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 all the e-symposium participants. The presenters are compulsory to **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 if the need.

<u>PRE RECORDED PRESENTATION GUIDELINES</u>

The deadline for all video submissions is **15th September 2020!**

Presentation is pre-recorded and the video file shall be submitted before **15th September 2020**. During the actual presentation on 22nd September 2020, one of the authors is required to be available online duirng Q&A session. The duration of Q&A session for each participants is 5 minutes.

Please ensure to record and upload your video according to the guidelines below: :

Please record your presentation using video recorder or webcam. The presentation should begin with a brief introduction of your presentation then follow by voice over slides. Please note that the file must be a **video file in MP4 format.**

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the **MP4 format**. Here are some links to instructions on recording a meeting on common platforms:

1) Microsoft Office PowerPoint : [Record a Presentation](#)

2) WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)

3) Google Meet: [Record a video meeting - Meet Help](#)

4) Zoom: [Local Recording – Zoom Help Center](#)

GUIDELINES FOR PREPARING YOUR VIDEO

1) Max duration: 10 minutes

2) File size: maximum 100MB

3) Video file format: MP4

4) Resolution = maximum 720p HD

5) Dimensions: Minimum height 480 pixels, aspect ratio: 16:9

6) Please note the final specifications will be checked at the time of submission and files not compliant will not be uploaded. Please ensure the video includes the title of the paper, the authors, and per registration.

7) Upload the video file on cloud storage (Google Drive/One Drive/Dropbox) 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

TIPS FOR RECORDING:

1) Use an area as quiet as possible

2) Avoid areas that have echo

3) Rooms should be fairly small

4) Sound dampening with carpeting, curtains, furniture

5) Strong internet connection

6) Good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using default built-in microphone on computer.

7) Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation.

-GUIDELINES END-