<u>IAM2022W Presentation Guidelines</u>

Thanks for your participation and contributing to IAM2022W. The following guidelines will help you design and prepare an exciting presentation.

1. Please check the conference program on the web to see which day and time you are presenting.
2. The time listed in IAM2022W is UCT+08:00.
3. **Rehearsal**
   Rehearsal time will be 2:00-2:30 pm on Jan. 25, 2022, each paper is limited to 2 minutes. The rehearsal sequence will order by login time.
4. The software used for IAM2022W webinar is Zoom. The meeting room link and operating instructions will be sent to the mailbox of the attendees on Jan. 18, 2022.
5. Before the meeting, please make sure that the camera, microphone, and speakers of your desktop computer or notebook are working properly.
6. Please use English for oral presentation, and all documents should also be presented in English.
7. The duration of a presentation slot is approximately 20 minutes, approximately 16 minutes for the presentation itself and 4 minutes for discussion. The order of presentation will follow the agenda.
8. Please login the meeting room 10 minutes before the session begins.
9. **Certificate**
   The certificate of attendance will be issue by email after finishing the presentation in the meeting room.
10. **Best Paper Award**
    About five to ten percent (5-10%) accepted papers will be select as Best Papers. The Best Paper Award will be presented at the end of each session in the meeting room. But the premise is that the session has the best paper award. And the **Best Paper Award Certificate** will be issue by email after the conference.
11. **Voucher**
    After finishing the presentation, the attendee/presenter will get a US$100 voucher by email. The voucher can be redeemed for US$100 cash, in one of our next two events at the conference on-site registration desk.