



UKIERI Concrete Congress
Sustainable Concrete Infrastructure
14 – 17 March 2023 (Virtual Mode)

Dr B R Ambedkar National Institute of Technology
Jalandhar, India
Guru Nanak Dev Engineering College
Ludhiana, India

Guidelines for Paper Presenters and Session Coordinators

1. The Zoom Platform is being used for presentations and the Zoom Links are given in the Presentation Schedule. The Links are reproduced below:
 - For **Opening Ceremony, Conference-1, Conference-3 and Conference-5**, the Link is:
<https://us06web.zoom.us/j/81582411235?pwd=ZHZxWjBjbERvMDRrOG1OLzhKZFBhdz09>
 - For **Conference-2, Conference-4 and Conference-6**, the Link is:
<https://us06web.zoom.us/j/89095183336?pwd=bis4akxYSWhOSGx0OVl6VGvYdFpqdz09>
2. For joining using the Zoom Link, please enter your Paper ID followed by your Name when prompted to enter your Name. For example, if your Paper ID is **UCC-2023-119** and name is **S P Singh**, please enter **119 S P Singh**. The Opening and Keynote Speakers can enter 'Name' only since they are not allotted any Paper ID.
3. While you are connected, **at the time of your presentation**, the Session Coordinator will make you 'Co-host' and you will be able to share your screen.
4. The duration of Normal Papers (Other than Congress Opening Paper and Keynote Papers) is 15 minutes. The Presenters are advised to prepare their presentations keeping in view the time slot given in the Programme. The Presentation File should preferably be ppt/pptx format.
5. The Presenters are advised to limit their presentations up to 10-12 minutes and one can have 2-3 questions in the remaining time. **The presentations should be prepared in such a way that only brief results and important conclusions are presented.**

6. Those who wish to ask questions are advised to write the question(s) in the 'Chat Box'. The Presenter will reply orally.
7. If a presentation does not take up the allocated time, the Session Coordinator should engage the Session by having more discussion or comments until the time for the next presentation.
8. If a presentation is cancelled due to any reason, the Session Coordinator can arrange extra discussion on the previous presentations until the next presentation's time.
9. The Session Coordinator should alert the presenter 5 minutes before the end of the scheduled time of presentation through the 'Chat Box'.
10. It is hoped that all are familiar with the use of Zoom Platform, if not, please have practice of using Zoom Platform so that the presentations are held smoothly.
