

## GUIDELINES FOR SEMI-PLenary SPEAKERS

### ON-SITE PRESENTATION

Thank you for agreeing to give a SEMI-PLenary LECTURE at the JEMS2022. We would like to ask you to take a few minutes to read the following guidelines regarding your presentation. A whole session will be organized in a hybrid mode as a ZOOM MEETING with the audience at the conference venue as well as with participants online connecting via ZOOM platform. A conference room on-site will be one of the ZOOM clients. For your semi-plenary talk, there will be a 40-minute time slot comprised of 30 minutes reserved for the presentation and 10 minutes for Q&A discussion. Your session will be chaired by the representative chosen by the Programme Committee.

During the session you will present your slides from the lectern in a screenshare mode on ZOOM.



### **Before the Conference, you are kindly asked to:**

1. Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
2. Prepare the presentation in Microsoft PowerPoint or PDF format, 16x9. All presentations must be made and held in English.
3. Upload your presentation until 17 July 2022 using the following upload link:  
<https://www.dropbox.com/request/gsaAX0xZkH8qa1F37TXn>  
Please name the file as "lastname\_firstname.ppt" or "lastname\_firstname.pdf"
4. If you have changed the file after uploading or you need to make changes onsite, please bring a copy on a thumb drive to the technical staff on-site at the conference room.
5. **Arrive at the designated conference room at least 15 minutes before the plenary session starts, that is @ 8.00 local time** (as there is only 10-minute break between the plenary and semi-plenary session) for the short technical training, final check of your presentation, the familiarization with the audio-visual equipment and to meet the chairperson.
6. The conference room will be equipped with a projector, screen, laptop computer and microphones for your use. Technical support will be provided. Please note, that speakers' computers cannot be connected.

Shall you need further assistance or for any individual queries, please contact the JEMS2022 Conference Secretariat at [info@jems2022.pl](mailto:info@jems2022.pl).