

IMPORTANT INFORMATION FOR SPEAKERS

The organizing committee of WIRM would like to thank you for your participation as a speaker. Please see a few essential instructions below. We kindly ask, that you read them carefully.

Your tasks:

1. Please record and upload your presentation, and get the approval from us. **Deadline 21 June.**
2. Follow your session and be online at the end of your presentation to answer questions directed by the chairs

How to record your presentation

Please follow the “Guidelines for recording slideshow presentation.pdf” to record your presentation.

How to name your presentation record file and portrait photograph

Please name your .mp4 file in accordance with the following scheme (examples):

Session type	Session number	Surname	Filename
Main	01	Smith	S01_Smith
Workshop	08	Van de Veen	WS08_VandeVeen
Poster	09	Rinaldi	PS09_Rinaldi

Please send a portrait photograph of yourself in a .jpg or .png format, and name it with your first name and surname. It will be displayed during your talk.

Where to send the record file and portrait photo

The presentation record and photo both have to be sent via Swisstransfer (<https://www.swisstransfer.com/en>) to the following email address: techinfo@wirm.ch.

General Important Information for the virtual presentation

All Presenters are asked to be online in the appropriate session room on the WIRM conference platform, **30 minutes before the session starts**, to set up the conference call (microphone required, camera preferred). The personal logins and passwords will be provided by the organizers. In the appropriate session room, the Presenters will find a link to join the conference call.

The Chairs will introduce each speaker before the stream starts. Questions and comments from the audience will be sent in written form, using the written chat function. After the presentation record is played, the chairs will summarize/forward the questions to you as Presenter (on conference call) and moderate the live discussion.

• **MAIN SPEAKER** (30 minutes total time)

Your presentation record is limited to 20-22 minutes, leaving 8-10 minutes for discussions (**to be strictly adhered to**).

• **SHORT TALKER** (15 minutes total time)

Your presentation record is limited to 10 minutes, leaving 5 minutes for discussions (**to be strictly adhered to**).

• **WORKSHOP SPEAKER** (10 minutes total time)

Your presentation record is limited to 5-7 minutes, leaving 3-5 minutes for discussions (**to be strictly adhered to**).

• **POSTER PRESENTER** (5 minutes total time)

Your presentation record is limited to 3 minutes, leaving 2 minutes for discussions (**to be strictly adhered to**). Please prepare a maximum of 5 slides. The title slide should contain the title of your poster, the names of all co-authors, and affiliations.

Thank you for your great contribution to WIRMs.

We look forward to having another great meeting with you, exciting discussions and a lot of feedback.