

# mfi20 *Virtual*

## Q & A Session Guidelines

The MFI 20 conference goes virtual this year and the presentations will take the form of pre-recorded videos. At each conference day, Q&A sessions take place to enable a lively discussion about the video presentation.

**The authors are expected to attend the Q&A session assigned to their paper.**

### **1 Organisation**

The live Q&A sessions will be held on Zoom and will be moderated by the session chairs.

#### **Schedule of each Q&A session**

1. **Introduction:** At the beginning of each session, the chair presents summary slides of the presentations via screen sharing while the authors briefly introduce their papers. Each summary takes **1 minute**. (6 minutes for 6 papers)
2. **Questions:** The session chair cycles through the summary slides and offers attendees the opportunity to ask questions. For each paper, the Q&A should not exceed **3 minutes**. (18 minutes for 6 papers)
3. **Further Discussions:** The Q&A ends after the last 3-minute Q&A slot. However, the Zoom room will be available after the session ends and offers the attendees to engage in a dialogue with each other.

### **2 Time**

Q&A sessions are scheduled between 14:00 UTC and 17:00 UTC.