



## Important notes for presenters:

### General Instructions:

The venues for all presentations can be found in the conference program. The conference program is available via the conference app, available at:

<http://scan.conference4me.psnc.pl/get/?config=icsei2020>

or via the online programme, available at:

<https://www.conftool.com/icsei2020/sessions.php>

For ICSEI 2020, the presentation forms are as follow:

- Innovate
- Symposium
- Paper Presentation
- Workshop
- Poster
- Learning Walkthrough

The rooms used for Innovate, Symposium, Paper Presentations, Workshop, and Learning Walkthrough sessions all have screens or projectors and speakers available. Microphones will only be available in very large rooms. In smaller rooms where your voice should be sufficient, no microphones will be provided.

Every effort will be made to provide laptops for all presentation rooms. However, just to be on the safe side, we encourage you to make sure that someone in your session has a laptop to connect to the screen/projector in order to show the presentations. For the presentations, please make sure to use PowerPoint (not Keynote), and (just in case) have them available on a memory stick / external USB drive. If you plan to show videos as part of your presentation, we recommend that you also have these available on the memory stick / external USB drive.

Projectors available will have a connection for VGA and HDMI. If your laptop has different ports, please bring the adapter that can connect to a VGA or an HDMI socket.



### **Technical Recommendations:**

#### Presentation Slides Specifications:

- Power Point (PPT or PPTX) in 16:9 aspect ratio
- If videos are to be screened in your presentations, they should be inserted into the relevant slide(s), with the start per click-configuration, also in 16:9 format. The video format should be in the MP4 format.

#### Video Specifications:

- Video format must be in MP4 H.264 25 FPS;
- Aspect Ratio: 16:9
- Resolution: 1920x1080,
- Bitrate not more than 20 Mbit/s.

#### Wireless Internet Access (WiFi):

- The venue will provide wifi internet access. However, we encourage you to download any videos or online materials to avoid any possible bandwidth issues.

Should you have any questions, please send an email to the ICSEI 2020 Local Organizing Committee at [icsei2020@gmail.com](mailto:icsei2020@gmail.com) .



### **Information Regarding Electricity in Morocco:**

In Morocco the power plugs and sockets are of type C and E. The standard voltage is 220 V and the standard frequency is 50 Hz.

Which power plugs and sockets in Morocco?

In Morocco the power plugs and sockets are of type C and E. Check out the following pictures.

- Type C: also known as the standard "Euro" plug. This socket also works with plug E and plug F.
- Type E: this type is of French origin. This socket also works with plug C and with plug F if it has an additional pinhole.



Type C: This socket also works with plug E and F



Type E: This socket also works with plug C. Plug F will work if it has an additional pinhole



## **Information Regarding Sessions:**

### **Innovate**

Innovate sessions provide an opportunity to showcase innovative and creative approaches to practice. Presenters are encouraged to consider alternative formats if a traditional mode is not ideal.

Innovate sessions contain three Innovate presentations and last 90 minutes. *Each Innovate presentation is allocated 30 minutes.*

### **Symposium**

A symposium provides an opportunity to examine specific research issues, problems, or topics from a variety of perspectives. They may present alternative solutions, interpretations, or contrasting points of view on a specific subject, or in relation to a common theme. Often, they feature a panel discussion format. Frequently interactive, a large portion of the session may be devoted to dialogue among presenters and discussant, questions and discussion among all those present, or small-group interaction.

Symposia are 90 minutes in length.

### **Paper**

Authors will present their papers, followed by comments/critique and audience discussion. The paper presentation sessions are 90 minutes in length, and four (4) papers will be presented. Each paper is allocated 22 minutes, including presentation and discussion. It will be up to the presenters themselves to use this time as they see fit.

### **Workshop**

Workshops offer a forum for discussion of a broad range of emerging and specialized topics of interest to the ICSEI community. Workshops are more interactive and informal than paper sessions, and they can involve extended discussion, group brainstorming sessions, mini-tutorials around key ideas, and proof-of-concept demonstration sessions.

Workshops last 90 minutes.

### **Poster**

Poster sessions combine the graphic display of materials with the opportunity for individualized, informal discussion of the research.



Individual presenters set up displays representing their papers and research in a large area with other presenters.

Poster Specification:

- Maximum size of Poster is 96cm in width and 246cm in height (0.96m by 2.46m).
- Recommended dimensions of Poster: 0.60 m width x 0.85 m height.
- Poster orientation: Portrait

Presenters are expected to be present at their poster during their own time slot in the conference program.

### **Learning Walkthrough**

Learning walkthroughs are in a sense a hybrid of symposia and poster sessions. They are highly interactive and include several presentations. Often a chair introduces the session, before the contributing authors briefly pitch their posters. Afterwards, the audience walk around and talk to the authors standing by their poster. Finally, the session is concluded with a plenary discussion.

Learning Walkthrough sessions last 90 minutes.

Should you have any questions, please send an email to the ICSEI 2020 Organizing Committee at [icsei2020@gmail.com](mailto:icsei2020@gmail.com).