**PGIS RESCON 2022 – 29th & 30th October, 2022**

**Guidelines for Presenters**

Thank you for submitting an abstract to RESCON 2022, we are happy to inform you that your abstract is accepted, and we are moving towards the final stretch in the RESCON 2022 organizing process.

The session you are allocated along with the time and the date will be notified to you soon. This information soon will be available in the conference website, www.pgis.pdn.ac.lk/rescon2022, under the technical programme tab.

Soon you will be notified about the academic coordinators of your presentation. You must share contact information, establish a connection, and send the presentation and the recorded video to the academic coordinators on or before **21st of October 2022**. You can also find information on the academic coordinators under the technical programme tab in the conference website.

The Academic coordinator will share the zoom link of your session before the presentations. Zoom links will be available in the conference website under the technical programme section as well.

1. Please log in 15 minutes prior to the beginning of the session.
2. Use your presenter ID when you log into the session. This is extremely important as we will know who to make a penalist/unmute. If you don’t do this, we will have technical issues.
a. Example : Presenter 1 in Session A11 is A11.1
3. You may use the virtual background available according to your theme under the ‘virtual backgrounds’ tab. If it doesn’t work, you must use a clear background.
4. Your mic will be unmuted at the beginning of your presentation and will be muted after the presentation.
5. Please make sure the microphone is muted all the time except at
* the time of your presentation
* Q&A session at the end
* Panel discussion (if any)
1. When the session is started, your name and title will be announced by the session chair according to the order and the host will share your presentation slides (You have already submitted your presentation). Kindly switch on your video at this time.
2. You will present while the host/academic coordinator will navigate the slides according to your command. (This step is taken to minimize the issues due to poor connections. Kindly keep in mind that you will have less control here, like you cannot use a pointer, and so on. Have the slides numbered, and clearly say “next slide” to move on.)
3. In a situation where you will be dropped from the zoom session due to technical errors/connection errors, the host will play the video you have submitted starting from where you have stopped.
4. Please switch on the video for the duration of your presentation and the Q&A session, the dress code will be “smart casual”.
5. The presentation time is 8 minutes. At the 6 minute mark, the first bell will ring and after another 2 minutes the final bell will ring.
6. You have to finish the presentation at that time and we will move on to the next presenter.

11. At the end of all the presentations, session chairs will conduct the Q&A session and a panel discussion if time permits.

12. Please remain in the webinar throughout the whole session (2 hours).

13. At the end of the session, you will be dismissed, and you can leave the Webinar.

Co-authors of your abstract can also join the zoom session and they can participate in the Q&A session and the panel discussion. Please share the link with them.

If you have any connection problem, please notify the academic coordinator prior to the session via the WhatsApp group.