

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

**INTERNATIONAL CONFERENCE ON**  
**COMPUTATIONAL INTELLIGENCE & DATA ANALYTICS**  
**(ICCIDA 2022)**

**Virtual Conference: Presentation Guidelines**

- The ICCIDA 2022 Conference will be conducted through online mode using the **Microsoft Teams** platform.
- Make necessary arrangements well in advance to present and participate in the Conference by using MS Teams platform.
- Make sure that your audio and video will be in working condition.
- Please ensure that your webcam is on so that attendees can view you during your presentation.
- It is highly recommended to use a Laptop/Desktop for presenting your paper. Better to avoid **using mobile phones for presentation**.
- Use either PowerPoint or PDF presentations.
- Authors must be present well in advance before their respective session starts and must be there until the session closes.
- The presenter will be introduced by the session coordinator.
- Each presentation will be 12 minutes long (10 minutes for presentation and 2 minutes for Q&A).
- A warning signal will be given after 8 minutes of the presentation.
- All the presenters are requested not to exceed their time limit.
- Make sure that a pleasant environment during the presentation by keeping the room you are using quiet and the background used as plain as possible.
- Present carefully, and be flexible during the session in case any problems occur.

**General Guidelines:**

1. Everyone in the Conference is requested to interact by sharing ideas and asking questions to ensure active participation.
2. If you want to interact with Keynote Speakers/Session Chairs/Paper Presenters, notify your interest using the “Raise hand” feature in MS Teams. Our session coordinators will take care of your queries/doubts.
3. Attendance is mandatory for all the sessions. Please make sure that you attend all the Keynote sessions and Technical sessions. (If two sessions are running in parallel, you must take part in any one session of your choice).
4. The attendance link will be posted only in the MS Teams chat box.