

Paper and Poster Presentation Guide

Responsibilities

Congratulations on presenting your work at Pacific Graphics 20+21! We hope that you will help the conference by staying on time and maintaining a professional and insightful dialog among the participants of your session.

Below are some tips to assist you with the presentation process. Most importantly, please ensure you do not go over your time limit.

Please refer to the Attendee Guide about Gathertown ([link](#)).

Link to all guides <https://www.pg2021.org/participate/templates-guides/>

Format Overview

All presentations and Q&A will be given over Zoom with a unique code for each session emailed to you prior to your session. Links to sessions will also be available via the main [Conference Website](#) (link). Presenters can join directly via Zoom or join the Zoom link through [Gathertown](#) (link) via Track A presentation room or Track B presentation rooms, as appropriate. Gathertown will be used for further discussion directly after each session, as well as for general socialisation.

You have been asked to present live. There will also be an available pre-recorded video in case of technical difficulties or if you have pre-arranged for this.

- Arrangement of pre-recorded video must be confirmed by Friday 15th October. Email localcommittee@pg2021.org to arrange this.
- Student Volunteers will manage broadcasting pre-recordings.

There will be a **joint** Q&A for each session in Zoom directly after the last speaker in the session; There will not be a Q&A after **each** individual presentation.

Directly after the Q&A at Zoom, there will be a mandatory breakout room session in [Gathertown](#) (link). Each session will have two student volunteers assigned to help run the session.

- The volunteers will be in charge of helping you with all technical considerations (i.e., moderating Q&A, sticking to time, screen sharing allocations, muting participants, etc.). This will allow you to focus on the content of your session. Ask for help, if you need it.

Applicable Guides

- See this [Zoom Information](#) (link) for Meeting and Webinar Best Practices.
- See this [Zoom Information](#) (link) for How to Share your Screen.
- See this [Zoom Information](#) (link) for How to Share Computer Sound.

Slide and Zoom Templates

- See this [Slide Template](#) (link) for a recommended slide layout.
- See this [Virtual Backgrounds](#) (link) for Zoom backgrounds to use during your presentation.
- See this [Logos](#) (link) for official logos to use for social media and slides.

Before your Session

Please check the [online program](#) (link) to re-confirm the day, time, and Zoom link of your allocated session/s using New Zealand standard timezone. The information will be sent to you via email, be available on the main conference website under [online program](#) (link), and be available through [Gathertown](#) (link).

Please make sure that you can access Gather before your session. If you have any issues with using Gather, please get in contact with a student volunteer or email localcommittee@pg2021.org

Make sure you're in the correct Presentation Room on Gather if you're using this feature to enter your Zoom presentation room.

Please have Zoom installed and tested before you attend your session. Learn how to Share your Screen (Guide above) if you've never used Zoom before.

Please ensure your microphone and video are working properly for Zoom and Gather.

Please arrive at your session 15 minutes prior to introduce yourself to the session chair and student volunteers.

Time allowances:

Full Papers – 15 minutes

Short Papers – 12 minutes

Works in Progress – 10 minutes

Poster Presentations – 5 minutes

Question & Answers period – 15 minutes

During your Session

Presentation

Please pay attention during the entire session so you do not miss your turn.

When it is your turn, quickly share your screen and begin your presentation.

When you are finished with your presentation, stop sharing your screen so the next presenter can begin. Remember to mute yourself after your presentation.

You must attend the entire Presentation Session.

Every presentation and Q&A will occur on Zoom in the order of appearance on the schedule.

If there are technical issues during your presentation, or you need to talk to someone, please contact the dedicated student volunteers in your session. Their names will start with "SV" in Zoom and Gather.

Q&A

After all speakers in the session have presented, there will be a 15-minute joint Q&A session.

The session chair and student volunteer will help attendees ask questions or ask questions on behalf of the attendees.

When you are asked a question, unmute yourself. Please keep your response informative and brief. Remember to mute yourself after the question has been answered.

You must attend the entire Q&A session.

After your Session

Leave the Zoom session after the Session Chair dismisses you. If your browser is closed, [Gathertown](#) (link) will automatically open – go to your breakout room. If you already have Gathertown open in your browser, go to your breakout room. **Please see the Attendee's Guide for more information about Gathertown.**

Track A's breakout room is to the left of the presentation room.

Track B's breakout room is to the right of the presentation room.

You **must** go to your assigned table in your breakout room. The assigned table is based on the ordering in the session (i.e. first presenter goes to Table 1, second presenter goes to Table 2, etc). Ask a student volunteer if you need help.

There are scheduled breaks between each session to encourage further discussions with the presenters and to help mitigate "[Zoom fatigue](#)".

You must be available in your breakout room during your designated time.

If there are technical issues during your breakout room session, or you need to talk to someone, please contact the dedicated student volunteers in your room. Their names will start with "SV" in Zoom and Gather.