

Instructions for Online Presentations

Equipment Provided by the Presenters

1. A computer with an internet connection (wired connection recommended)
2. USB plug-in head set with a microphone (recommended for optimal audio quality)
3. Webcam (optional): built-in or USB plug-in

We recommend using the recording feature through PowerPoint

Environment requirement

1. Quiet Location and Proper lighting
2. Stable Internet Connection
3. Suitable Background

Duration of each Presentation

Keynote Speech: about 30 Minutes of Presentation and 10 Minutes of Question and Answer

Regular Oral Presentation: about 12 Minutes of Presentation and 3 Minutes of Question and Answer

PhD-session Oral Presentation: about 20 Minutes of Presentation and 10 Minutes of Question and Answer

Please note:

- For pre-recorded presentations we only require slides with a Voice Over recording, however, slides with video of the presenter are encouraged as well.

Submit your recorded presentation to this google form link:

<http://ipb.link/icnf2020videosubmission>

The deadline to submit your recorded presentation is on November 10th 2020.

Please join the test session on time. On November 17th, 2020, we will have the test session and online registration. Please join the test session before the formal session

Rehearse and Record Your Presentation with PowerPoint

Rehearsing Slide Show Timings:

Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides yourself.

1. Go to Slide Show tab, then click the Rehearse Timings command.
2. Practice presenting your slide show When you're ready to move to the next slide, click the "next" button on the recording toolbar in the upper left corner
3. When you reach the end of the show, a dialog box will appear with the total time of your presentation. If you're satisfied with your timings, click Yes.
4. If you need more than one try to get the timings just right, the Recording toolbar can be used to take a break or start over on a slide.

Recording Audio:

1. From the Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
2. A dialog box will appear, select the desired options, then click Start Recording.
3. Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.

4. When you're ready to move to the next slide, click the Next button on the Recording toolbar.
5. When you reach the end of the presentation, PowerPoint will close the full-view screen.
6. Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.

Saving Your Presentation

1. Save your file name as the following: Paper ID_lastname (eg: P077CO_Navratilova).
2. Save your presentation under any of the following: MP4, MOV, WMV, AVI, and FLV.

How to use ZOOM

Step 1: Download Zoom from the link: <https://zoom.com.cn/download>

Step 2: Sign up an account.

Step 3: Set up the languages and do some basic test.

Step 4: Get familiar with the basic functions: Rename, chat, raise hands, and screen share, etc

1. **Rename:** Before you enter the conference room, please change your name to Paper ID +Name
2. **Chat and raise your hand:** During the session, if you have any questions about the operation of zoom, please let us know "raise your hands" and use "chat" to communicate with conference secretary

During the Question section, if you have any question about keynote speakers or author, you can also click "raise your hands" or "chat"

3. **Share Screen:** Please click "share screen" when it's your turn to do the presentation.

Step 5: How to join the conference online

1. Find your paper ID and meeting ID on the conference program (Different session have different meeting ID)
2. Open the ZOOM, click the join, paste the meeting ID, then you can join the conference.
3. Click the share screen when it's your turn to do the presentation (Please open your video or powerpoint before clicking the share screen)
4. Click the stop share after you finish your presentation.

★ Please pay special attention to the **jetlag** and all schedules are arranged based on **West Indonesian Time (WIB/GMT+7)**. You can change the time on your watch and phone to WIB in advance in case you are confused with the jet lag

★ Please try to find a **quiet environment**. In addition to the presentation and question section, the host will mute your microphone all the way.

★ Please get familiar with the basic functions: **Rename, Chat, Raise Hands, and Share Screen.**

★ Please arrive at the session 10 minutes earlier and attend the whole conference.

★ To effectively control the time and avoid some unexpected situations, we advise you **record your presentation** ahead of time (12 minutes).

★ Only the organizer can record the video. Please **do not record** the video during the meeting