CollaborateCom 2017: Presentation Guide for Presenters

CollaborateCom 2017 - 13th EAI International Conference on Collaborative Computing: Networking, Applications and Worksharing
December 11-13, 2017
Edinburgh, Great Britain

Congratulations for getting a paper accepted for publication and presentation in the proceedings of CollaborateCom 2017 - 13th EAI International Conference on Collaborative Computing: Networking, Applications and Worksharing in **Edinburgh, UK**. We congratulate you for your brilliant work and we are very keen to learn and discover your research findings.

It is time for you to get your work presented to the international research audience that is going to attend this interesting event.

We would like to recommend from every presenter to follow the following guide for a smooth delivery of the conference:

[1] Check the full program and make sure that your paper is included and all the details are correct:
http://collaboratecom.org/final-program-in-full

[2] If you identify any mistake, please report it to Dr Imed Romdhani (i.romdhani@napier.ac.uk).

[3] Make sure to attend your session early. Bear in mind that the presentations will take place:

   a. In Craiglockhart Campus (**Monday 11 and Tuesday 12 December**)
   b. In Merchiston Campus (**Wednesday 13 December**)

   The two campuses are close to each other (in the same street, check Google Map)

[4] You will be given **15 minutes** to present your work and answer a couple of questions. Please make sure to use your time effectively.

[5] If you miss your presentation, report it to the Session Chair during the coffee break. We will do all our best to reschedule your presentation whenever possible.

[6] If your slides are ready, put them in a shared folder (Google Drive, OneDrive, DropBox, or other platform) and share it with **Dr Imed Romdhani** (i.romdhani@napier.ac.uk). **Send him an email before Monday 11 December** make sure you include:
   a. The link from where to download your presentation
   b. The Session Number (Session 1 – 10)
   c. Time Frame for your presentation
   d. Name of the Presenting Author

[7] If your slides are not ready yet or you want to continue working on them, please put them on a flash drive or a shared folder (make sure you have a back-up copy) and handle it to the Chair of the session. Preferably, we need your presentation at start of the session.

[8] You can present using your own laptop. We will provide all adaptors. You can bring your adapter as well as a backup.

[9] If you cannot attend the conference for several reason, we regret that you cannot be with us. We offer you the opportunity either to present lively and remotely (WebEx or Skype) or send a recorded video presentation. We will play your video during your time slot.
Please choose your option using **Doodle poll form before Monday 11th December**:
https://doodle.com/poll/3853wuxvav2hxpid

We wish you a pleasant trip to Edinburgh and we will be delighted to see you there.

Good luck for your presentation!

Dr Imed Romdhani

Local Chair (Collaboratecom 2017)