will use the laptop prepared by the conference for the presentation.
  - Windows 10 (English Version)
  - Applications: Power Point only (Version: 2007 or newer)
  - Fonts: Windows standard fonts
- **Use your own computer for presentation is NOT allowed.**
- **Submit your PPT files in emails to your session co/chairs by 3/7/2021**
- Your PPT slides will be pre-loaded to the presenting computers
- Please bring your back-up PPT in a USB memory stick.
- Please be in the session room at least 15 minutes prior to your session to check your slides and report to your session co/chairs.

### On Presentation

- You can control the slides using the provided laser pointer at the podium.
- During presentations, you will be alerted by Time card and caution Bell.

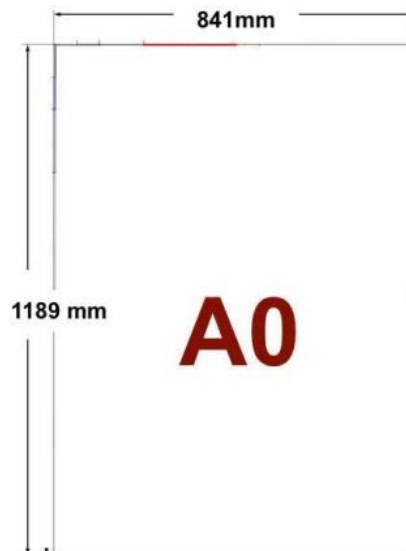
After a lapse of ..	Caution	
12 minutes	Show "3 Min" time card	Warning
14 minutes	Show "1 Min" time card	Ending talk
15 minutes	Bell one time	End of talk
15 ~ 20 minutes	Q&A session	End of presentation

## Instructions for Poster Presentations (Session Code: WTHPE)

### Poster Display and Removal

	Time and Date
Set-up	13:30 - 15:30, April 9
Presentation Time	18:30 - 20:30, April 9 18:30 - 20:30, April 10
Each/same poster paper will be presented <b>TWICE</b> in the same poster session (WTHPE) during the above date/time.	
Removal	09:00 - 15:00, April 11

- Please use **the provided poster template** to prepare your poster.
  - Include the paper number (#) at the top left corner of the poster panel.
  - The size of poster should be in A0 size with Portrait orientation.
  - Size (Width x Height): 841mm x 1189mm.
- Poster sessions will be held in the Poster Area on the 3<sup>rd</sup> floor, next to the registration room (see below).
- All posters presenters are responsible for putting up and removing their posters on their designated board during the times shown above.
- Posters remaining after the removal time will be removed and disposed by the conference.
- Each/same poster paper will be presented TWICE in the same Poster Session (WTHPE) during the above date/time.
- One author is required to interactively present your poster paper onsite.
- Presenters are asked to arrive at least 10 minutes ahead of the scheduled poster presentation time.
- Presenters should use double side tape or Velcro tape to put up your poster.



### Virtual Oral Presentation Format

- EDTM2021 will go Hybrid. There will be a big in-Person meeting and you are welcome to come to Chengdu and enjoy the REAL conference. In case travel is prohibited, Virtual presentation/participation is supported.

**1. Plenary Keynote Speakers:** Live presentation on Zoom.

- Please provide a pre-recorded video as a back-up (MP4 format)
- Please send your recorded videos to General Chair (aw@ece.ucr.edu) by 3/7/2021
- Please check your time zone

**2. Tutorial & Short Course Speakers:** Live presentation on Zoom.

- Please provide a pre-recorded video as a back-up (MP4 format)
- Please send your recorded videos to T/SC Chairs ([eeqshao@ust.hk](mailto:eeqshao@ust.hk), [rentl@tsinghua.edu.cn](mailto:rentl@tsinghua.edu.cn)) by 3/7/2021
- Please check your time zone

**3. Virtual Invited & Regular Oral Speakers:** Presentations will be given by pre-recorded videos (MP4 format). No Live talk.

- Please upload your recorded videos to EDAS submission portal by 3/3/2021. Please refer to the separate video uploading guidelines at EDTM2021 website.

### Third Floor, Convention Center

会议中心三楼平面图

