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ICIMRBE'26 — Second International Conference on Innovations in Mechanical, Robotics, Computing and Biomedical Engineering

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PRESENTER GUIDELINES — ORAL PRESENTATIONS (OFFLINE & ONLINE)

1. Preparing Your Presentation

- Prepare slides in Microsoft PowerPoint (16:9 widescreen) or PDF. A recommended maximum of 15–18 slides fits comfortably within the 10-minute slot.
- Suggested structure: Title slide (paper ID, title, authors, affiliations) → Introduction & motivation → Literature gap → Objectives → Methodology → Results & discussion → Conclusion & future scope → Key references → Acknowledgement/Thank-you slide.
- **Display your Paper ID (e.g., ICIMRBE26-XXX) and the conference name on the title slide — the session chair uses this to verify the running order.**
- Use legible fonts (minimum 20 pt for body text), high-contrast colours, and avoid dense paragraphs; prefer figures, plots and tables over text.
- Embed all fonts, videos and animations in the file. If your slides contain videos, also bring the video files separately.
- Check spellings of author names and affiliations — these appear in session records and photographs.
- The presentation must correspond to the accepted, camera-ready version of the paper. Substantial deviation from the reviewed content is not permitted.

2. Guidelines for Offline (In-Person) Presenters

- **Slide submission in advance:** Presentation will be collected at registration desk. All presentations will be preloaded on the hall laptop; personal laptops will not be connected.
- **Reporting time:** Report to your allotted venue at least 30 minutes before the session begins and mark your attendance with the session volunteer.
- **At the venue:** A laptop, projector, presenter/clicker, microphone and timer display will be provided. A volunteer will be present in every hall for technical assistance.
- **Timing discipline:** A bell/indicator will be given at the 10th minute (2 minutes remaining) and at the 12th minute (end of presentation). Presenters must conclude immediately when the chair signals.
- **Dress code:** Formal attire is expected of all presenters.
- **Q&A:** Remain near the dais after your talk for the 3-minute Q&A, and remain in the hall until the session concludes — certificates and session photographs are taken at the end of each session.

3. Guidelines for Online Presenters

- **Platform & links:** Sessions will be conducted over the Google platform; the session link, meeting ID and joining instructions will be emailed to registered presenters and notified on the conference website.
- **Join early:** Join the session link at least 20 minutes before the session start for an audio/video/screen-share check with the hall coordinator. **Rename yourself in the format: PaperID_PresenterName** (e.g., ICIMRBE26-045_Anjali).
- **Connectivity:** Use a stable wired/4G+ connection, a headset with microphone, and a quiet, well-lit environment. Keep your camera ON during the presentation and Q&A.
- **During the session:** Keep your microphone muted until the session chair invites you. Share your screen only when instructed. Time signals will be given verbally and via chat.

4. Session Conduct & Evaluation

- Each session is managed by a Session Chair and Co-Chair, whose decisions on timing, order and Q&A are final.
- The presentation order published in the schedule will be followed; the chair may reorder within the session only to handle technical exigencies.

- All presentations are evaluated for the Best Paper Award of each track on technical content and novelty, clarity of presentation, quality of results, and handling of questions. Awards will be announced at the Valedictory Ceremony on 6 August 2026.
- No-show policy: Papers not presented in the allotted session (live in the case of online presenters) will be treated as no-shows in line with IEEE policy and will be excluded from the proceedings forwarded to IEEE Xplore.