Presentation Guideline

Oral Presentation

- Online (Virtual) – Zoom

Poster Presentation

- Online (Virtual) – Zoom (Discussion)
  Whova (Pre-recorded video)

	Presentation Time	Discussion Time[1]	Deadline for file upload[2]	Presence in Zoom before session starts
Oral	**15-min live presentation via the assigned Zoom link** (uploaded video will be used as backup)	5 min. live discussion via Zoom	Nov. 9 **(hard deadline)** **15-min pre-recorded video** (up to 500 MB MP4 video)	15 min.
Poster	-	During poster session, make sure to be online in your designated discussion room (named by your paper title) via the assigned Zoom link.	Nov. 9 **(hard deadline)** Upload Poster PDF and 15-min pre-recorded video (up to 500MB MP4 video)	15 min.

Overview

● **Oral Presentation (Virtual)**

In regards of the potential uncontrollable internet connection problems, pre-recorded presentation video is required.

The presenters should:

➢ **Before the conference**

1. PPT Slides format can be either 4:3 or 16:9, though 16:9 is preferred.
2. Prepare **15 minutes** of pre-recorded presentation video in **MP4** format (less than **500MB**) as backup. (Tutorial on how to use Zoom to record a video can be found **here**, you can also use the software you're familiar with to record the video)
3. Upload the presentation video onto Whova. (The tutorial of using Whova can be found **here**.)
4. Finish the above processes by **Nov. 9 (Hard deadline)**.

➢ **On the day of presentation**

1. Connect to the correct conference room using Zoom. Please make sure to use your full name in Zoom.
2. Join the virtual conference **at least 15 minutes before the session starts.**
3. The chair will give a brief introduction of you and your talk, followed by our staff giving you the ability to share-screen so you can start your talk.
4. After your presentation there will be 5 minutes of Q&A.

Note: You can interact with all attendees at any time in Whova under your paper title.

● **Poster Presentation - Online presentation (Virtual)**

➢ **Before the conference**

The presenters should:

1. Upload the poster **PDF** file to Whova before **Nov. 9**.
2. Prepare **15-minutes** of recorded presentation video in **MP4** format (up to **500MB**) and upload the presentation video to Whova before **Nov. 9** (The tutorial of using Whova can be found **here**.).

➢ **On the day of presentation**

1. Join the virtual conference (Zoom) **at least 15 minutes before the session starts.**
2. Connect to the correct conference room and enter the discussion room named after your paper title. Please make sure to use your full name in Zoom.
3. Talk with attendees in the discussion room until poster session finishes.

Note: You can also interact with attendees through Whova webpage under your paper title at any time.