

## 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](mailto: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](mailto: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.