

MD2021: Instructions to speakers:

The slots for the presentations are 20 minutes long. Ideally, the speakers should take 15 minutes and leave 5 minutes for questions.

The conference **will operate in a mixed format, where presentations can be held physically but also remotely**, using a video-conferencing system. Please find below the instructions for the in-person and online presentations:

Instructions for in-person presentations:

For those who chose to come in-person to Porto, the best way to reach the conference venue (Faculty of Engineering of the University of Porto, FEUP) is by metro, being the nearest station 'IPO'.

The registration desk is located at the main entrance of the FEUP on the 1st floor. The registration desk will open on the 8th of September (one day before the conference) from 4pm to 6pm for those who wish to register early.

We ask the speakers who will participate in person to upload their presentation in the conference room (room B032) well before their session. Those who will present a poster can leave their poster at the conference desk. The organization will affix the posters before the poster session.

Instructions for the online oral presentations:

For those who wish to participate online, we will use the ZOOM remote video conferencing system, which can be accessed via web browser. If you do not have the Zoom client installed, it will be installed automatically upon clicking the link.

The conference will operate in a single room during the course of the two days (room B032). The following link is suitable to both view and participate in the sessions.

Main conference room link - B032 → <https://videoconf-colibri.zoom.us/j/82368805922>

The password for access is **"md2021_con"**.

Please note that the same link will be kept active during the full duration (two days) of the conference.

When your time to present arrives, you will be asked to share your screen and turn on your camera. To share your screen (and presentation), please use the Share Screen button in the bottom of the screen.

You will then be able to select if you want to share the full screen or if you prefer, just show the Powerpoint or PDF viewer. Please click "Share computer sound" if

your presentation includes embedded videos with sound.

If you are worried about the quality of your web connection, alternatively, we can also play a pre-recorded video of a presentation (maximum of 15 minutes in length), although in this case it will not be possible to directly interact with the participants in the question and answers session. We kindly ask you to send us the video until the 6th of September, so we have time to identify and fix any possible issues with the video.

There will be a technical check for the authors who will present remotely. We urge all authors to participate in this technical check to verify if the software and the hardware are working properly and avoid delays during the conference. Note that all times listed are Porto (Portugal) times.

Technical check on the 6th of September- 14:00 to 18:00h (Portuguese Time)

Link → <https://videoconf-colibri.zoom.us/j/82368805922>-
Password: "md2021_con".

Instructions for the online poster presentations:

To ensure that both in person and remote participants will have access to the poster session, an online poster session will be available on the conference website and Zoom session links will be created for each of the posters. This will ensure a direct path of communication between the poster authors and those who wish to comment on it.

We ask the poster authors who will participate online to:

- Submit your poster in pdf format to aml@fe.up.pt by the 6th of September, at the latest.
- Be online in the respective Zoom session during the poster session. The Zoom links will be posted next to the poster on the conference website.

Awards:

The best oral and the best poster presentation will be awarded with a certificate and a free registration for the 2nd International Conference on Machine Design 2023 (MD2023)

Special issues:

Full papers may be published for publication in two special issues of the U.Porto Journal of Engineering (University of Porto), Journal of Testing and Evaluation (ASTM), Strojniški vestnik - Journal of Mechanical Engineering (University of Ljubljana), Proc IMechE, Part C: Journal of Mechanical

Engineering Science (Sage), Mechanics Based Design of Structures and Machines (Taylor and Francis), regular issues of the journal Mechanism and Machine Theory (Elsevier) and in a book of the book series Proceedings in Engineering Mechanics - Research, Technology and Education (SPRINGER).

All full papers submitted to journals will go through another round of reviews, according to the journals' criteria.

The full papers (not mandatory) should be sent to the organising committee via email to aml@fe.up.pt until the 10th of September.

Best wishes,

António M. Lopes