



## A) GENERAL IMPORTANT INFORMATION FOR ALL VIRTUAL PRESENTERS

1. The physical venue of the conference is at Hall 8B, Level 4, Kuala Lumpur Convention Centre. The virtual platform used for the conference is ZOOM. Please ensure you can access our video meetings on ZOOM.
2. Due to the hybrid nature of the conference, all virtual paper presenters **MUST** submit a pre-recorded video of their presentation. The video will be played during the presenter's session. Nonetheless, you may still choose to present live even though you have submitted the video. Please submit the **video link** using the **MAAL APC 2022 Pre-Recorded Video Form (refer to Section E for details)** and confirm your presentation mode preference by 3 August 2022.
3. As we get nearer to the conference date, the Presentation Schedule for Physical and Virtual Presenters will be uploaded on the MAAL APC 2022 official website for all papers. Kindly check the day and time slot of your paper and note the conference venue (for physical presenters) and ZOOM meeting links (for virtual presenters). 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.
4. Changes to the schedule shall be announced on the MAAL APC 2022 conference website via 'Programme' page. So please refer to the Programme page frequently to obtain the latest updates.
5. Every presenter will be allocated **20 minutes flat for the session, e.g. 15 minutes for the presentation ONLY and an additional 5 minutes for the Q&A**. Be sure to adhere to the 15 minutes duration given. This is important to ensure the smooth running of the parallel sessions. The pre-recorded video presentation must be continuous with no video edits and/or breaks, except when forming the beginning and ending of the video.



## B) THE PRE-RECORDED VIDEO PRESENTATION TECHNICAL GUIDELINES

1. Ensure your video resolution is in high definition (720p) with 30 FPS minimum. Please do not use high bandwidth applications to produce your videos.
2. The video will record you as you present your slides with your face in the video in a smaller image. Do use the many choices of video-making applications and tools available or seek someone to help you.
3. Set up your shot so you are clearly in the frame, and not being cut off at the top (visible from the waist up) throughout your presentation. Make sure your face is in front of the camera and is clearly visible. Record your video in a bright room so that the audience can clearly see you.
4. Set up your standing position in a way that secures the space needed for your slide.
5. Adjust both the slide and the video in 16:9- widescreen, and save the video as an mp4 file.
6. All information such as the title of your paper, authors' name, affiliation as well as your photo must appear on the first page of your slide presentation.
7. Take necessary care of intellectual property rights or any other legal rights of other parties to create a presentation slide. The source needs to be indicated as necessary.
8. No background music is allowed unless it is part of your actual study.
9. Presentations can be done in English or Malay based on your abstract/study.
10. The length of your video must strictly be 15 minutes only or less.

## C) THE ZOOM PLATFORM

1. All presenters should be signed in into the ZOOM platform at least 10 minutes before the time of the presentation as indicated in the Presentation Schedule.
2. Please have Zoom installed in your device and ensure that it is the **UPDATED** version to avoid any disruption during the session. This is also to enable you to use the many features in the ZOOM application.



3. During the Zoom session, please indicate your identity in the format of “**Paper ID No | Full Name**”, for example, **101 | Zakaria Smith**
4. The ID number is the ID number of your paper which you have received in the abstract acceptance email.
5. Do use a professional background look for your presentation.

#### **D) THE Q&A SESSION**

1. After your video presentation, you will be invited to answer questions live from the floor. So you will still be required to be in your own ‘session’.
2. Questions will be posed by viewers either directly or through the **Chat function**.
3. The Q&A session will be conducted live and moderated by the moderator, so please be sure you have a stable internet connection and have your camera turned on during this session.

#### **E) HOW TO SUBMIT YOUR VIDEO LINK**

1. Presenting authors are responsible for uploading their full presentation on an appropriate platform. We recommend YouTube, but you may also use Vimeo if you prefer. Please use the “Unlisted” video function (see the **How to Upload a Video to YouTube Guide** if you are unsure). After uploading your presentation to YouTube, please submit the video link using the [MAAL APC 2022 Pre-Recorded Video Form](#).
2. The deadline for video submission is **3 August 2022**.
3. We know that residents of some countries may not be able to access YouTube or Vimeo. In this case, upload your video to any cloud storage and submit the cloud storage link using the [MAAL APC 2022 Pre-Recorded Video Form](#). The MAAL APC 2022 Secretariat team will upload the video to YouTube for you.

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