VIRTUAL PRESENTATION GUIDELINES

14 - 15 SEPTEMBER 2021

On behalf of the ICOBE 2021 Organizing Committee, we would like to thank you for joining our virtual conference. You need to create presentation slides of your work to deliver your research to the audience in a more effective way, thus, make the conference more informative, valuable, and engaging for other attendees.

Participants may opt to present via live streaming using Google Meet platform or pre-recorded video. Participants **must** join their presentation session (please refer to the **Program Schedule**) to receive the **Presenter Certificate** which will be emailed to the presenters at the end of the conference.

1. LIVE STREAMING USING GOOGLE MEET PLATFORM

Presentation can be done by sharing your screen and presentation via live streaming using **Google Meet** during your scheduled date and time. Your presentation should be **NO longer than 10 minutes**. After your presentation, you will have **5 minutes for Q&A**. The Session Chair will coordinate the presentation order according to the schedule in the program. Please prepare your presentation the usual way using MS PowerPoint software or similar. You may use the ICOBE 2021 Presentation Template available in the **Presenter Kit**. Keep videos and animations in your presentation to a minimum to minimize video/audio lag and connection issues.

To ensure a smooth presentation during your session, you are advised to **be ready 10 minutes before your scheduled time**. To join the conference session, please follow these instructions:

1. Click the meeting link (link for each session will be given later).
2. Click **'Ask to Join'**. You will be in the conference session after approval by the Session Chair.
3. Wait for your turn.
4. When your turn comes, click Present now.
5. Select a window or application.
6. Select **'Share'**.
7. Present your work for **10 minutes** and followed by **Q&A session for 5 minutes**.
8. End your presentation. Click **'Stop'** presenting.

When entering the scheduled session in Google Meet, ensure that you have a relatively **strong Internet connection** when you participate to minimize video/audio lag and connection issues.

2. PRE-RECORDED VIDEO

For your virtual presentation, please limit your recorded talk to the time allotted for your talk. You are free to use any meeting software that you prefer as long as you obtain a good quality recording, and your final file is in the **MP4 format**. Pre-recorded video will be played during the conference. During the actual presentation on the 14-15 SEPTEMBER 2021, **one of the authors needs to be available online** after their videos are played to address Q&A from conference participants moderated by the respective Session Chairs. Duration for the **Q&A session is 5 minutes**. You are required to **submit your pre-recorded video** via the **Final Registration form** (https://docs.google.com/forms/d/e/). The deadline for all video submissions is **5th September 2021**.

Questions can be emailed to ICOBE 2021 Secretariat at: icobe@unimap.edu.my.

ICOBE 2021 Secretariat