

OCMT · 2026

The 2nd International Research Conference  
Innovating for Impact: Smart Technologies and  
Sustainable Strategies in Design, Finance, and Computing

# Online *Presenter Guide*

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**A handbook for virtual presentations**

Prepared by OCMT 2026 Conference Organizing Committee

■ A WORD BEFORE YOU BEGIN

# Welcome to

## *OCMT'2026.*

*This guide is a companion for every researcher presenting online at the conference. It covers the small but essential details — from how to join your room, to how to make sure your voice and slides come through clearly.*

Please take a few minutes to read it before your session. The Technical Support team has prepared it carefully so your presentation runs smoothly and without surprises.

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# A little preparation *goes a long way.*

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Most technical issues during online conferences come from things that could have been checked the day before. Here is what we ask every presenter to prepare in advance.

## 01 Use the official presentation template

Prepare your slides using the OCMT'2026 PowerPoint template shared with registered participants. This keeps visual identity consistent across all four rooms.

## 02 Keep your file lightweight

Compress large images. Avoid embedded video when possible — if video is essential, keep it under 30 seconds and test it on a stable connection in advance.

## 03 Install Microsoft Teams

Install the Teams desktop application on the device you will present from. The desktop app is significantly more stable than the browser version for screen sharing.

## 04 Test your audio and camera

Use a wired headset if possible. Laptop microphones pick up room echo and background noise. A quiet room with a plain background works best for the camera.

## 05 Check your internet connection

A wired ethernet connection is strongly preferred over Wi-Fi. If Wi-Fi is your only option, sit close to the router and close other bandwidth-heavy applications.

# How to enter *your room.*

The conference runs through a single main Teams meeting, with four parallel rooms (A, B, C, D) accessed via the Rooms button inside the meeting. Your session will take place in one of those four rooms.

## 01 Find your room assignment

Your room letter (A, B, C, or D) and presentation time will be listed in the Conference Handbook and in the programme shared with you before the conference.

## 02 Join the main Teams meeting

There is a single Teams link for the main conference meeting. Use this link to join — no Microsoft account is required.

## 03 Open the Rooms panel and select yours

Once inside the main meeting, click the **Rooms** button in your Teams toolbar. Select the room (A, B, C, or D) to move in.

## 04 Join 10 minutes early

Enter your room at least ten minutes before your scheduled slot. This gives you time to coordinate with the Session Chair on microphone, camera, and screen sharing.

### IMPORTANT

Your microphone and camera are disabled by default when you join the room. The Session Chair will enable them for you when it's your turn to present.

■ III · PRESENTATION TIMING

# Twenty minutes, *well spent.*

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Each presenter is allocated a 20-minute window.  
The Q&A session will be held after the entire  
session has concluded.

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# 20

**Minutes of Presentation**  
*Your research, delivered*

# Show your slides,

## *cleanly.*

Screen sharing is where most presentations stumble. These steps prevent the common problems.

### 01 Open your PowerPoint file before sharing

Have your slides open and ready. Close every other application, browser tab, and email client. A clean desktop is a professional desktop.

### 02 In Teams, click the Share icon

At the top of the Teams meeting window, click the Share Content button (the small arrow-up icon).

### 03 Choose Window — not Screen

Select the PowerPoint window specifically, rather than sharing your entire screen. This protects you from accidental notifications and keeps the view focused on your slides.

### 04 Enable Include Sound if you have video

If your slides contain a video clip or audio, tick the **Include computer sound** option in the share dialog. Without this, the audience will hear nothing.

### 05 Start Slide Show in PowerPoint

Once sharing, press F5 (or Slide Show → From Beginning) to enter presentation mode. Use your arrow keys to advance slides.

### 06 Stop sharing when you are done

After your Q&A, click **Stop Sharing** to return the stage to the session chair. Keep your microphone on briefly in case there are final comments.

#### A NOTE ON Q&A

Questions from the audience will be collected in the Teams chat. The session chair will read them aloud during your five-minute Q&A window.

# When something *doesn't work.*

Technology rarely cooperates perfectly. Here are the most common problems presenters run into, and the quickest ways to fix them.

## *No one can hear me*

Check the microphone icon inside Teams — it may be muted at the meeting level. Click to unmute. If still silent, check Teams has permission to access your microphone in your OS privacy settings.

## *I can't hear anyone*

Check your system volume first, then Teams' speaker settings (Settings → Devices → Speaker). If you connected a headset recently, Teams may still be routing sound to laptop speakers.

## *My screen share is frozen*

Stop sharing and re-share. If Teams itself is frozen, close and reopen the meeting — the link will let you rejoin immediately. Nothing is lost.

## *My video is choppy*

Almost always a bandwidth issue. Turn off your camera and continue with audio only. Close other internet-using apps. Your voice is more important than your face.

## *My slides won't advance*

Click once inside the PowerPoint window to bring it into focus, then use the arrow keys. Teams sometimes captures keyboard input when its chat is active.

## *I got disconnected*

Click the Teams link again — you rejoin the same room. Briefly let the session chair know you had a connection issue, then continue.

### **IF ALL ELSE FAILS**

Contact the Technical Support team using the details on the next page. During conference hours, a technical coordinator monitors every room. Do not be embarrassed to ask — we are there for this.

# We're here *to help.*

If you need assistance before or during the conference, the Technical Support Department (TSD) at Oman College of Management and Technology is your first point of contact.

## E - MAIL

***ts@ocmt.edu.om***

For questions ahead of the conference — template issues, Teams setup, video testing. We typically respond within a few hours during working days.

## WHATSAPP

***+968 2405 1007***

For urgent matters during the conference days. A technical coordinator monitors this number throughout both days of sessions.

## ONELASTTHING

*Your research deserves a clear stage. We hope this guide has given you one — and **we look forward to your presentation.***

**Technical Support Department**

*Oman College of Management and Technology · Barka, Sultanate of Oman*