Presentation Guidelines

A. <u>Guidelines for Video Presentation (online)</u>

Video Presentation

In view of COVID-19 pandemic and the travel restrictions especially to international delegates, presenters have to submit video presentation of the paper. Please submit to us your 10 minutes pre-recorded video presentation. The working languages of the conference are English and Malay Language. The video will be posted on our YouTube channel on the conference day. It saves time, money and more importantly, we stay safe. Conference Presentation Evaluation Form includes Introduction/Literature Review, Methodology, Result/Discussion, Conclusion, Presenter communicates ideas effectively, Presenter exhibits logical organization, and Question & Answer. For all online presenters, Please include this Teaser CLICK HERE in the beginning of your presentation videos. After conference fee payment, presenters will receive an email with copy of payment receipt, plus google form link for video presentation submission and TECHON WhatsApp presenter group invitation link.

Presenter

1. Only one (1) presenter is allowed to present one (1) paper.
2. Online presentations are limited to 15 minutes: 10 minutes for the video presentation, and 5 minutes for question and answer session (Live). We recommend presenters to introduce themselves before starting the video presentation.
3. Presenters will be reminded 3 minutes before the time is up. Presenters must wrap up the presentation within the time allocated.
4. A tutorial video on how to upload the video presentation can be found on this website.
5. Certificate will be given to the best presenter of each session

B. Guidelines for Oral Presentation Session (Physical)
Presenters
1. Only one (1) presenter is allowed to present one (1) paper.
2. The working languages of the conference are English and Malay Language.
3. Conference Presentation Evaluation Form includes Introduction/Literature Review, Methodology, Result & Discussion, Conclusion, Presenter communicates ideas effectively, Presenter exhibits logical organization, and Question & Answer.
4. Oral presentations are limited to 15 minutes: 10 minutes for the presentation, and 5 minutes for question and answer session. We recommend presenters to introduce themselves before starting the presentation.
5. Presenters will be reminded when there are 3 minutes left. The speaker must wrap up all presentation material or finish the questions within the time allotted.
6. Certificate will be given to the best presenter of each session.

C. Guidelines for Poster Presentation

Poster Specifications
1. Each poster should measure 117cm (height) x 84cm (width) to fit 1 page of A0-size paper or eight pages of A3-size paper.
2. The poster should indicate the title of the Paper, Names of Authors and Affiliations.
3. The working languages of the conference are English and Malay Language.
4. The poster must be designed according to the poster size stated above. The poster(s) must be printed out and brought to the conference.

Presentation Time
1. Poster sessions will be arranged during lunch breaks. Each poster session is allocated for 2 hours.
2. Poster presenters are expected to present and discuss their posters with other participants during the poster session.

Set-up and removal of posters
Set up: Each poster will be assigned a poster code to enable poster presenters to find their poster code in the program book. The poster codes will be displayed on the display board. Poster presenters should mount their poster(s) on the display board before the session starts.
Removal: The presenter should remove their posters by the end of the conference day; otherwise, it will be disposed.

Attendance
Please declare your attendance to the conference staff before the session starts.

Computers
The organizer will provide a laptop and a projector in each presentation room.

Save the presentation materials in a USB flash drive and bring it to the conference.

Handouts
If you wish to provide materials for delegates during your presentation, you are allowed to do so.

Support
Should any problems or technical difficulties arise, do not hesitate to ask for help from our highly enthusiastic team.