

## Speaker Instructions (NETS 2023)

- **Full-Paper Presenters: Bring your slide presentation on a USB drive to be loaded to the session room laptop.** If you are not able to use a USB drive, make alternate arrangements with your Session Chair. You will not be able to use your own laptop and must use the conference-provided laptop.
- As back-ups to the USB drive, it is recommended that you email your slides to yourself and upload them to the meeting platform. To upload the slides to the meeting platform:
  - You need to be registered for NETS 2023
  - Click “Manage Your Papers” in the left-hand navigation bar (under your name) and then “Attachments/Add a New Attachment.”
  - To add your presentation, click “Add a New Attachment,” select the attachment type, add a document name, upload the file, and click “Add New Attachment.”
  - Because of variations in internet strength in the session rooms, do not count on being able to run your slides from your upload to the meeting platform; the upload is a back-up only in case you have an issue with your USB drive.
- Paper presentations will be 15 minutes in length. Your 15-minute presentation will be followed by a 5-minute discussion period.
- **Lightning-Talk Presenters: Provide your slides to your session chair to be integrated into a file for the entire session. Your session chair will let you know of their preferred method to receive the slides.**
- Lightning Talk presentations will be 5 minutes in length with no public Q&A between speakers. It is extremely important to ensure your speaking time is within 5 minutes. These sessions are exciting but move quite fast.
- Use of the meeting’s PowerPoint template (available on the Resources page) is optional.
- To find or confirm your presentation time, use the Search the Program box in the Technical Sessions program. You can search by your name.
- All presenters and panelists need to be registered for the meeting.
- On the day of your session, report to your Session Chair in the room assigned for your session (as listed in the program) at least 15 minutes before the start of the session. Full-Paper Presenters: Bring your slides on your USB drive to the session room. Full-Paper Presenters: If you have not already done so, please provide the Chair with a very brief biography for introductions.

- Do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the order of presentations listed in the program.
  
- Technical session rooms will have the following equipment:
  - Laptop computer
  - LCD projector, screen, and laser pointer (LCD projectors will be able to project a resolution of 1024X576)
  - Wireless microphone
  - VGA cable