

Guidelines for Presenters, Discussants and Moderators of ICONIR 2022 Panels

Sessions

1. Each panel will have maximum of 5 presenters (1st day) and 6 presenters (2nd day).
2. Moderator will start by announcing discussion rules, including time frame of presenter and discussant session
3. Moderator will then introduce short profile of the discussant(s), followed by the name and institution of the presenters, including the order of presentations, before they start the presentation.
4. The “presenter session” will be held approximately about 50-60 minutes (for panels that includes 3 to 5 presenters) and 60 – 72 minutes (for 6 presenters).
5. Each presenter will have 10-12 minutes to present their paper. This time-span applies for 1 title whether it has a single or multiple author.
6. After all presenters finished their presentation, moderators will welcome the discussant.
7. The “discussant session” will be approximately 90 minutes (panels with 3 – 5 presenters) and 120 minutes (panels with 6 participants)
8. Discussants are welcomed to arrange the time management with the moderator and fellow discussants.
9. Discussants are expected to (but not limited to) :
 - A. Create an engaging discussion with the presenters and audience.
 - B. Suggest a further area of improvements of the presentation.
 - C. Connecting the presentation with the themes of ICONIR 2022.
10. The presenters are welcomed to respond or ask further questions to the discussants as long as it is still within the given time frame.
11. Moderators may stop the presenters and discussants if their time is up.
12. Both online and offline participants are also welcomed to join the discussion by the permission from the moderators.
13. The online participants should use “Raise Hand” function in Zoom if they want to ask a question during the presentation.
14. The online participants are required to show their screen/on camera during the sessions.
15. The offline participants of ICON-IR 2022 (presenters, discussants, and moderators) are obliged to be vaccinated against Covid-19. If participants had not yet received their third/booster vaccine, participants are obliged to have a rapid-test/antigen-swab-test 1x24 hours before the ICON-IR 2022 event on 11th of August.

Technicalities

1. All of the participants should bring their own tumbler.
2. All of the participants are required to use the mask during the session.
3. All of the participants are obliged to be present at the online/offline room 10 minutes before the session start.
4. There will be operators in each room to help the presenters with their presentations.

ICON-IR 2022 is a hybrid conference which means that there are online and offline participants during the conference. In order to ensure a lively and vibrant discussion among participants, here are some guidelines to be followed:

For offline Participants:

1. The offline participants of ICON-IR 2022 (presenters, discussants, and moderators) are obliged to be vaccinated against Covid-19. If participants had not yet received their third/booster vaccine, participants are obliged to have a rapid-test/antigen-swab-test 1x24 hours before the ICON-IR 2022 event on 11th of August.
2. Participants are obliged to download the "Peduli Lindungi" application to get into the campus area.
3. Participants who show symptoms associated with COVID-19 are prohibited to attend the conference
4. Participants are obliged to wear protective masks during the conference session. Protective masks can be taken off in the outdoor area and when eating and drinking.
5. Participants have to re-register themselves at the registration table before attending the conference. The registration table is located at the 9th floor of South PPAG Building in front of the Lecture Theater and opens between 08.00-08.30 on the first day. On the second day, the registration will open between 13.00-13.30 at the 2A Floor in front of the panel meeting rooms.
6. Name Tag will be handed during the re-registration. Please ensure that the name tag is always worn visibly during the conference
7. Detailed schedule and location of all presentation sessions are available at registration table. Please ensure that you arrive at the specified room at least 10 minutes before your session starts

For online Participants:

1. Participants have to fill the attendance form which will be informed at the beginning of every panel session through the chat box in Zoom virtual meeting rooms.
2. Participants have to change their names with the following format Name_Institution [example: Marshall_UNPAR]
3. Detailed schedule and location of all presentation sessions are available at registration table. Please ensure that you join the virtual room at least 5 minutes before your session starts
4. The online participants are required to show their screen/on camera during the sessions.
5. The online participants should use "Raise Hand" function in Zoom if they want to ask a question during the presentation.