

How to present in IWAIT/IFMIA2023 (oral & poster session)

Thank you for choosing IWAIT/IFMIA2023 as the platform to present your research work. Under the strong belief that presentation and interaction conducted in-person is utmost effective in academic workshop, at first, we have wished to have IWAIT/IFMIA 2023 in the offline only mode. However, it is later decided to accommodate those presenters and attendees who cannot come to Jeju due to university or institute policy regarding COVID19 as well.

The presentation made in Jeju offline in-person (keynote/invited talks, oral and poster sessions) is conducted as usual. However, we will facilitate **the online presentation conducted using pre-recorded video for those authors who cannot come to Jeju**. The presentations in the keynote & invited talks, oral sessions, online poster sessions will be also served over the zoom-link to online attendees. The offline poster session is not served over the zoom-link since it is operated in a traditional face-to-face interaction only at the venue site.

The prerecorded video clips uploaded by online presenters will be open to all registered attendees though the **TECHNICAL PROGRAM Web-PAGE (kibme2022a.anyforum.net)** even before the workshop so that everybody can have ample time to look and learn from the pre-recorded video (**see the Guide for pre-recorded video below for further instruction**).

A. Keynote & Invited Talks, All Oral Sessions (Online/Offline)

1. Each physical session room is assigned by a zoom-link. The online attendees can attend the session by the session zoom-link. The zoom-link is shown in the **Technical Program web page (kibme2022a.anyforum.net)**.
2. Session chair opens the session in physical room (in Jeju) and also open its zoom link for online attendees. The session is chaired by session chair at Jeju.
3. A paper in oral session is assigned as below:
 - **IWAIT: 15 min (12min for presentation + 3min Q&A)**
 - **IFMIA: 10 min (8 min for presentation + 2min Q&A)**
4. **Paper presented by author in Jeju:** The author presents the paper in-person in Jeju and the presentation will be shown to online attendees via the session-zoom link. Since we use the hotel internet, the video quality may not be as satisfactory as we wish, but we will try our best.
5. **Paper presented by author who cannot come to Jeju:** Its pre-recorded video ([IWAIT] 12 minutes-long; [IFMIA] 8 minutes-long) will be played by the session chair at the given time slot. Online attendees can see it via the session zoom link. **THAT IS, the author dose not present the paper remotely via zoom using real-time streaming: only its pre-recorded video is played by the session chair.**

Q&A can be done in real-time at the session using zoom chatting function or turning on the microphone directly. It will be moderated by session chair in the zoom.

** NOTE: For a smooth presentation by pre-recorded video, we will ask pre-recorded video in advance (**IWAIT** [12 min for oral-online session; 3 min for poster-online session], **IFMIA** [8 min for oral-online session]) to be uploaded by **December 22** (see the **Guide for pre-recorded video below for further instruction**).

B. Only for IWAIT (Jan. 9): Poster Sessions I, II, III – Online

In case of the IWAIT online poster session I, II, III on January 9, all presentation is given through zoom-link only using pre-recorded video (that is, no in-person presentation), however, **Q&A board (<https://kibme2022a.anyforum.net/qnaList.do>)** will be operated so that anybody can leave questions or comments which the authors are kindly asked to respond during the workshop period.

One poster-online session has 11~12 posters, and it is conducted only online. All attendees and the presenters connect to the one zoom link assigned to the poster-online session. Here is how we execute the online poster session:

1. One zoom-link is assigned to the Poster Sessions I.II.III-Online. The online attendees can attend the session by the session zoom-link. The zoom-link is shown in the **Technical Program web page (<https://kibme2022a.anyforum.net>)**.
2. The online poster session chair opens the session by activating its zoom-link. All presenters and attendees connect to the zoom link of the session. The papers in the session is divided into 3 groups (G1: first four posters; G2: next four posters; G3: remaining posters in the session).
3. Session chair plays the pre-recorded video of the first four poster papers (each one is 3 min long) in a sequence. It will take approximately 12 mins
4. After the three videos are played out, Q&A is opened **for those three papers for about 8 minutes altogether**.
5. The authors of the online poster-papers are supposed to be connected to the zoom link and be ready for Q&A interaction. Since Questions and comments can be available in **Q&A board (<https://kibme2022a.anyforum.net/qnaList.do>)**, the authors are kindly asked to respond during the workshop period.
6. Q&A can be also raised by zoom chatting or turning on microphone directly, and the real-time Q&A is moderated by session chair.
7. This process of one group of poster papers (that is for 4 poster papers) will takes about 20 min altogether.
8. Now the same 20 minutes executed for next group of poster papers.
9. In this way, 11~12 online posters are presented in the online session room group by group. One poster-online session is 60 minutes long.
10. It mimics the offline poster session as close as possible. Let's try this!

C. Only for IWAIT (Jan. 10): Offline Poster Sessions

All poster sessions of IWAIT in January 10 are served offline only. That is, no video presentation of the papers in the offline poster session is made available to the online attendees except the pre-recorded video supplied by authors who cannot come to Jeju.

Poster-presenters are kindly requested to install and remove their posters by themselves by paying attention to the session time to which the paper is assigned. Posters that remain mounted after the designated poster session time may be disposed of.

See the poster size instruction below.

D. Only for IFMIA (Jan. 10 & 11): Offline Poster Sessions

All poster sessions of IFMIA in January 10 and 11 are served offline only. That is, no video presentation is made available to the online attendees.

Poster-presenters are kindly requested to install and remove their posters by themselves by paying attention to the session time to which the paper is assigned. Posters that remain mounted after the designated session time may be disposed of.

Note that your poster presentation is assigned to either January 10 or 11. Please check your poster number and date of presentation by the website of IFMIA2023 beforehand.

If you want to provide any online resources (such as YouTube) like video or audio-only clip related to your poster paper, please feel free to do so and make a QR link on your poster so that the participants can visit the associated link.

E. Upload Guide of pre-recorded video for IWAIT/IFMIA2023

For a smooth presentation by pre-recorded video, we kindly ask pre-recorded video uploaded in advance no later than **December 22**.

- **Who should upload:** all authors who cannot come to Jeju for presentation
- **What to upload:** a pre-recorded video presentation clip not longer than below:

[IWAIT]

- Oral Presentation: not longer than 12 minutes
- Poster Presentation: not longer than 3 minutes

[IFMIA]

- Oral Presentation: not longer than 8 minutes

- **Where to upload and File name convention:**

[IWAIT]

- <https://www.dropbox.com/request/KZHNZQ2GgRL7UFZUYjQf>
- The file name to be uploaded should be as follows: “IWAIT-Paper number-Session name” (e.g., IWAIT-P057-Session 2B.mp4)

[IFMIA]

- <https://www.dropbox.com/request/QA3AZjUj7aOXOzXcoApb>
 - The file name to be uploaded should be as follows: “IFMIA-Paper number-Session name” (e.g., IFMIA-P032-IFMIA Oral V.mp4)
- **Upload deadline:** by December 22
 - **Note:** The authors can be asked to upload the pre-recorded video clip again if there is any problem in playing the uploaded video clip. So please stay tuned to your email after upload.

F. Offline Poster Size Guideline

- The authors should put their paper on the designated panel indicated by the paper number (P_ID XXX) at the top-left corner of the poster panel as shown below.
- Adhesive tape will be provided. The poster size (A0 size, 841mmx1189mm) is also shown below. When the poster presentation session is over, each author has to remove his/her poster.

