



2021 Cross Strait Radio Science and Wireless Technology Conference

CSRSWTC2021 PODIUM PRESENTATION GUIDELINES AND INSTRUCTIONS

Congratulations on having your paper selected for presentation at CSRSWTC2021!

This document provides guidelines and instructions for preparing your oral podium presentation. By following these guidelines and instructions, your presentation should provide a rewarding experience for both you and your colleagues.

Special Notice: In light of the COVID-19 situation in Shenzhen and for safety of the attendees, the CSRSWTC2021 Organizing Committee has decided to postpone the conference to **11–13 October 2021**. The rescheduled CSRSWTC2021 is still to be held as an onsite/online hybrid event. The onsite event and technical presentations will be arranged at Sentosa Hotel Emerald Branch, Shenzhen, Guangdong, China. The conference schedule will be detailed in the CSRSWTC2021 Program Book.

Please kindly be aware of that the presentation instructions are subject to change in compliance with COVID-19 prevention and control regulations from the local authorities. For the latest information please visit the CSRSWTC2021 webpage.

For the presentation, you are required to carry out the following steps. Please read the entire document before you begin creating your presentation.

1. Create your presentation using the **Oral Presentation PowerPoint template** available on the CSRSWTC2021 [webpage](#).
2. Save your presentation both as PowerPoint (.pptx) and Portable Document Format (.PDF), and make sure both files can be displayed correctly.
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors to present the information included in your presentation slides. The CSRSWTC2021 will neither assume nor bear ANY responsibility for materials that you submit or present without appropriate approvals or clearances.

A. Presentation Preparation Guidelines

Technical paper presentation materials will not be formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the CSRSWTC2021 oral presentation template available on the CSRSWTC2021 [webpage](#). The use of any hard media for presentations is **NOT** allowed at CSRSWTC2021.

All oral podium presentations at the CSRSWTC2021, regardless of special session or regular session presentation, will now adhere to the same PowerPoint template and instructions. We recommend that presentations are prepared to be roughly 15–18 minutes long with allowance that special session papers and invited papers might be 5 minutes longer, remaining about 2–5 minutes for questions and answers (Q&As). Keep your time frame in mind when preparing the length of your PowerPoint slides.

As a reminder again, please update your personal conference schedule by checking on the CSRSWTC2021 [webpage](#) in case any change would be made to the conference program or presentation instructions.

B. Instructions to CSRSWTC2021 Session Chairs



2021 Cross Strait Radio Science and Wireless Technology Conference

1. The Session Chairs are required to arrive at the chaired session room at least 15 minutes prior to start of the session, and pick up check-in lists at the Reception Desk. The Reception Desk will be deployed at the same floor to the conference session halls. The Session Chairs should remind presenters of the chaired session to check in with you prior to start of the session.

2. The Session Chairs are required to log in the scheduled Zoom meeting room at least 15 minutes prior to start of the chaired session. 1–2 students will be deployed in each session room to assist the Chairs in logging in and renaming the Zoom personal IDs following a requested nomenclature.

3. The recommended time frames for the conference sessions and presentations are:

Plenary Session Presentations: 1 hour each

50 minutes for presentation and 10 minutes for Q&As;

Technology Vision Keynote Session Presentations: 30 minutes each

25 minutes for presentation and 5 minutes for Q&As;

Invited Paper Presentations: 25 minutes each

20 minutes for presentation and 5 minutes for Q&As;

Regular Paper Presentations: 20 minutes each

15 minutes for presentation and 5 minutes for Q&As.

4. The Session Chairs are responsible for controlling general progress of the chaired session in compliance with the designated session schedule. The Session Chairs should keep in mind the time frame of each presentation and remind presenters, when appropriate, of speeding up or slowing down the presentation.

5. In case of any missing presenter (no show paper), the Session Chairs may authorize a short break within the designated period of the missing presentation. This maintains the session schedule rigorously unchanged and avoids any conflict of time for other presentations.

6. When the session is in progress, the Chair should not log out the Zoom meeting room. All the presenting sessions will be recorded, and logging out the meeting room would interrupt the recording.

7. At the end of the session, the Session Chairs are required to return in person the check-in list to the Reception Desk. The information regarding detailed session schedule will be available in the distributed conference program and on the CSRSWTC2021 [webpage](#).

8. If you have any question in using Zoom, please read the CSRSWTC2021_Presentation_Guideline_Virtual available on the CSRSWTC2021 [webpage](#).

C. Instructions to CSRSWTC2021 Podium Presenters

1. Presenters must arrive at the scheduled session room at least 10 minutes prior to start of the session and check in with the Session Chairs. Please save and store your presentation slide in a USB drive and bring it to the conference. The Helper will assist you in uploading your presentation slide file to the computer at the podium, and listing the files in a sequence in compliance with the designated presentation schedule. The Helper will also assist you in displaying your presentation slides properly through Screen Share in Zoom.

2. The recommended time frames for the conference sessions and presentations are:

Plenary Session Presentations: 1 hour each



2021 Cross Strait Radio Science and Wireless Technology Conference

50 minutes for presentation and 10 minutes for Q&As;

Technology Vision Keynote Session Presentations: 30 minutes each

25 minutes for presentation and 5 minutes for Q&As;

Invited Paper Presentations: 25 minutes each

20 minutes for presentation and 5 minutes for Q&As;

Regular Paper Presentations: 20 minutes each

15 minutes for presentation and 5 minutes for Q&As.

3. Please read the **Part A** of this document and prepare your presentation slides carefully using the requested presentation template.
4. All accepted papers **MUST** be presented at the conference. No show papers will be excluded from the conference proceedings to be submitted for publication in IEEE Xplore.
5. The information regarding detailed session schedule will be available in the distributed conference program and on the CSRSWTC2021 [webpage](#).
6. If you have any question in using Zoom, please read the CSRSWTC2021_Presentation_Guideline_Virtual available on the CSRSWTC2021 [webpage](#).

We look forward to seeing you in Shenzhen in October!

CSRSWTC2021 Technical Program Committee

www.ee.cityu.edu.hk/skltmw/csrswtc2021



State Key Laboratory of
Terahertz and Millimeter Waves

香港城市大學
City University of Hong Kong

