

ITU Kaleidoscope Academic Conference

“Machine learning for a 5G future”

Santa Fe, Argentina, 26-28 November 2018

Guidelines for presenters

Congratulations for being a presenter of an accepted paper at the **tenth ITU Kaleidoscope Academic Conference “Machine learning for a 5G future”**, which will be held at the [Universidad Tecnológica Nacional](http://www.itu.int/go/K-2018), Santa Fe, Argentina, 26-28 November 2018.

Please read below the general guidelines and specific guidelines required:

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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 **26 October 2018**. All these details will be posted on the conference website.
- A **final version of your presentation** on or before **10 November 2018**.
- 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=3001102>). Please note that registration is free of charge.
- Provide flight booking plan by **26 October 2018**.

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-2018>.

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 [Universidad Tecnológica Nacional](#), Santa Fe, Argentina. *Badges* 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 Argentina 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 **30 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 30 minutes allocated for lecture presentation. We recommend that presentation of your slides should take about **20 minutes**, leaving 10 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 **10/12 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).
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