Instructions for Authors Presenting at ICSE 2023

Time Slots and Lengths. Please check the [ICSE 2023 complete program](#) for your time slot and presentation length. For a 15-minute presentation slot, prepare for 10 minutes of presentation and 5 minutes of Q&A. For a 7 1/2-minute presentation slot (shown in the program as 7 minutes), prepare for 5 minutes of presentation and 2 ½ minutes of Q&A.

Please go to your allocated room 10 minutes before the session start time to meet with the Session Chair, review the pronunciation of your name, and familiarize yourself with the room and AV.

For in-person presentations only:

Presentation Format.
Your presentation needs to be in either powerpoint or pdf format. The original instructions you received stated PPT only, but we have been able to broaden that to include PDF.

- The Melbourne Convention and Exhibition Centre have a special smart lectern that all presenters must use, therefore you will be unable to use your own laptop.
- The slide ratio for your presentation should be set to 16:9. To change the ratio on PPT, go to the 'Design' tab at the top, then select 'Slide Size' (usually located on the far right) here you will find the ratio options.

Presentation Upload.

- You will need to bring your PowerPoint or PDF presentation on either a USB to the Conference or have it saved on an accessible web drive such as a Google Drive or Dropbox, so that you can easily provide your presentation to the AV technician.
- A speaker preparation room will be located in Speaker Room 101 on level 1 of the MCEC near the registration desk.
- Speakers should report to the speaker preparation room **at least 1 hour** before their scheduled presentation.
- If you have any video files in your presentation, please have these files saved separately on your USB or accessible web drive.
- The Speakers' Preparation Room will be open at the below times;
  Wednesday 17 May: 8:00am – 4:30pm
  Thursday 18 May: 8:00am – 4:30pm
  Friday 19 May: 8:00am – 4:30pm

Audio visual inclusions.

The below audio visual will be provided in all session rooms:

- Screen and projector with sound
- Smart lectern with in-built screen and presentations pre-loaded
- Microphone

Speakers will be unable to use their own laptops as this will cause disjoin in the program. We ask all speakers to kindly use the equipment provided and follow the instructions above to load your presentation in the speakers' preparation room.

If you have any enquires, you can visit Speaker Room 101 or the registration desk.

For virtual presentations only:

You will be required to present via Zoom. Please join the zoom meeting 10 minutes before your session start time. The zoom meeting details you will need to join will be sent to you the week before the conference.

Minimum Environment Standards
Your presentation space should be set with the following standards:
- Well-lit from in-front, with no light sources behind you or pointing directly at your camera.
- Room should be quiet with isolation from outside noise (close doors).
- Use an external microphone or headset microphone for best quality (do not use built in microphones on laptop devices).

Presentation Guidelines
- Install the latest Zoom application on your computer. Do not present via a web browser.
- Run the Zoom audio/video test before joining the call to make sure your audio and video look and sound good.
- When presenting content, use a second screen to allow you to easily see your content and any other presenters that may be on the Zoom call.
- If on a group call such as a panel, mute your microphone when you are not presenting or communicating. Do not forget to unmute prior to presenting again.
- If your presentation contains any audio, you must enable the sharing of audio when sharing your screen.
- When you have finished presenting, stop sharing your screen (if you were presenting content) and mute your microphone. The call operator will remove you from the presentation room when your presentation is over.