

# Suggested Guideline To Session Presenters & Attendees

for AAIM 2024 research track MS Teams sessions

# AAIM 2024 Virtual Conference Brief Review

- AAIM 2024 Virtual Conference use MS Teams
  - All registered attendees have access
  - All paper tracks are hosted here.
  - The pre-recorded videos can be played at the scheduled time of the paper
  - The session schedule is posted on the webpage  
<https://theory.utdallas.edu/AAIM2024/program.html>
- **Your participation is important to make AAIM 2024 successful!**

# To Presenters

- Please get familiar about MS Teams Meeting before the conference, check the MS Teams Instruction on our webpage, this will greatly save time and make the conference smooth
- Enter MS Teams meeting **15** minutes before your session
- You will be set muted as default
- You will automatically have rights to share screen, video and unmute yourself
- **Important**
  - You need to test your device before the session starts (Not before your talk)
  - Please type like following into the chatroom 15 min before the session start if you are read to do the device test:  
“**I am the 2nd talker of Session 3, I’m ready to do device checking**”.
- Control your time (12 min Presentation + 3 min Q&A)
- After Q&A, stop sharing your screen, disable your video, and mute yourself.

- Please stay for the entire session
- Note: For accepted paper presenters, arriving on time and staying for the entire session are two necessary conditions for the paper to be considered for invitation to special issues.

## To other attendees

- Always stay muted until you are allowed by the session chair.
- If you would like to ask questions, please use “raise hand” in MS Teams.
- Then, session chairs will call you when it’s your turn to ask question
- You are encouraged to ask questions during Q&A at the end of each presentation.