

## ICSI Conference Presentation Requirements/Guidelines

- The conference accepts 1) abstract review, 2) full paper, or 3) PowerPoint presentation. Those who pass the abstract review can participate in the PowerPoint presentation regardless of whether they submit a full paper. Only those who submit a full paper within the specified time are eligible to participate in the paper competition. Winners of the paper competition may be recommended by the conference for submission to indexed journals.
- Please use the PowerPoint format provided by the conference as a reference template. File format: PowerPoint file
- The presentation time is expected to be 15-20 minutes, including questions and answers from the chair and attendees. It is generally recommended to plan a presentation of approximately 15 minutes. The exact time will be subject to the final notification from the conference organizers. The conference chair may adjust the time for each presentation based on the total number of presentations.
- If a demonstration is included, the demonstration time is included in the allotted presentation time.
- Number of slides: Within the allotted presentation time, the presenter can adjust the number of slides. It is recommended not to exceed 20 slides.
- Language: English is the primary language for presentations. If a Chinese session is available, the report can be delivered in Chinese. ICSI generally allows a maximum of one Chinese session.
- The report only needs to include the author's information (name/school/department/(title)) on the title page/cover page. No other space is appropriate for personal data, nor is any author information required, but the complete author information must be provided on the webpage.
- Online participants must pre-record a voice-imbedded .ppsm presentation file and upload it to the designated network location in advance as required by the conference in case there is any network disruption during the presentation. In that situation, conference staff can play the video presentation on behalf of the presenter.