

## The 2019 INFORMS Data Science Workshop Paper Presentation Guidelines

At least one registered co-author from each accepted paper must present at the workshop. Presentation guidelines are as follows:

### **Presentation Duration:**

Each 80-minute session will feature 4 presentations. A presenter will have **20 minutes in total. This includes 16 minutes for the presentation and 4 minutes for Q&A.** Session chairs will oversee presentation time and moderate the Q&A sessions. Presenters will receive signals from their session chair when 4 minutes remain, and again when 1 minute is left. Due to the participatory nature of the event, it is important for presenters to stay on schedule. Session chairs reserve the right to cut-off a presentation that exceeds the allotted time limit to ensure there is ample time for discussion and audience questions.

### **Presentation Slides:**

Presenters are expected to bring their own laptop for presentation. If the room is already equipped with a computer, please be sure to bring your slides on a thumb drive. Please load these slides on to the presentation laptop 10-minutes **before** the session begins.

### **Presentation Etiquette:**

Presenters are expected to stay in their session for its entirety. No “drive by” presentations, please.