

### **Guidelines for Speakers:**

- Login atleast 5 minutes before session time using the correct name
- Check microphone/ speaker for proper sound and camera for proper image
- Have sufficient internet speed
- You can UNMUTE only if you are presenting or asking questions to other presenters
- When you are asked to present your paper, UNMUTE yourself, keep Video on, start sharing screen (if required)
- Maintain time schedule strictly (maximum 20 minutes including QA)
- Once your presentation is completed, answer questions asked
- Once QA is over, MUTE yourself