



Slideshow Presentation Guidelines

The following guidelines are provided for presentations associated with technical papers, lightning talks, and special sessions. Guidelines for posters can be found separately.

Slideshow presenters are responsible for the creation of their presentation. Only listed authors may be presenters. The presentation must be based on the approved/accepted submission, and may include updates and related additional content.

Time limits for each presentation will be strictly followed. The time allotted for your presentation can be found in the Program Booklet. *The below time limits include your presentation and questions from the audience (e.g., a 20-minute technical paper can include a 15-minute slideshow and 5-minute Q&A).*

Technical paper	20 minutes
Lightning talk	10-20 minutes
Special session	30-90 minutes

Technical papers must be presented otherwise they will not be published and archived the IEEE Xplore database.

All **presenters** should adhere to the following **guidelines**:

- All presentations must be in English. The presenter should be able to understand and respond to audience questions in English.
- A Windows laptop and projector will be made available in each presentation room. Macintosh compatibility is not guaranteed.
- Presenters should save their presentation in .pdf or .ppt format on a flashdrive (memory stick). Cloud-based storage (e.g. Dropbox, Google Drive) and presentation software (e.g. Prezi) should not be used as access to the Internet is not guaranteed.
- Arrive to your session room 15 minutes before the session begins to upload your presentation to the provided laptop. Presentation from the personal laptops may be acceptable, but compatibility with the projector cannot be guaranteed.
- Presenters are reminded to dress professionally.
- Presentations may be recorded and made publically available. If you do not wish to be recorded, please notify the Chair of your session prior to starting your presentation.
- Contact the program committee (program.ghtc@ieee.org) immediately if you are unable to attend the conference.

Thank you for helping to make a successful conference!