

# IACAT 2022

International Association for Computerized Adaptive Testing

September 20-22 2022

Goethe University Frankfurt, Germany

## General Information for Presenters

At the 8<sup>th</sup> Conference of the International Association for Computerized Adaptive Testing ([IACAT](#)) we will strive to provide the best experience for both presenters and audiences. Therefore, in order to ensure the best possible delivery of your presentation, please comply with the following guidelines in the preparation of your presentation.

The **duration** of each individual presentation, both in the paper sessions and in the symposia, is 17 minutes (except for the PROMIS symposium on Day 2), followed by 2 minutes for discussion.

Please prepare your **presentation** slides in 16:9 format with a minimum resolution of 1280x720. The slides should have landscape orientation. The use of standard fonts is strongly encouraged. Images embedded in the presentation should have a minimum resolution of 300 dpi. Videos must be embedded in the presentation.

You do **not need to bring your own laptop**. Every room is equipped with a Windows-operated computer. If you prepare your presentation on a Mac, please save the presentation as **\*.pptx** or **\*.pdf** and check whether it works on a Windows-operated computer. To avoid any technical difficulties regarding USB flash drives, please **upload your presentations here** as soon as possible but at the latest by 3:00 PM on the day before your presentation. The files will be stored securely. Please note that your presentation may be made available to attendees of IACAT 2022 who are not able to join your session in person. You can use your own hardware if the material you want to present requires this. The rooms are equipped with HDMI and VGA ports and cables. If you want to use your own hardware, please check the compatibility in one of the breaks well before the session in which you will be presenting. To ensure a timely start and end to the sessions, and to allow sufficient time for discussing the individual contributions, we would like to ask all presenters to come to the assigned room **15 minutes prior to the start of their session**.

## Information for Chairs

Please inspect the conference program (available [here](#)) to check whether you have been assigned to chair a session at the conference. The intended role of the **session chairs** is to (a) be in the session room at least 15 minutes early, (b) get in contact with the presenters of the session and ask them to check whether their presentation is on the computer in the room and to copy it to this computer if this is not the case, (c) announce the individual presenters within the session by name without any further introduction, (d) moderate the brief discussion after each contribution, and (e) make sure that the time limit is kept. Each session is scheduled as follows: up to 17 minutes for the presentation, up to 2 minutes for the discussion, and 1 minute for changing the presenter; thus, 20 minutes in total. Each room is equipped with time-keeping cards (5 minutes, 2 minutes, and 0 minutes left) that can be used to inform the presenter about the remaining time. The intended role of the **keynote chairs** is to gather some information from the speakers regarding their academic career (e.g., CV + publication list) before the conference and introduce them with a brief laudation (2-3 min.) prior to the keynote presentation.

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**IACAT**

Advancing the Science and Practice of Human Assessment

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