

Guidelines for presenters in podium sessions

9 July 2021

Session format

The duration of the podium sessions at ICED21 will be 60 minutes. In each session, five papers will be presented and discussed. Each paper will be introduced through a five-minute pre-recorded presentation file (a “Video Abstract”).

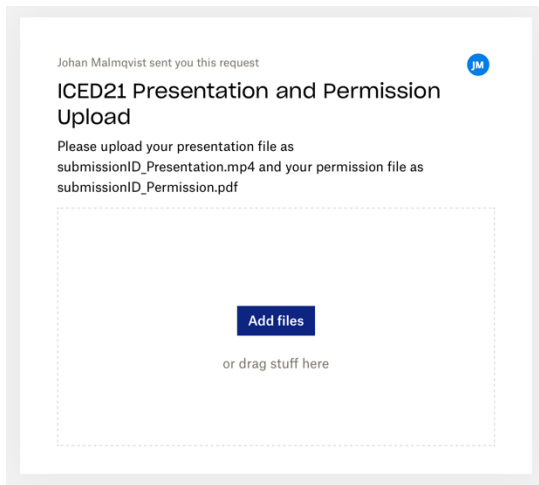
The presentations will be merged into one larger presentation which is played at the start of the sessions. After that, there will be about 30 minutes for questions and discussion, led by a session chair.

The Trippus system (<https://trippus.com>) will be used to host the online conference. Trippus provides the structure for the programme, while the individual sessions are run in Zoom.

What to do before the conference (DEADLINE 1 AUGUST 2021)

1. Prepare a pre-recorded presentation.
2. There is no limit for the number of slides, but your presentation should not exceed the time limit: The maximum duration of the presentation is **5 minutes**.
3. We recommend the use of an external microphone or headset for the voice recording.
4. In order to maximize the audience’s understanding and participation to your work, speakers from non-native English-speaking countries could use close-caption or dubbing from native English speakers.
5. Export your recording into a mp4 video.
 - Name your video file submissionID_Presentation.mp4.
6. Review the “Permission to publish ICED21 video abstract” file and fill in the particulars of your paper and what permissions that you grant to the organisers and the Design Society. It is mandatory to permit publication during the conference (but we need you to confirm) but optional to permit long-term publication on the Design Society website. Save as a pdf file.
 - Name your permission file submissionID_Permission.pdf
7. Upload your presentation file and your permission file to <https://www.dropbox.com/request/r6t9i4PsnhDBNYjOAz7s>

The link will bring you to the form shown below:



8. All pre-recorded presentations and permission files should be uploaded no later than **1 August 2021**.

During the conference

1. Join the session at least 5 minutes before the session begins.
2. Please follow any instructions given to you by the session chair. The chair will be responsible for introducing each session and speakers, and for facilitating questions and answers (Q&A) discussions.
3. The pre-recorded presentations will be played for all papers in one go, followed by questions and answers (Q&A).
4. Audiences will be invited to submit questions or comments in the chat box during the presentation.
5. The session chair will encourage a discussion among the speakers and the attendees regarding the session topic synchronously.
6. The sessions will be recorded and made available in the Trippus system already during the conference, enabling participants from other sessions and time zones to access the full sessions.

After the conference

Your video abstract will be published (given your permission) on the Design Society website. It will be linked to your paper.