ITU Kaleidoscope Academic Conference
"Challenges for a data-driven society"
Nanjing, China, 27-29 November 2017

Guidelines for presenters – lecture & poster sessions

Congratulations for being a presenter of an accepted paper at the **ninth ITU Kaleidoscope Academic Conference "Challenges for a data-driven society"**, which will be held at the Shangri-La Hotel in Nanjing, China, 27-29 November 2017.

The programme has been organized in two types of sessions: lecture and poster sessions.

Please read below the general guidelines and specific guidelines for the type of session under which you have been accepted.

CONTENTS:

1. General guidelines

1.1. Event liaison

Kaleidoscope Secretariat is always ready to assist you during the conference planning process. Please don't hesitate to contact us at kaleidoscope@itu.int anytime throughout the next months.

1.2. Summary of actions from presenters and related deadlines

You are kindly requested to send the following deliverables to kaleidoscope@itu.int (with a copy to your Session Chair) within the corresponding deadlines:

- A **short biography** (in WINWORD format) **and** a good quality **photo** by **27 October 2017.** All these details will be posted on the conference website.

- A **final version of your presentation on or before 10 November 2017**.

- We would like to remind you to kindly **register** to this conference, if you haven't done so already, using the online registration form available on the conference website (https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001016). Please note that registration is free of charge.

- Provide flight booking plan by **27 October 2017.**

1.3. Where to find up-to-date information

The event website will be regularly updated with information including logistics, programme, templates, and is available at the following URL: http://itu.int/go/K-2017.

Please consult the programme available at the event's webpage for the specific day and time of your presentation and check the website from time to time for other updates to your session and/or for the conference.

1.4. Logistics

- **Location** – The conference will take place at the Shangri-La Hotel in Nanjing, China. *Badges* and electronic version of the *Proceedings* will be available to be picked up onsite.

- **Accommodation** – Information on hotels is available on the conference website under "Practical information for participants".

- **Visa** – please note that China requires entry visa from certain countries. Information on visa is available on the conference website under "Practical information for participants".

2. Lecture session presentations

Each lecture session has a session chair. Their contact information will be provided to presenters via email. They will be in touch with you with more information regarding the specific time for your intervention and are available should you have any questions regarding your session.

Time slot for your intervention
A *maximum* time slot of **20 minutes** is allocated to each intervention, there included time for introduction, summary, and questions from the audience.

2.1. Presentation material

Presentation time is critical: each paper has 20 minutes allocated for lecture presentation. We recommend that presentation of your slides should take about **15 minutes**, leaving 5 minutes for introduction, summary, and questions from the audience. To achieve appropriate timing, we recommend you to organize your slides around the points you intend to make, using no more than **8/10 slides**. A reasonable strategy is to allocate about two minutes per slide when there are equations or important key points to make, and one minute per slide when the content is less complex. Slides attract and hold attention, and reinforce what you say – provided you keep them simple and easy to read. Plan on covering at most six points per slide, covered by six to twelve spoken sentences and no more than about two spoken minutes.

For a harmonized look-and-feel of the conference material, kindly use the **conference paper presentation template** ("Author's corner" section on the conference website). Note that ITU will publish presentations on the website only in PDF format. As a **mandatory** minimum, the cover page of your presentation must use the conference presentation template.

Please keep the following considerations in mind when you deliver your presentation.

Make sure each of your key points is easy to explain with aid of the material on your slides. Do not read directly from the slide during your presentation. You shouldn't need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences in advance. It is **very** important that you rehearse your presentation in front of an audience before you give your presentation at the conference.

Should none of the authors be able to attend the conference, a surrogate presenter may be designated; however, we must be informed beforehand e.g. by email to kaleidoscope@itu.int. Surrogate presenters **must** be sufficiently familiar with the material being presented to answer detailed questions from the audience. In addition, the surrogate presenter must contact the session chair in advance of the presenter's session.

2.2. Points of notice

1. All presentations will be made publicly available on the conference website in **PDF format only.** By accepting to speak at this event, authors/speakers grant an implicit authorization for ITU to post their presentations online, unless stated otherwise.
2. Due to the limitation of data space on our web servers, please try to **limit** the size of your final presentation to **2 Mbytes**.

3. During the conference, all lecture session presenters will be asked to present using a Windows XP computer provided by ITU, connected to a projector. This will suffice for most presentations; however, some may require **special software** (e.g. movie players, sound clip players, etc) that may not be available on the supplied computer. For more elaborate presentations, your laptop may be more appropriate to conduct the presentation. Please inform kaleidoscope@itu.int should this be the case for your presentation. **If your PowerPoint slides include embedded audio or video files, please be sure to provide Kaleidoscope Secretariat with a copy of the relevant materials (movies, sound clips, etc) separately along with your final presentation**.

4. Speakers are requested to make sure that the content of the presentations is **not** of a commercial nature. This will be grounds to refuse material at the event.

5. Speakers will be asked to meet their session chairs in the meeting room 15 minutes before the session begins (unless otherwise agreed with the session chair).

3. Poster session presentations

3.1 Poster session

Poster sessions are a good medium for authors to present papers and meet with interested attendees for in-depth technical discussions. In addition, attendees find the poster sessions a good way to sample many papers in parallel. Thus it is important that you display your message briefly, clearly and noticeably to attract people's interest to your paper and initiate discussion.

Please keep the following considerations in mind when preparing your poster materials.

Your poster should cover the key points of your work. It needs not, and should not, attempt to include all the details; you can describe them in person to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion. Carefully and completely prepare your poster well in advance of the conference. Try tacking up the poster before you leave for the conference to see what it will look like and to make sure that you have all of the necessary pieces.

Common sizes for posters are: A0 (841 x 1189 mm) and A1 (594 x 841 mm). A vertical panel (approximately 190 H x 160 W cm) will be provided for you to stick your posters. In addition, one table (approximately 140 x 80 cm) and two chairs will be available.

The title of your poster should appear at the top in CAPITAL letters about 25 mm high. Below the title, put the author(s)' name(s) and affiliation(s). The flow of your poster should be from the top left to the bottom right. Use arrows to lead your viewer through the poster. Use colour for highlighting and to make your poster more attractive. Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible. Try to state your main result in 6 lines or less, in lettering about 15 mm high so that people can read the poster from a distance. The smallest text on your poster should be at least 9 mm high, and the important points should be in a larger size. Use a sans-serif font (such as "cmss" in the Computer Modern family or the "Helvetica" or "Arial" PostScript fonts) to make the print easier to read from a distance.

If you wish to see some examples of how a Poster should look like, please see the photos taken at:
- Kaleidoscope 2010: http://www.flickr.com/photos/malcolm_johnson/5387265582/in/set-72157625770834543
- Kaleidoscope 2011: http://www.flickr.com/photos/malcolm_johnson/sets/72157628939369635/
- Kaleidoscope 2013: http://www.flickr.com/photos/malcolm_johnson/sets/72157633899724172/
- Kaleidoscope 2014: https://www.flickr.com/photos/malcolm_johnson/sets/72157644708154518/

Make your poster as self-explanatory as possible. This will save your efforts for technical discussions.

Prepare a short speech of about 5 or 10 minutes that you can periodically give to those assembled around your poster throughout the 1-hour-and-a-half poster session. If possible, more than one author should attend the session to aid in presentations and discussions, and to provide the presenters with the chance to rest or briefly view other posters.

3.2 Fast-forward poster preview

A very short session titled "Fast-forward poster preview" will be held some hours before the poster session takes place. The fast-forward session will invite poster presenters to come on stage, to introduce themselves, and to give a brief 2-minute-preview of their posters. This will give you an opportunity to promote your poster in plenary and raise public awareness for your research work.

As only 2 minutes are allocated to each presenter (one after the other, no breaks for Q&A), your PowerPoint presentation **must not contain more than 2 slides**, and you are encouraged **be creative and well-prepared** to get your message across.

To prepare your 2 slide presentation, please use the template PowerPoint file available at the conference [website](), for a harmonized look-and-feel of the conference material ("Author's corner" section). Please send your slides to kaleidoscope@itu.int **on or before 10 November 2017**. Note that ITU will publish presentations on the website only in PDF format.

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