



The ACM Conference Series on **Recommender Systems**

Presenter Instructions for RecSys Conference 2024

All presentations will be presented in-person in Bari, Italy. If you are not able to attend in-person, you must have a co-author or colleague present on your behalf.

General Instructions for Oral Presentations

- You will be presenting from the main stage in the Teatro Petruzzelli
- Your slides will be shared on your behalf (advance submission of slides are due October 11; see below for more details)
- Length of presentation and Q&A is dictated by your paper type

Type of Talk	Total Time, including Q&A
Research (Full) Paper Oral	14 minutes
Research (Full) Paper Spotlight+Poster	4 minutes (no Q&A)
Reproducibility	9 minutes
Industry Oral	9 minutes
Women in RecSys	9 minutes

- The Session Chair will moderate the questions. Questions will come from people who are physically in the room, but also from people who are online asking questions on the virtual Hub in the Live Q&A. The Session Chair will read the questions from the Live Q&A.

Submission Instructions for Oral Presentations

- **All presenters MUST submit their slides in advance BEFORE OCTOBER 11 [via this link](#)**
- For seamless transition between presenters, you will not be allowed to present from your own laptop
- Make sure you are in the session room at least 15 minutes before your session starts. Introduce yourself to the Session Chair (who will usually be standing in front of the room) and go to the Audiovisual Technical table to confirm you have arrived.
- You will present from the stage at a podium with a microphone.
- The AV team will project your presentation from the room computer. You will advance your slides with a hand-held clicker. There will be a confidence monitor and timer by the stage so you can see your slides in front of you as well as any notes you may have (if you submitted a PowerPoint with notes)
- Plan to stay in your session room for the whole session. We encourage you to ask questions about the presentations of the other authors presenting in your session.

Slide Deck Requirements for Oral Presentations

- Your file submission must be a PDF or PowerPoint with 16:9 aspect ratio up to 1 GB.

- Keynote and Google Slides are NOT permitted. If you have your presentation in one of those formats, you MUST convert to PowerPoint or PDF.
- If you submit a PowerPoint file with speaker notes, you will be able to see them while presenting on the stage. (They will not be visible to the audience).
 - Speaker notes are NOT shown with PDF submissions
- You will be given a remote "clicker" to advance your slide show.
- Animations are NOT recommended, as they can often be slow to advance while presenting. If you are choosing to do animations, please make sure they are accessible regardless of operating system.
- Custom fonts are not guaranteed for PowerPoint presentations. If you need to keep custom fonts, you'll need to submit in PDF format.
- You MUST rename your slides with the name of your paper ONLY. (Do not include your paper number or author name, just the paper title please.)
- You may submit as many versions of your slides to the link prior to it closing. If you need to upload a new version please submit a new form with "v2" (or v3 or v4) at the end of the paper title.
- The form will close at 11:59 pm CEST on October 11.
- If you have an update to your slide deck after October 11, you must bring your slides on a USB to the AV tech table AT LEAST 15 minutes in advance of the start of the session in which you are speaking.

Poster Instructions

For papers that have been selected to be presented in poster format:

- You are responsible for printing and bringing your poster to the conference. Posters should be A1 size (594 mm x 841 mm or approximately 23.4 x 33.1 inches)
- Posters should be PORTRAIT (vertical) format
- You will be assigned one day of the main conference (Tuesday, Wednesday, or Thursday) on which to present your poster. There will be no assigned poster spots at the venue, simply pick an available spot during your poster day.
- Poster sessions will take place during coffee breaks and lunch breaks at the Chamber of Commerce building (Camera di Commercio, Industria, Artigianato e Agricoltura), located at Corso Cavour, 2, approximately 2 blocks from the Teatro Petruzzelli where conference sessions are taking place
- Posters can be placed as early as 8:00 am on the day you are assigned and must be removed by 5:30 pm on the same day
 - Pins for placing posters on the board will be provided
 - Posters will be removed at the end of each day. Posters can be claimed at RecSys Registration.
 - Posters left after 5:10 pm on Thursday October 17 are subject to disposal

Asynchronous Q&A

- We encourage you to include your contact information on the last slide of your presentation so attendees can connect with you after your presentation

If you have any questions, please contact RecSys event management at RecSys@executiveevents.com.