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.
VIDEO TIPS
These recommendations have been established so that your video or web conference will look professional, help mitigate stress and ensure that you have the best experience possible.

1. Find a quiet, well-lit location
   The first part of a good quality video or web-conference is finding a location where there will be minimal or no interruptions. This area should be quiet, with little chance of there being a lot of background noise. It should also be well lit, either by a window or a nice bright light. This will ensure that participants will be able to see your face clearly.

2. Be aware of how your camera and microphone are positioned
   - Make sure that you are not sitting right in front of your light source. Position your laptop, or web camera so that the light source is behind it. You should be sitting in the light. Make sure that you are not sitting too close or too far away. Your face should look natural on the screen. Too close and you will be too bright, too far away and you will be in the shadows.
   - Your microphone should be positioned so that it is pointed at you and is fairly close so that you can be heard clearly. You want your mic as close as you can get it, so it doesn’t pick up a lot of unwanted noise.
   - Position your camera so that it is roughly at the same height as your eyes. If you are using a laptop raise it up so the screen is basically at the same level as your face. Your head and part of your shoulders and chest should be in the shot. Do not position the camera in a way that is showing just your head and neck and you are looking down into your device. One tip is to look at your camera when you are talking, rather than looking at your screen, this helps viewers feel as if you are speaking directly to them.

3. Keep your environment simple
   Try to keep your background as basic and as clutter free as possible. There can be a few things behind you, but too much and it will detract from the main focus, you. Also be sure to sit in a comfortable chair, this will help minimize the need to shift and keep you on camera. You are also welcome to use the INFORMS background provided to you.

4. Dress like you would for a conference
   You don’t need to wear your fanciest suit, but dress professionally. Avoid small prints such as pin stripes, checks and tiny polka dots. At times those prints can make a screen “dance” and be distracting for views. Avoid pure white or black. Depending on the background, you could blend into it or make it difficult for the camera to focus on you. If you tend to have a shiny face or forehead, a light layer of powder can help minimize it.

5. Minimize distractions
   Another key to having a professional video is to turn off all email, text, and phone notifications before
beginning. A simple trick is to put your phone on Airplane mode. If you are in a room that can be closed off, do so. A note can be hung outside stating that you are recording and that there should be no disruptions for the next hour.

6. **Make eye-contact and smile**
   Remember to make eye-contact, looking at the camera lens will ensure your viewers feel like you’re talking directly with them. Learning is fun, so remember to smile.

7. **Practice!**
   Have a trial run or two beforehand so you know you’ll look and sound great. Being prepared will make you more comfortable and that much more enjoyable to watch.