Instructions for Presenters

• Here are some fresh Tips for Presenters.

• Please familiarize yourself with the schedule prior to the conference.

• You will be receiving an email from INFORMS with the link to the conference and how to access the mobile app and responsive website version.

• Once inside the virtual conference platform you will be able to build your own personalized schedule.

• Familiarize yourself with Zoom meetings. If you have not presented via Zoom, we strongly recommend doing a rehearsal. All sessions will be recorded and made available for attendees who cannot attend the live event. These can be accessed from the electronic program one day after the session.

• Rehearse presenting on Zoom application prior to the start of the conference.

• The session moderator will open each session 10 minutes before the scheduled time and end exactly at the scheduled time for the session. To keep the conference on track, it is important that each session begins and ends promptly. Session moderator will hand control over to session chair, who will then introduce presenters and keep time.

• If a session has four papers, each presenter has 15 minutes to present – 13 minutes of presentation and two minutes for Q&A. If a session has three papers, then each presenter has 20 minutes to present – 16 minutes of presentation and 4 minutes for Q&A.

• The session chair will track time and alert the presenter of remaining time at suitable intervals. The presenter must end his or her presentation once notified by the chair.

• The order of presenters is as appears in the schedule. The last presenter is also the session chair.

• Questions will come via chat and will be read out by the chair.
Only when it is your turn to present:

1. Unmute your audio
2. Turn on video
3. Share your screen.

After the Q&A:

4. Mute your audio
5. Turn off video
6. End screen share.

Co-authors of the presenter can answer questions posed in chat, during or after the presentation.

Presenters can share their email addresses on the chat or on their last slide to continue discussion that started in chat.