



GUIDELINES FOR KEYNOTE SPEAKERS OF IHASC23

HYBRID CONFERENCE MODE

The event offers the option to attend in-person onsite or virtual/online via our dedicated conference virtual platform.

- 1) ONSITE PRESENTATION
- 2) VIRTUAL PRESENTATION

PREPARING YOUR PRESENTATION

Onsite Presentation format

The time allocated to each keynote speaker is **40 minutes** (including Q & A). Unless given permission by the event committee, all presentations must be conducted in English. All keynote speakers are asked to use PowerPoint only for their presentations. Please email your PowerPoint presentation to the secretariat (vihasc@iium.edu.my) before **15 August 2023** to ensure the conference will run smoothly.

Speakers must be present in the hall to deliver their presentations. 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, speakers 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 PowerPoints ([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 August 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@ium.edu.my

PREPARING FOR YOUR SESSION

Onsite Presentation

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Virtual Presentation

i. Before the conference starts

- a) Please submit your pre-recorded presentation following the instructions above before **15 August 2023**
- b) In order to enter the platform, make sure you are registered to 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.

ii. Before the session starts

- a) Please make sure to join the virtual session 10 minutes prior to the start.
- b) As a speaker, 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 moderator and the speaker will appear side by side on the screen. The moderator will lead the question period and time allotted.
- d) The Q&A tool will be used by registered attendees to ask questions. The moderator will choose the most relevant ones to read for the speaker 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 speakers 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 installed Zoom is up to date; it will be required to access the webinar and have full functionalities.

Hope to see you soon at IHASC23!