SPEAKER GUIDLINES

- Webinar on **Artificial Intelligence & Machine Learning**, taking place on **May 13-14, 2024**. Proudly hosted by **Stripe Webinars**
- The meeting begins at **09:30 AM** with an Introduction followed by keynote presentations, speaker presentations, and poster presentations.

Technical Requirements

- Ensure a stable internet connection with sufficient bandwidth to support video streaming.
- Test your equipment, including microphone and camera, in advance to ensure they are functioning properly.
- Use a reliable device such as a computer or laptop for presenting rather than a mobile device whenever possible.

Presentation Preparation

- Create clear and engaging slides to accompany your presentation. Use large fonts and high-contrast colours for better readability.
- Practice your presentation to ensure it fits within the allocated time slot.
- Consider using interactive elements such as polls or Q&A sessions to engage the audience.
- Limit the amount of text on each slide to key points and use visuals to enhance understanding.

Engagement with Audience

- Encourage audience participation by asking questions or prompting discussions throughout your presentation.
- Allocate time for Q&A sessions at the end of your presentation to address audience inquiries.
- Be attentive to chat messages or raised hands indicating audience engagement.

Technical Support

- Familiarize yourself with the virtual conference platform and its features before your presentation.
- Have a backup plan in case of technical difficulties, such as a phone number to contact technical support or an alternate method for presenting slides.