TE2020 Presentation Guidelines

All authors are required to create a short presentation/video of their research, which should be uploaded to the conference repository by 5th of June 2020. The presentations/videos will be available to be viewed (not downloaded) by registered delegates only. There will be questions and answers posted via a chat room for the presentations. The videos and chat rooms will be accessible from after 20th of June 2020. After the conferences closes all files will be deleted.

In order to upload your presentations, navigate to https://easychair.org/conferences/?conf=te2020, then select My Submissions > Submission > Update Files. Please upload your presentation file using the following format:

`"Paper_<your_submission_ID>_presentation.ppt"`

If you fail to submit a presentation, this will be a no-show at the conference and will result in your paper not being included in the proceedings! You will also be unable to submit an extended version of your paper to the any of the journal special issues linked to the conference.

Video/Presentation Content – Specific Guidelines

1. The presentation should be a maximum of 10 minutes and contain no more than 5 slides (if you are using a package such as PowerPoint).
2. Your accepted paper will have either created a solution, an approach or gained specific insights to a research challenge. To describe this the following structure should be followed:

Slide 1. WHAT

Your aim /What you have done/purpose of your research: Be sure to include detail of how the research aligns with the theme of the conference theme "Transdisciplinary Engineering for complex social technical systems in the perspective of real-life application".

Slide 2. WHY

Why is your research important/timely: Provide a brief background/overview of the literature/need and demonstrate why your work is needed/research gap.

Slide 3. HOW

How you undertook the work. i.e. what research approach did you adopt/techniques you used.

Slide 4. RESULTS/FINDINGS

Let the delegates know the key findings/outcomes/benefits of your research.

Slide 5. CONCLUSIONS/FURTHERWORK

Please include your name and email address should the audience wish to contact you outside of the conference.

Note if you are providing a Video without slides – you should still follow the structure described.

PowerPoint Presentations – Good Practice Tips

Sometimes slides are often over crowded with text. For visual quality the font size should be a minimum of 24 point, and you should avoid colours which reduce the readability of the text. For more information please follow this link "how to use colour in PowerPoint presentations".

Limit your slides to five lines of text and use words and phrases to make your points. Please see "Tips for preparing effective PowerPoints".

As you will be providing your presentation to be presented remotely you will need to provide the narration over your slides. This short YouTube video demonstrated how you can achieve this "How to create a narrated PowerPoint Video".

Good luck and if you have any questions about preparing or uploading your PowerPoint please email te2020.info@pw.edu.pl

Links

Colour in PowerPoints

https://support.office.com/en-us/article/combining-colors-in-powerpoint-%E2%80%93-mistakes-to-avoid-555e1689-85a7-4b2e-aa89-db5270528852

Preparing effective PowerPoint Presentations

https://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/tips-for-making-effective-powerpoint-presentations.aspx

Narrate your powerpoint

https://www.youtube.com/watch?v=Y5dgwwa5XRA