



GUIDELINES FOR PRESENTERS OF IHASC23

HYBRID CONFERENCE MODE

Once an abstract has been accepted, a presentation slot will be allocated to its author. By default, only one author is allowed to deliver the presentation per paper. However, co-authors who wish to jointly present the paper may do so by registering and making payments as individual delegates/listeners at the event.

The event offers two modes of participation for research authors:

- 1) ONSITE PRESENTATION
- 2) VIRTUAL PRESENTATION

PREPARING YOUR PRESENTATION

Onsite Presentation Format

In this category, presenters are given **10 - 15 minutes** to present their work orally at the event venue including Q&A. Unless given permission by the event committee, all presentations must be conducted in English and Arabic (with English translation)

Each session will be moderated by a session chair who will be appointed by the organizers.

Please be prepared with enough material to fill the time allocated to you. The use of visual aids (e.g., MS PowerPoint or Prezi) is compulsory. Please email your PowerPoint presentation to the secretariat (vihasc@iium.edu.my) before **15 July 2023** to ensure the conference will run smoothly.

Presenters must be present in the hall to deliver their respective papers. However, their presentations will be live streamed so that they can also be viewed by virtual participants remotely.

Virtual Presentation Format

Virtual presentations have to be pre-recorded to improve the quality of the delivery, avoid going over time and avoid any technical issues. However, the presenters should be virtually present for their entire session to deliver the ONLINE talk, in order to answer questions and participate in the discussion.

Presentations are assembled in sessions according to a theme and they are assigned a virtual room. A session chair coordinates each session. All registered attendees can attend all technical sessions and switch from session to session at will. Participants access the session of their choice by entering a virtual room via a hyperlink (Via Zoom)

There will be a dedicated period for questions and discussion after the presentations. Participants will be able to use a Q&A box (similar to a chat) to ask questions during and right after the presentations. The session chair will then select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session. The presenter will also be able to answer, after her/his session, any remaining questions through the Q&A box.

All sessions will be fully recorded for post-conference streaming so that all registered attendees will be able to revisit the sessions and catch up with the talks they've missed. Please note that we automatically assume that presenters accept their recorded presentation to be made available to participants for post-conference streaming on the INHART website.

1. Pre-recorded presentation

For a pre-recorded presentation, you will have to record yourself narrating a digital version of your presentation. You are free to choose the style of presentation you want, you can decide to record only your slides, yourself, or both.

You can use the software or application of your choice to pre-record your presentation. Different tools are available to assist you and enhance your presentation, please find some suggestions below:

- i. Zoom ([How to pre-record Your Screen and Yourself with ZOOM](#))
- ii. Microsoft PowerPoint ([Instruction video](#))
- iii. Prezi ([Instruction for a video](#))
- iv. [Screencast](#)

More information to improve your video presentation

- i. [PowerPoint Channel Tutorial](#)
- ii. [Tips from the pros for an improved video message](#)

If you wish to allow attendees to contact you after the conference, make sure to include your name and email address on the last slide of your presentation.

The question period will take place in Livestream following your presentation. The technical staff will give you access to the discussion and the session chair will lead the question period.

We hope that you submit your recorded video to us no later than **15 July 2023**.

To upload your video to a server, please use YouTube, Vimeo, or any server you would like to use, or provide the video to us directly through email at vihasc@iium.edu.my

PREPARING FOR YOUR SESSION

Onsite Presentation

If a paper is accepted for presentation to IHACS2023, the author (or at least one of the authors for a multi-authored paper) is expected to attend.

Presenters who do not appear to present their paper and do not inform the heads of the section or working group can cause considerable disarray, lowering the quality of panel sessions and conferences as a whole and impacting negatively on their relationships with other scholars.

Papers accepted for presentation at IHACS23 are accepted for presentation by their authors. If the authors are unable to attend, IHACS23's policy is that the papers will NOT be presented. We do not allow papers to be presented by anyone who is not the author.

Please email your PowerPoint presentation to the secretariat (vihasc@iium.edu.my) before **15 July 2023** to ensure the conference will run smoothly.

Virtual Presentation

i. Before the conference starts

- a) Please submit your pre-recorded presentation following the instructions above before 15 July 2023
- b) In order to enter the platform, make sure you are registered for the conference. If so, you should have received the link to join. The committee will provide you with a personal link to join your session.
- c) Make sure to install Zoom on your computer or update it to Version 5.4; it will be requested to access the platform.
- d) Test your internet speed, we recommend an Internet connection download speed of at least 2.5Mbps.

- e) A microphone is recommended as well as a quiet place cut off from ambient noise for better interactions. Moreover, a USB-connected headset will offer better sound quality.

Technical staff will be assigned to each virtual session to ensure smooth transitions between presentations and promote speakers when needed (e.g., question period). A session chair will also be assigned to each session to facilitate and oversee the time and question period.

ii. Before the session starts

- a) Please make sure to join the virtual session 10 minutes prior to the start.
- b) When entering the session, make sure to identify yourself with your FIRST NAME and LAST NAME to help the technical staff and session chair find you easily.
- c) The technical staff will then promote you as a presenter when required.
- d) As a presenter, please note that you will be live as soon as you open your microphone and/or your camera after being promoted as such by the moderator. Registered attendees will be able to hear you automatically.

iii. During the session

- a) Presentations will take place on a live stream.
- b) Pre-recorded presentations will be managed by the technical staff (in case of technical issues at your end) according to the established schedule.
- c) The question period will take place on a live stream following the presentation. Once it's time, the screen will be switched to panel mode by the technical staff and both the session chair and the presenter will appear side by side on the screen. The session chair will lead the question period and time allotted.
- d) The Q&A tool will be used by registered attendees to ask questions. The session chair will choose the most relevant ones to read for the presenter to answer during the Q&A period.
- e) The Chat tool will be used by the session chair and technical staff to privately contact the presenters if needed. If you need technical assistance, you will be able to inform the moderator using this tool.

Tips: Test your audio and video as you join; Mute your microphone when not speaking; Position your webcam at eye level and make contact as much as possible.

iv. Conference Background for Zoom

Optional IHASC23 Background is at your disposal to hide or standardize your backstage during your presentation. We will provide the background to you in due

time. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

Please click [here](#) for instructions to change the standard background.

We recommend that you do a test beforehand to see which background works better for you, depending on your environment.

v. To Access the Virtual Conference

To access the parallel sessions of the virtual conference:

Make sure to install Zoom on your computer or make sure your install Zoom is up to date; it will be required to access the webinar and have full functionalities.

Hope to see you soon at IHASC23!