

7th International Conference on Advances in Materials, Manufacturing and Engineering (ICAMME 2026) **Online Presentation Guidelines**

A. General Presentation Guidelines

1. Each accepted paper will be allocated **20 minutes**, consisting of:

Activity	Duration
Presentation	15 minutes
Question & Answer (Q&A) Session	5 minutes
Total Duration	20 minutes

2. Presenters are kindly requested to strictly adhere to the allocated time to ensure the conference programme runs smoothly.

Total allocated time per paper: 20 minutes (15-minute presentation + 5-minute Q&A).

B. Online Presentation Guidelines

Platform

1. Online presentation sessions will be conducted via **Zoom**.
2. The Zoom meeting link will be provided to registered presenters prior to the conference. Presenters are advised not to share the meeting link publicly.

Pre-Recorded Video Presentation

1. All online presenters are required to prepare a **pre-recorded video presentation**.
2. The presentation video should:
 - Have a maximum duration of **15 minutes**.
 - Clearly display the presentation slides.
 - Include clear and audible narration by the presenter.
 - Be recorded in a quiet environment with minimal background noise.
 - Use clear and readable presentation slides.
 - Follow the content and sequence appropriate to the accepted paper.
3. The recommended slide structure is provided in **Section C: Presentation Slide Recommendations**.

Video Upload and Submission

1. Presenters are required to:
 - Upload the completed pre-recorded presentation video to **YouTube**.
 - Set the video visibility to **Unlisted** to ensure that it can be accessed through the link without being publicly searchable.
 - Check that the video and audio are working properly after uploading.
 - Copy the YouTube video link.
 - Submit the YouTube video link through the **Google Form provided by the ICAMME 2026 Program Committee**.
 - Link of the Google Form: [ICAMME2026_OnlineForm](#)
 - Ensure that the submitted link remains accessible until the conference has concluded.
2. Presenters are responsible for ensuring that the correct and accessible video link is submitted by the deadline specified by the Organising Committee.

Technical Set Up Before the Conference Day

1. Ensure that you have:
 - A stable internet connection.
 - A working webcam.
 - A functional microphone.
 - A quiet environment with minimal background noise.
 - Adequate lighting.
 - Download the virtual background of ICAMME 2026
 - Test the background in Zoom before joining the session.
 - Ensure that the presenter's face is clearly visible and that the background displays correctly.
 - Avoid using other personal or customised virtual backgrounds during the official presentation session.
2. All online presenters are required to use the **official ICAMME 2026 virtual background** provided by the Organising Committee in the email.



During Presentation Session-Conference Day

1. Presenters should:
 - Join the assigned Zoom meeting **at least 20 minutes before** the scheduled presentation session.
 - Rename their Zoom profile using the following format:

Paper ID – Presenter Name

Example: **A102 – Nur Ayuni Jamal**

- After joining the zoom meeting, you are still in the "conference lobby". Please join the Breakout Room according to the conference category name (your scheduled presentation session). You may refer to this in the **presentation timetable file**.
2. Remain in the Breakout Room and be ready when called upon by the Session Chair for your presentation session.
 3. The **ICAMME 2026 Organising Committee will play the pre-recorded video presentation** during the presenter's allocated time slot.
 - The pre-recorded presentation will be limited to **15 minutes**.
 - The presenter should keep the microphone muted while the pre-recorded video is being played.
 - The presenter should be ready to switch on the microphone and camera immediately after the recorded video presentation.
 4. A **5-minute Question and Answer (Q&A) session** will be conducted live following the video presentation.
 - The presenter is required to be present and respond to questions from the Session Chair, and participants.
 - The Session Chair will moderate the Q&A session and ensure that the session adheres to the allocated time.

Technical Issues

1. In the event of technical difficulties, presenters should immediately attempt to reconnect to the Zoom meeting if their internet connection is interrupted.
2. Presenters may contact the designated technical support person or committee member through email if they are unable to rejoin the session.
3. If the presenter experiences connection problems while the pre-recorded video is being played, the video may continue to be presented by the Organising Committee.
4. The presenter should make every effort to reconnect in time for the **live Q&A session**.
5. Any changes to the presentation arrangement due to major technical difficulties will be subject to the decision of the Session Chair and Organising Committee.

C. Presentation Slide Recommendations

1. Presenters are encouraged to prepare concise, professional, and visually clear presentation slides.
2. A suggested presentation structure is:
 - Title
 - Introduction / Background
 - Research Objectives
 - Methodology
 - Results
 - Discussion
 - Conclusion
 - Acknowledgements
 - Contact Information (optional)
3. A presentation of approximately **10–15 slides** are recommended for the allocated 15-minute presentation.
4. Presenters should ensure that:
 - Text and figures are clearly visible.
 - Excessive text is avoided.
 - Figures, graphs, tables, and images are of sufficient resolution.
 - Appropriate acknowledgement and citation are provided for materials obtained from other sources.
 - The presentation can be completed comfortably within the allocated **15 minutes**.
5. Presenters are responsible for ensuring the accuracy, originality, and quality of their presentation materials.
6. Any copyrighted materials used in the presentation must be appropriately acknowledged, cited, or used with the necessary permission.
7. Presenters should ensure that their submitted presentation materials do not contain confidential or restricted information.

E. Certificate of Presentation

1. A **Certificate of Presentation** will be issued to presenters who:
 - Complete their scheduled presentation.
 - Attend their assigned presentation session.
 - Participate in the **Q&A session**.
 - Comply with the ICAMME 2026 presentation requirements.
2. For online presenters, submission of a pre-recorded presentation video **without attendance at the scheduled live Q&A session may be considered an incomplete presentation**, subject to the decision of the Organising Committee.

F. General Notes and Rules

1. Presenters must adhere strictly to the conference programme and allocated presentation time.
2. Presenters must be present during their assigned session.
3. For online presentations, the presenter must attend the live Q&A session, even though the presentation is delivered through a pre-recorded video.
4. Questions should be brief and relevant to the presented work.
5. All discussions should be conducted respectfully and professionally.
6. The Session Chair is responsible for managing the presentation and Q&A time.
7. The decision of the Session Chair regarding session management shall be final.
8. The ICAMME 2026 Organising Committee reserves the right to make necessary changes to the presentation schedule and session arrangements.
9. All presenters and participants are expected to maintain professional and ethical conduct throughout the conference.
10. Presenters are advised to regularly check the official ICAMME 2026 website and email for updates regarding presentation schedules, Zoom links, video submission deadlines, and other conference information.

ICAMME 2026 Organising Committee

"Advancing Materials, Manufacturing and Engineering for a Sustainable Future"