Suggested Guideline To Session Presenters & Attendees

for AAIM 2026 research track MS Teams sessions

AAIM 2026 Virtual Conference Brief Review

- AAIM 2026 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/AAIM2026/program.html

- **Your participation is important to make AAIM 2026 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".
- Each regular talk takes 20 minutes (talk: 18 minutes; questions: 2 minutes)
- 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.