Dear Speakers,

Greetings from Organizing Committee, HWWE 2021

Instructions for presentation are as follows:

- HWWE 2021 is a Virtual Conference and will use a virtual platform, 'Airmeet' for presentation. All the presenters will also be informed about pre-conference demonstration sessions to acquaint them with the 'Airmeet' platform. Tentative date for the training session: 29th and 30th November 2021.

- It is mandatory to submit the 'Google Form' **[link given below]** and upload presentation files (ppt and pdf) on or before 25th November 2021.

  Kindly save and name your files as:

  Your Paper ID_Date of presentation (DD format only) _Session ID

  e.g., 112_01_2C.pdf, 112_01_2C.ppt

  [For date and session information, see the schedule attached]

- It is also advised to provide your pre-recorded video saved in your 'Google Drive' by sharing your 'Google Drive Link' along with the abovementioned documents on or before 25th November 2021. In case of any network failure issues during the live presentation, we shall play your pre-recorded video in the scheduled slot.

- It is recommended that each presenter limits the number of slides in a presentation within the range of (10-12).

- Each abstract/ paper is to be presented by sharing the computer screen of the presenter. The presenter, therefore, will need to use a computer (laptop and desktop) with a camera and good internet connectivity **(the virtual platform will not work on mobile phones and tablets for presentation)**.

- Presenters are requested to join their session at least 15 minutes before the beginning of the session. During this period, presenters must check and verify their audio, video, and presentation slides by sharing the screen. Here they need to introduce themselves to the session chair.

- All speakers should adhere strictly to the time allotted to their presentations.

- Organizers will be available to assist with the presentation if required.

- All presentations will be recorded live and will be reused during and after the conference for wider dissemination on social media like "YouTube."

Time for Presentation:

- Lead Lecture: 15 minutes presentation and 5 minutes Question-Answers.
- Presentation: 10 minutes presentation and 5 minutes Question-Answers.

Detailed instructions for filling Google Form and uploading the presentation slides:

- Click on the provided link: https://forms.gle/FSHnGqewgTiATgp59
- You will be prompted to log in using your Gmail ID and Password.
- Login to your Gmail/ Google account, and then the google form will open automatically.
- Fill up the Form completely. In the last part, you will be required to upload two (2) presentation files (ppt/ pptx and pdf format). The file size should be less than 5 M.B.

   Filename to be saved as:

   Your Paper ID_Date of presentation (DD format only)_Session ID
   e.g., 112_01_2C.pdf, 112_01_2C.ppt

- Click on the "Add File." Then click on "Select files from your device." This will allow you to select your file from your computer.
- Once the file is selected, click on the "Upload" button to finally upload the presentations.
- Click on 'Submit' to complete the submission.

Detailed instructions for creating the Video Link in Google Drive:

- Create a presentation video of your own.

- Save the video in your Google Drive and share the link in the Google Form **(point number 07)**.

   Note: While submitting the above files, kindly contact Dr. Hitesh Sharma if you face any difficulties.

   Email: hitesh@iitg.ac.in, Mobile: 9435119009, Landline: 0361-258 2491

Regards,

Organizing Committee, HWWE 2021