

# Late Breaking Presenter Instructions

Late breaking abstracts at IROS 2023 will be presented in a late breaking poster session. Select abstracts have also been invited to give substitute talks in Oral Session slots based on topical alignment.

## Oral sessions (only for select abstracts already invited)

IROS 2023 will include two oral sessions a day during the main conference. Each session comprises up to 14 papers. Each paper will have a 5-minute talk plus 1 minute for Q&A as the next speaker sets up. Session chairs will cut off speakers who go over 5 minutes, so please make sure you are able to deliver the talk in time. Each speaker will open their pre-uploaded file on the presentation computer when they approach the podium for their talk, and speakers will begin as soon as introduced by the session chairs. Speakers are asked to close their presentation and move away from the podium during their Q&A minute so the next speaker can get ready.

All authors must upload their presentation(s) to a central server prior to the session (see Speaker Ready Room Procedures below). Note that uploading your presentation slides to InfoVaya is NOT sufficient. Oral Session speakers will not be allowed to connect personal computers to the projector, and session chairs will not be able to load presentations during oral sessions.

For those presenters that prefer to pre-submit their presentations via the web prior to arriving in Detroit, you may do so by visiting the [2023 IROS Pre-Submission](#) (upload instructions attached). Please make sure that when uploading your file(s) that your name is included in the file name. IEEE highly recommends that you follow the Speaker Ready Room Procedures noted below even if you pre-submit your presentation to confirm that all fonts read correctly and all embedded videos play correctly within your presentations. Technicians will be on hand in the Speaker Ready room to assist you should you have any problems with your files.

### **SPEAKER READY ROOM CHECK-IN PROCEDURES**

Please come to the Speaker Ready Room (Room 353), a minimum of 24 hours in advance of your talk. If you are checking in the day of your session, please come by at least 4 hours prior to the start of your session. If you are attending only for the day of your session, you should still come to the Speaker Ready Room as early as possible to load your files onto the presentation server and check to see that they are working properly on our systems. A floating audio/visual technician will be on duty to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.

In the Speaker Ready Room, you will be able to see exactly how your presentation will appear in your session room and edit as needed. Please make every effort to load your presentation for morning sessions by closing time the day prior and for afternoon sessions by 10:00 am that day. **Even if you have submitted your presentation in advance**, please plan to bring your presentation to the meeting on a USB drive as a safety backup for your talk. Speaker Ready Room personnel are not responsible for your devices and equipment.

### **SPEAKER READY ROOM HOURS**

The Speaker Ready Room is in Room 353 and will be open during the following hours:

Sunday, October 1: 8:00 am–5:00 pm

Monday, October 2: 8:00 am – 5:00 pm

Tuesday, October 3: 8:00 am – 5:00 pm

Wednesday, October 4: 8:00 am – 2:00 pm

### **AUDIO/VISUAL & COMPUTER EQUIPMENT IN ORAL SESSION ROOMS**

- Laptop
- LCD projector
- Projection Screen
- Wireless PC Remote (To Advance PowerPoint Slides)
- Podium Microphone
- Wireless Lavalier Microphone
- Microphone Mixer

**IMPORTANT:** Apple Mac computers will not be provided in any of the IEEE session rooms.

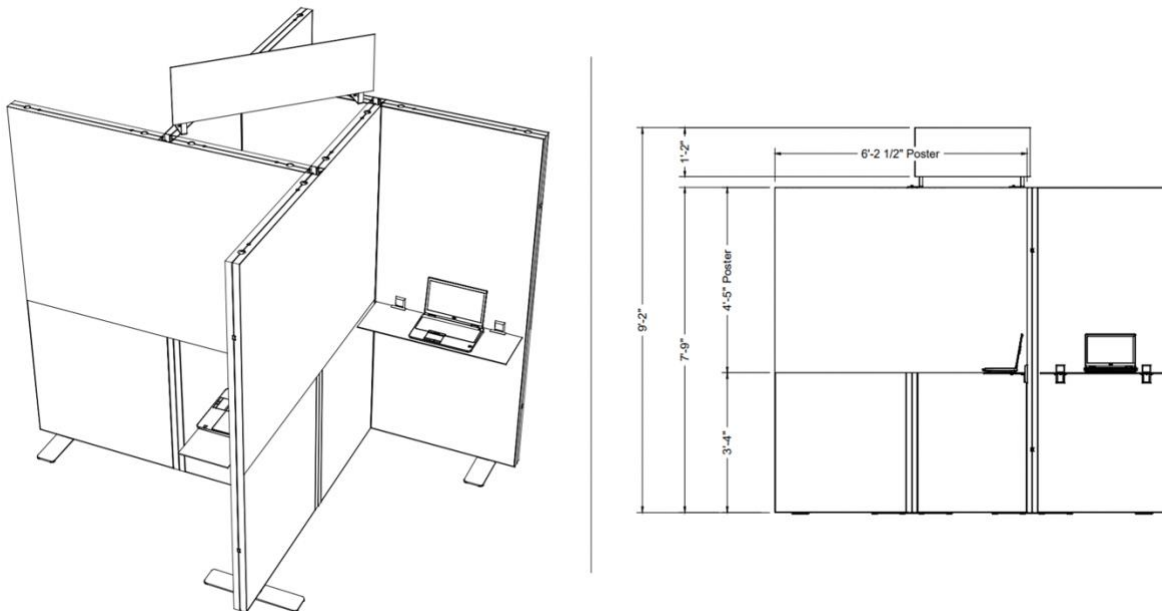
## **Poster sessions**

IROS 2023 will include two poster sessions a day during the main conference.

The poster session will take place in the exhibit hall (Hall E). All posters will be paper posters brought by attendees. There are no power supplies or displays for video presentations. Authors who cannot attend in person are welcome to arrange for colleagues to display their posters, but the conference cannot provide support for remote participation.

Posters will be presented in pods of 4 posters. Each pod will have a sign on the top indicating which posters will be presented at that pod. The sign will include the track number (e.g., T20 for session MoAIP20), and a range of numbers (e.g., 1-4, 5-8, 9-12, etc.) corresponding to the order of papers in that session (e.g., paper MoAIP20.1 is track 20 slot 1, MoAIP20.2 is track 20 slot 2, etc.). All late breaking poster sessions are in Track 20.

Each section of the pod will have room for a paper poster and a small shelf on which you can place a laptop, a tablet, or a small demo if you choose to present more interactive content. Note that there will **not** be a power outlet, so make sure your device, if you choose to have one, is charged before the poster session.



### **POSTER FORMAT**

The maximum dimension of the poster panel is 74" wide x 53" high (~1.8m wide x ~1.3m high), though we suggest not exceeding 60" wide x 40" high (1.5m wide x 1m high). You may optionally use the poster template [here](#).

### **POSTER SETUP AND TAKEDOWN**

If your paper is scheduled to be presented in the morning session, please set up your poster no later than 9:50 am. You should take down your poster during the lunch break, no later than 1:00 pm, to allow the next session to set up.

If your paper is scheduled to be presented in the afternoon session, please set up your poster during lunch, starting at 1:00 pm. You should take down your poster by the end of the day.

## **Presentation day and time**

The IROS 2023 program can be found [here](#) and in the InfoVaya app. The day and time of your presentations are displayed in the "Details" section of your presentation page on InfoVaya (log in to InfoVaya, click on your name, and click on your paper title under your "Contributions" section). Note that any pre-authorized oral session substitutions will not be reflected in the official program.