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PhD Forum: Presentation instructions

Dear PhD Forum participant,

Congratulations once again for your abstract being accepted to the SoftCOM 2020 PhD Forum! The PhD Forum will take place on Friday, 18th September 2020 online via Whova App. The PhD Forum session will be divided in two parts: (1) prerecorded fast-paced pitch talk presentations given by the participants, and (2) an online poster session, which will provide an opportunity for discussion between the PhD Forum participants and the audience.

Please follow these instructions for preparing the presentation materials. At the SoftCOM 2020 PhD Forum website you can find templates for pitch talk presentation and poster.

Pitch talk presentations (in the .ppt format), poster (in .pdf format) and the presenter's photo (in a separate file) should be sent to msekelja@fesb.hr by no later than Tuesday, 15th September 2020 at noon (12:00 h).

The purpose of the pitch talk presentation is to offer a brief outline of a participant's doctoral research work and should consist of maximum 4 slides. The first slide provides basic information on the presenter (title of the abstract, student's name, advisor's name, affiliation(s), and student's e-mail address). The remaining three slides can be structured according to one's needs/preferences (e.g., research motivation, problem description and methodology/results). **Please be aware that each pitch talk presentation is strictly time-limited and lasts for maximum of 2 minutes.** If a presenter exceeds the 2-minutes limit, no additional time will be granted and the PhD Forum session chair will end her/his presentation momentarily - please take this into account while preparing the pitch talk presentation!

Pitch talk presentations will be held in the alphabetical order by participant's last name. As soon as one presentation ends, the next one will start (there will be no time for questions and/or discussion at that point). There will be an opportunity to further elaborate on one's research work in the poster session after the pitch talk presentations. During the poster session all extended abstracts will be discussed in real time.

There are several key rules and suggestions for the poster preparation:

- **The poster should be formatted according to the template.**
- **Poster organization** - Focus on introduction and motivation, research problem, methodology, and (if applicable) results/discussion. The poster content should

start in the upper left corner and generally flow from left to right and from top to bottom. If needed, use, e.g., numbers or arrows to indicate content flow to the audience.

- **Poster content** - Do not put too much information into the poster (especially too many numbers or complicated graphs). Focus on two or three main points in each poster section. Use text cautiously - it is often better to use bullets than paragraphs. Highlight key results with simplified diagrams and/or tables.
- **Poster lettering** - All lettering must be easily read from a distance of approximately 1.5 meters. Use a bold typeface for labels. Lettering for figure captions should be larger than that of the main text, but smaller than the main poster headings. Text in upper- and lower-case letters is more readable than all capitals. Use font types and sizes that conform to the poster template.

Instructions for virtual presentations at SoftCOM 2020

All authors of accepted and registered papers for SoftCOM 2020 are required to upload a pre-recorded video presentation of their paper. The deadline for uploading the presentation and listing the presenter who will attend the live session is September 15. All presenters will be requested to attend their session 15 minutes before the session is scheduled to begin to test their microphone and to meet the session chair.

Preparing the pre-recorded presentation

1. A link will be sent to registered Authors/Presenters to upload their pre-recorded presentation.

2. Available time for pre-recorded presentations is 2 minutes

3. Maximum size of the video presentation should be approximately 150 MB.

4. Presentations should be in MP4 format (not PDF or PowerPoint files).

5. Minimum height of your video should be 480 pixels.

6. Include the title of the paper, the authors and a mention to SoftCOM 2020 in your presentation.

7. Presentation name should be ID.mp4 where ID is your paper number from EDAS.

8. Audio must be clear (make sure there is no noise around you, or use headphones with a microphone to ensure a better audio quality).

9. Record your presentation using a method that captures both your slides, and yourself presenting (your webcam image should not overlap any significant portion of the presentation).

10. Make a test recording with duration of a couple of minutes in order to review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation.

11.   Use Zoom for recording your presentation. Instructions are available at: https://ieeetv.ieee.org/mobile/video/recording-your-presentation-with-zoom

IMPORTANT NOTES:

1.   Final specifications of the presentation will be checked and files not compliant may not be uploaded.

2.   Videos that are not received by the deadline will be considered as no-shows in accordance with the IEEE ComSoc non-presented paper policy.