PRESENTATION GUIDELINES

Dear participants of ICoMEIA 2024,

To help you prepare for your presentation and ensure a smooth experience, we have prepared a set of guidelines for your reference.

Physical Presentation

1. The presentation is limited to 10 minutes, followed by a 5-minutes Question-and-Answer session.
2. The slide presentation should be prepared in PowerPoint or PDF format.
3. Presenters must upload the slide presentation to https://forms.gle/Zwxo2VHYtr1ayuxJ7 before 18th October 2024. The slide must be named as the presenter's name and paper ID number, which is Name of presenter_paper ID number.ppt (Example: Murni_001-001.ppt).
4. The organizer will provide a laptop for the presentation.
5. Please be punctual for your session. Arrive at least 10 minutes before the session starts.

Online Presentation

1. Presenters must present their work LIVE via the Google Meet platform on the conference day. If they are unable to do so, they may submit a RECORDED VIDEO of their presentation.
2. The Google Meet link is already available in the parallel session schedule.
3. Please log in to the parallel session at least 10 minutes before the session starts to ensure everything is set up properly.
4. The presentation time is limited to 10 minutes, followed by a 5-minutes Question-and-Answer session.
5. Presenters must ensure they have a stable internet connection and minimize distractions during their presentation.
6. Using a good headset with a microphone positioned close to the mouth is highly recommended.
7. Presenters must show their face during the presentation.
8. For the **RECORDED VIDEO**, the specifications for the video preparation are:

    - Duration: 10 minutes (total time is 15 minutes including Q&A)
    - File size: 100MB max
    - Video file format: MP4
    - Resolution: maximum 720p HD
    - Use your own voice with clear background narration (AI voice are not allowed in the video)

9. Presenters who submit a video recording MUST be available online during their scheduled session to participate in the Question-and-Answer session.
10. The recorded video must display both the presentation slides and the presenter. No background music is allowed in the video.
11. Named the video as the presenter's name and paper ID number, which is Name of presenter_paper ID number.ppt (Example: Murni_001-001.mp4).
12. The video should be uploaded to https://forms.gle/qPqRz4Y5RtqzSyH49 before 18th October 2024. Please do not upload PowerPoint or PDF files.