



Guideline for all Participants

BEFORE THE CONFERENCE

1. All participants are required to submit a link for a pre-recorded video presentation before/ on 16th August 2021 (Monday). Submit to → [Online Video Link Submission Form](#)
2. The duration of the pre-recorded video is maximum 10 minutes only.
3. You may follow steps below to insert video link to Online Video Link Submission Form :

-  Record Video > Upload to YouTube (Setting Unlisted) > Copy Link > Paste Link to Online Video Link Submission Form

-  Record Video with LOOM Application > Copy Link > Paste Link to Online Video Link Submission Form

4. The participants are expected to be present at the meeting to deliver the paper. This pre-recorded video will be used in case of any connection or technical problem encountered by the participants.

DAY OF THE CONFERENCE

1. All presenters are **COMPULSORY** to attend the respective appointed session and be prepared for the Q&A session at the end of the session.
2. Each participant will be allocated for only 10 min of presentation (either pre-recorded or live mode).
3. There will be a Q&A session at the end of the session (5 min for each presenter). All Q&As will be gathered and opened at the end of each session.
4. Participants are advised to log in the Google Meet at least 10 minutes before the session starts. Use the link shared in the Program Tentative to join the session.
5. During the session, participants are advised to mute their headset, microphone or speaker. Only the appointed participant is allowed to unmute and perform the presentation.
6. Participants must be prepared for their presentation as in the time set in the program tentative.
7. Each session will be chaired by a chairperson. The chairperson will introduce the presenters, handle the Q&A by reading all the written questions (in the chat box), and close the session.
8. In case of any connection or technical problem encountered by the presenter, the pre-recorded video will be played.
9. Presenters are advised to present within the allocated time given (10 min). A reminder will be provided to the presenter two minutes prior to the end of the presentation time that he/she should

start to wrap up his/her presentation. In the case when presenters go unreasonably long with their presentations, the chairperson has the right to cut them off for good time management of the conference.

10. For Q&A, participants are advised to present their questions in the chat box before one presentation ends. The chairperson will read the written questions to the presenter by the end of the session.
11. All participants are highly encouraged to stay online and remain for the entire session.
12. All participants should ensure that their surrounding background (sound and image) are not disturbing the other participants and also ensure the suitable light conditions when the tuning-on the video.

JOINING THE GOOGLE MEET

1. Please click the Google Meet URL link provided by the host to join the parallel sessions.
(Note: Participants are allowed to participate in the meeting chat and share content/slides during your presentation slot)
2. Participant are required to save their username/ID as "Full name (institution)"
 - Example: "Aisyah Abdul Halim (UMP)"