











National University of Sciences and Technology, Pakistan

Hydrogen for a Green Future

GUIDELINES FOR PRESENTERS

Before the Session

- 1. Kindly prepare a camera-ready PowerPoint presentation (.ppt or .pptx), and send it before 11th December 2022 to the conference email address (ich2p@pnec.nust.edu.pk). There is no strict template, but we encourage you to use the conference logo in your presentations.
- 2. If you opt for pre-recorded video presentation, please send your video files to the conference email address (ich2p@pnec.nust.edu.pk) either using a platform (e.g. Google Drive/WeTransfer)or by email until 11th December 2022.
- 3. Ensure the arrangement of a computer with a webcam, microphone, and headset.
- 4. Ensure that the presenting area has a bright and calm environment with a professional background.
- 5. Minimize your background sound. You must be at a location with no noise and distraction.
- 6. Please make a test-run for your presentation before the conference to avoid causing a delay in the schedule.
- 7. Please go to your virtual meeting link (to be shared with you) at least 30 minutes prior to the start of your session.
- 8. If your speech has not started yet, kindly keep your microphone muted and the camera off.
- 9. When the session chair introduces your presentation, you can open your microphone and camera, and then you may begin the presentation.

During the Session

- 1. Introduce yourself to the audience on the cover page of the presentation.
- 2. Presentation duration is **12 minutes + 3 minutes** Q&A session.
- 3. Questions will be taken in written form from the Q&A chat-box from the general attendee.
- 4. Try to present within the allocated time.
- 5. If you have posted a pre-recorded video presentation, please stay online for Q&A session.