

INSTRUCTIONS FOR PRESENTING AUTHORS

Please carefully follow the instructions below to ensure your presentation runs smoothly. If you have any questions, contact: cice@cice2025.org

1. Upload Your Presentation in Advance

Submit your **PowerPoint (.ppt/.pptx) or PDF** presentation **at least half a day before** your session. You may upload it by:

- **Email:** cice@cice2025.org
- **In Person:** Visit the **Slide Desk** at the conference venue.

Note: Personal laptops, tablets, or USB uploads in the session room are not permitted.

2. Verify Your File at the Slide Desk

Regardless of your upload method, you are kindly invited to visit the **Slide Desk** before your session to preview your presentation. Our staff will assist you in verifying that your slides display correctly.

3. Familiarize Yourself with the Venue

Visit the auditorium or room where your session is scheduled. Take a moment to **familiarize yourself with the space and available A/V equipment**.

4. Meet the Session Chairs in Advance

Arrive at the session room **at least 5–10 minutes early**. Introduce yourself to the Session Chairs and inform them of any **last-minute changes** to your name, title, affiliation, or how you prefer to be introduced.

5. Be Aware of Your Time Slot

The total time allocated for your presentation is **15 minutes**, broken down as follows: **10 minutes** for the presentation; **4 minutes** for Q&A and discussion; **~1 minute** for transitions between speakers.

6. Stay Within the Allotted Time

Please deliver your presentation **strictly within the 10-minute limit**, allowing enough time for audience interaction.

7. Timing Signals

As you approach the end of your presentation, the Session Chairs will **signal the remaining time**. If you exceed your time, they are instructed to **interrupt and end the presentation** to maintain the session schedule.

8. Discussion and Q&A

After all presentations, the Session Chairs will invite the audience to participate in a **discussion and Q&A session**. Be prepared to engage briefly and respond to comments or questions.