ICLET 2021

THE INTERNATIONAL CONFERENCE
ON LANGUAGES, EDUCATION AND
TOURISM 2021

4th International Conference of Languages,
Education and Tourism 2021
Language, Education and Tourism - Embracing Changes and Challenges
International Islamic University Malaysia
28th – 30th June 2021

GUIDELINES FOR PRE- RECORDED VIDEO PRESENTATION
4ᵀᴴ INTERNATIONAL CONFERENCE OF LANGUAGES,
EDUCATION AND TOURISM 2021
(ICLET 2021)

IMPORTANT INFORMATION FOR PAPER PRESENTERS

Congratulations for being accepted as a paper presenter in ICLET 2021! As ICLET 2021 is now a virtual conference for the first time, we are doing all we can to make the conference run as smoothly as possible. The virtual platform used for the conference is ZOOM. Please ensure you can access our video meetings on ZOOM.

However, to adapt with the current situation, a presenter may choose either to have their presentation through **live streaming** or through **pre-recorded video presentation to avoid any technical glitches during the presentation due to the unstable internet connection at their respective localities.** All presenters need to respond to the email sent by the ICLET secretariat to re-confirm whether they choose to have their parallel session through live streaming or through pre-recorded video presentation.

For those who choose to present through pre-recorded video presentation, the host of your presentation session will contact you soon by e-mail to request your pre-recorded presentation. Please submit your video to the host of your session latest by **20th June 2021** at iclet2021@gmail.com.

- Presentation Schedule

The Presentation Schedule uploaded on the ICLET 2021 official website consists of the schedule of all papers and workshops. Kindly check for the day and time slot for your paper and note the meeting links. Please note that the paper presentation schedule is final but may be subject to changes for administrative purposes. We are not able to accept requests for changes of presentation slots due to the large number of papers. Any change to the schedule will be announced on the ICLET 2021 website

(https://conference.iium.edu.my/iclet2021/index.php/announcements/).

- <u>Communication During the Conference</u>

We realize that communication with the secretariat is important during the conference, especially when we are physically dispersed. A hotline email, iclet2021@iium.edu.my will be made available from 9.00 am to 4.30 pm, 28 to 30 June 2021, in case you have any queries. There will be a dedicated page on the ICLET 2021 website (https://conference.iium.edu.my/iclet2021/index.php/announcements/) for rolling announcements from the secretariat throughout the conference. Please refer to the announcement page frequently to obtain the latest updates.

PRESENTATION GUIDELINE

All virtual presenters who decided to submit pre-recorded video presentation are required to follow the following guidelines:

1.0 Pre-recorded Videos

To minimize disruption due to technical glitches, we would like to welcome presenters who have internet problems to submit a pre-recorded presentation to the designated host of your presentation session. Your video recording should be clear in both sound and image. Submit your recorded video presentation file video along with slide presentation to the following email address: iclet2021@iium.edu.my with the subject: **ICLET 2021 Virtual Presentation** <space> **Name** <**ID Number**>.

1.1 Video Duration

- Every presenter will be allocated 15 minutes for each session where 10 minutes for the presentation and 5 minutes for the Q&A session.
- Video duration should be between 10 minutes. If your video is longer than 10 minutes, we request you to edit it so that the length does not exceed 10 minutes. This is important to ensure smooth running of the parallel sessions.

1.2 Video Presentation Format

- To avoid problems with the screening of the videos, the video resolution should be of high definition (720p or 1080p). Please do not use high bandwidth applications to produce your videos. Simple PowerPoint slides with voice/audio is highly preferred.

- Presentation method is having you presenting in front of a camera or your voice over the PowerPoint or a combination of any other creative methods of presentation. You may use multiple screens, the main screen is for the PowerPoint presentation and a smaller one showing you as the presenter.

- All information such as the title of your paper, authors' name, affiliation as well as your photo must appear on the first slide of your presentation.

- There is no background music allowed.

- Presentation can be done either in Malay, English or Arabic.

1.3 Zoom Meeting

- All presenters should be signed in into the ZOOM meeting platform at least 10 minutes before the time of the presentation as indicated in the Presentation Schedule.

- You are advised to have Zoom installed in your device and you are suggested to ensure that it is UPDATED to the current version to avoid any disruption during the session as well as to ensure that you will be able to use all features in the ZOOM application.

- During the session, please put your name in the format of "**ID Number | Full Name**". *Example:* **101 | Samshul Amry.** ID number has been given to all presenters during the abstract submission process.

- You are also required to use the Zoom background photo prepared by the ICLET 2021 committee throughout the conference. The ZOOM background photo will be provided in invitation email.

2.0 Q&A Sessions

After your video presentation has settled, you will be invited to answer questions from the floor. Questions will be posed by listeners through the **Chat function** and moderated by the session host. The Q&A session will be conducted live, so please be sure you have a stable internet connection and have your camera turned on during this session.