3rd ICA RESEARCH SYMPOSIUM (ICARS) 2020
22nd SEPTEMBER 2020, PAGOH HIGHER EDUCATION HUB, JOHOR, MALAYSIA

ONLINE PRESENTATION GUIDELINES

1) The presentation mode will be online through webcam. The presenters are encouraged to use their own devices throughout the e-symposium to ensure good audio and video quality.

2) The presenters are responsible to ensure that their device meets the system requirements for running an online live presentation.

3) Webex meeting will be scheduled with the all e-symposium participants. The presenters must ensure that they are **online** at least **15 MINUTES BEFORE** their session starts.

4) The presenters will be asked to share their screen and control the flow of the presentation themselves. The presenters are encouraged to use creative ways of presenting. A copy of the slides must be sent to the organizing committee at least one day before the event as a backup copy.

5) The presenters are encouraged to keep their visuals clear and simple. Simple graphs, charts, diagrams and infographic are much more meaningful. Minimize use of words for text and title frames.

6) Graphics projected on the screen are meant to support the presenter's spoken words. They should help clarify ideas, emphasize key points, show relationships and provide visual information so that the audience understand the message.

7) Transitions between presentations will be coordinated by the e-symposium hosts to keep the session on time. In no case will a presentation go beyond its allotted time. Any presenters going over time limits will have Q&A periods curtailed or even eliminated at the end of the affected presentations. The host, however, be flexible if technical problems occur.

8) Please prepare carefully, but also be ready to be flexible during the session in case any technical problems occur.

9) If technical assistance is needed during the session, please notify the host and the hosts will assist the participant if they can or will alert technical expertise of the need.

VIDEO VIRTUAL PRESENTATION GUIDELINES

1) The presenter should prepare a 10-minute video presentation where:
   a. The presenter presenting in front of a camera *or*;
   b. voice over the PowerPoint *or*;
   c. a combination of any other creative methods of presentation.
2) The video should not be more than 10 minutes in length.
3) The resolution of the video should be of high definition (720p or 1080p). Also, the video should be saved as MP4 or another common file format which can be opened on Windows or Mac.
4) Upload the video file on the Google Drive/YouTube/any video online platform and share the (1) video link and (2) presentation slides to the organizer at ica-symposium@utm.my with the Subject: 3rd ICARS 2020 Virtual Presentation – YOUR FULL NAME
5) Make sure that the presenters are in the conference room for the Q&A after the presentation, even if the presentation was pre-recorded

-GUIDELINES END-