Guidelines for Virtual Oral Presentation

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- Each presenter will be given 10 minutes (exactly) for your presentation, and 5 minutes for Q&A.
- At the end of the 10 minutes, the moderator will end your presentation to allow the Q&A session.
- To give your talk, you will run your slideshow from your own computer, and will share your screen so that others can see the slides.
- If your internet connectivity is unstable, please consider to prepare a pre-recorded video of your presentation (please refer to **Preparing to Record** segment).
- After you have finished the presentation, audience members can ask questions via the Chat function with the moderator overseeing and verbally asking you the questions.

Preparing to Record

- Get familiar with the recording technology.
- Set yourself up for success by identifying a place that will be best for recording. An ideal space will be:

    • Quiet enough to record with minimal interruptions
    • Natural lighting or the ability to control lighting to best record in
    • Have space to set up and record at eye level

- Practice your presentation as if you were doing it at an in-person venue. The confidence gained from preparation also translates on video. It will also increase the professionalism of the presentation and enhance its overall quality.
- Be sure to outline your presentation so there is a natural flow as it is delivered. The duration of your video presentation is 10 minutes. The Q&A session will be held after the video presentation.
- Kindly upload your video on Youtube and email the link of your video to icitra@ukm.edu.my before 24th September 2021. Please state 'Participant ID<space> Oral Presentation Video' in the email subject.

For any enquiries, please contact the conference secretariat: icitra@ukm.edu.my