

## **Guidelines for Virtual Presentation (To Prepare and Submit Pre-recorded Video & Slides)**

1. All presenters are required to join the scheduled parallel session at least 10 minutes before the commencement of each session.
2. Each presenter will be allocated 20 minutes, i.e. 15 minutes for virtual presentation and 5 minutes for Q&A.
3. The pre-recorded video should not exceed 15 minutes.
4. The pre-recorded video should be prepared in MP4 format, with the resolution of at least 720p and the file size should not exceed 300MB.
5. There is no restriction on the tool used to record the presentation as a video (e.g. *Active Presenter*, camera recording, etc. can be used for recording purposes).
6. The pre-recorded video should clearly present the slides (with voice-over the slides).
7. Preferably, PowerPoint slides are used for presentation. All necessary information such as the paper title, authors' name, affiliation as well as the photo of presenter must appear on the first presentation slide.
8. All presenters are required to **upload both pre-recorded video and presentation slides by 13 November 2020** through 'Video & Slides Submission' link which is accessible at the conference website.

*Remarks:* Outstanding presentation will be awarded *Best Virtual Presentation Award*.