

Presenter Guidelines – IConBET 2025

Fully Virtual Conference via Microsoft Teams & Live Broadcast through StreamYard on Facebook/YouTube

1. Before the Conference Day

- Ensure you have received the Microsoft Teams link for your session.
- Prepare your presentation slides in PowerPoint (.pptx) or PDF format.
- Use your full name when joining the Teams session.
- Ensure a stable internet connection (LAN or high-quality hotspot recommended).
- Use a device with a working camera and microphone.

2. During the Rehearsal Session

- Attend the rehearsal session as scheduled by the secretariat.
- Test your screen sharing and audio.
- Rehearsal will be conducted with your session moderator and technical team.
- Make sure you are clear about your presentation time and order.

3. On the Day of Presentation

- Join your assigned MS Teams session at least 15 minutes before it starts.
- Wait for the moderator's cue before beginning your presentation.
- Share your slides using the "Share > Window/Desktop" function.
- Each presentation should last between 10–15 minutes.
- Q&A will be conducted by the moderator after your presentation.

4. Things to Avoid

- Avoid presenting from noisy environments or unstable internet connections.
- Do not share files via chat during the session unless instructed.
- Avoid exceeding your allocated time.