

# SEAADE-IADR 2020

## Guidelines for speakers & presenters

### Key dates and deadlines

<b>6 November</b>	Submission deadline for video file & poster presentation
<b>16-20 November</b>	Online system testing & event dry run <b><i>*All presenters must participate in the dry run*</i></b>
<b>24-25 November</b>	SEAADE (Live Q&A session, immediately after the recorded video presentation)
<b>26-27 November</b>	IADR (Live Q&A session, immediately after the recorded video presentation)

### [For Speakers & Oral Presenters] How to submit the presentation in a video file

#### Deadline: 6 November

For Oral Presentation, each session will start with a playback of the recorded presentation video (submitted beforehand) and then follow by a live Q&A session. Hence, on the event day the presenters are required to stand by on an online platform during the scheduled time to answer any questions throughout the session. The presenters will be accommodated by the staff in the online platform and will be notified before going live for the Q&A session. More instructions and details will be provided during the dry run.

To submit the presentation video please follow the steps:

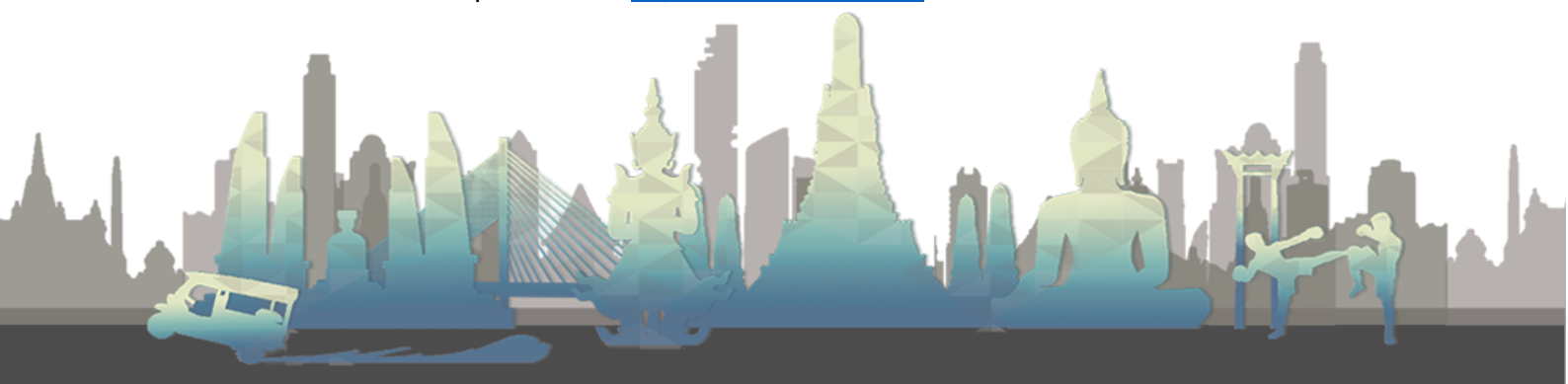
- 1) Record the presentation and save the file with the below requirements
  - a. Format **.MP4** - ecommended resolution **1080p (1080x1920)**
  - b. Name the file in the format ***"Name\_Lastname"***
  - c. **8 minutes** long video for Oral presentation

*(Note: The presentation record can be done in any programs and methods preferred, however, directions for recording via Microsoft PowerPoint is provided below)*

- 2) Upload the file using the **WeTransfer** (file smaller than 2 GB) or **Google Drive** (file larger than 2 GB)

2.1 Submitting file using **WeTransfer** (file size < 2 GB):

2.1.1 Open the link <https://wetransfer.com/> on the browser



2.1.2 Select the presentation file

2.1.3 Fill in information

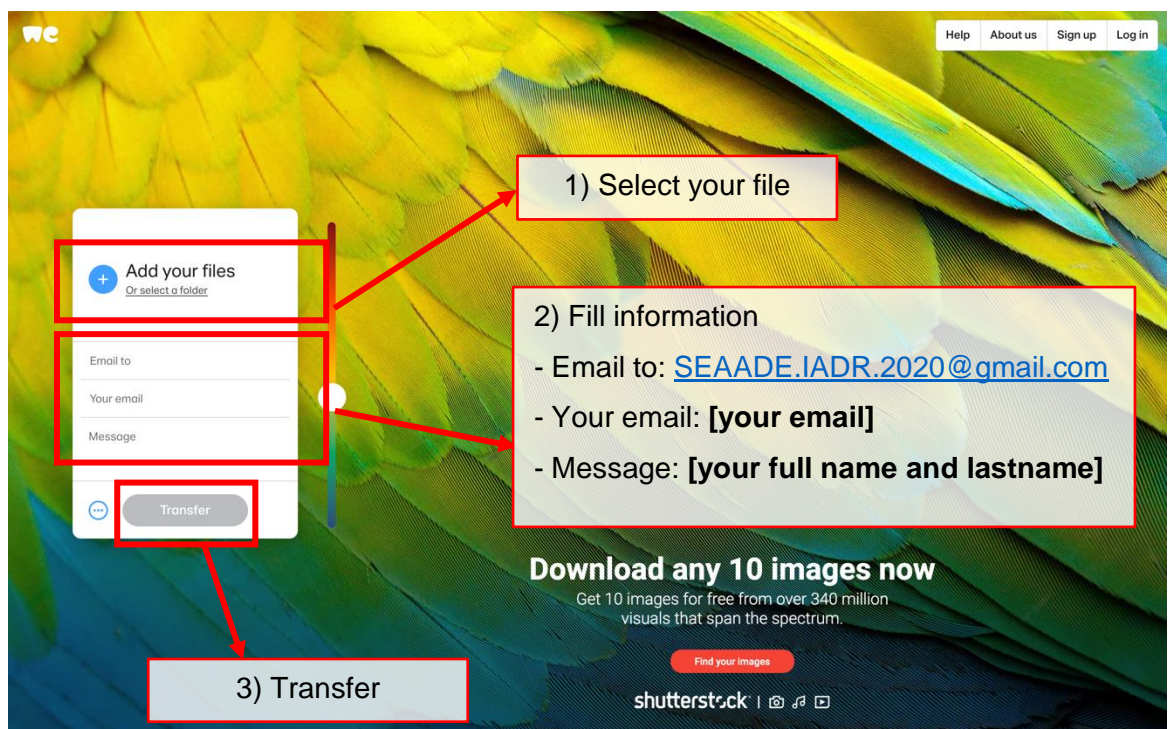
> Email to: **SEAADE.IADR.2020@gmail.com**

> Your email: **[Fill in your email]**

> Message: **[Your full name and lastname]**

2.1.4 Click **'Transfer'** (*the system may send a code to your email for verification*)

2.1.5 Wait for the file to download. **DO NOT** close the window until the upload is completed. Once the file is completely upload, a notification email will be sent to your email.



2.2 Submitting file using **Google Drive** (file size > 2 GB):

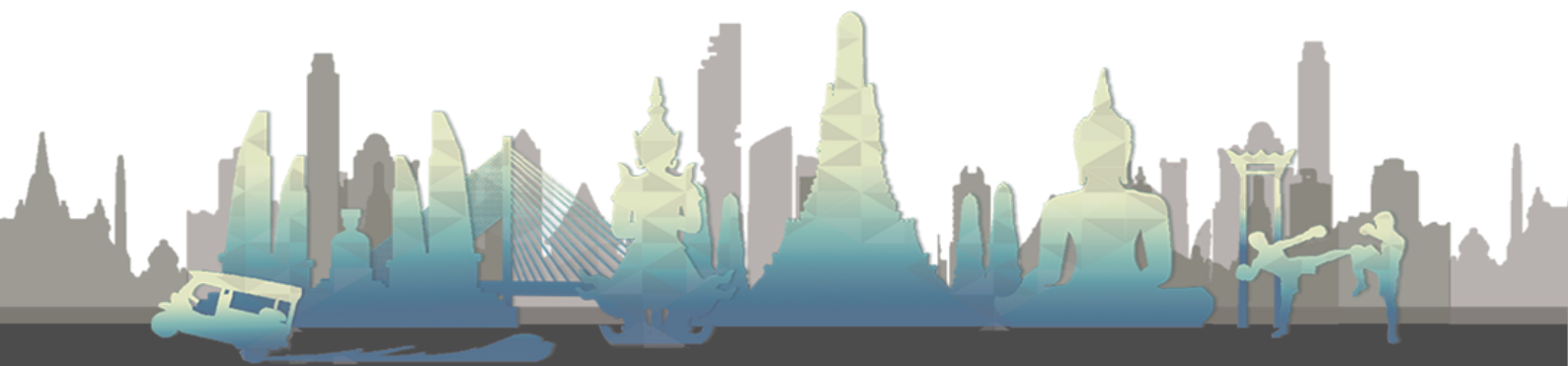
2.2.1 Upload the file to your Google Drive account

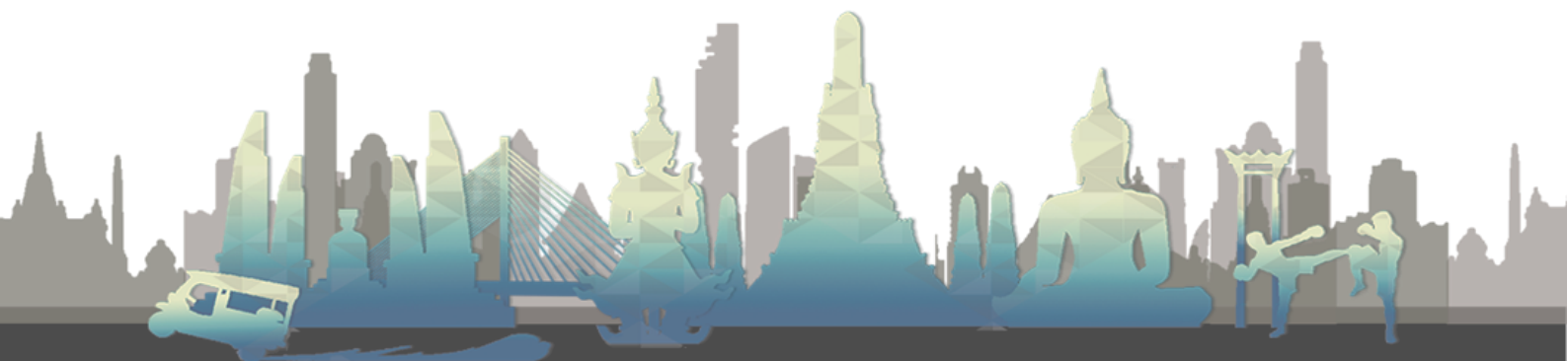
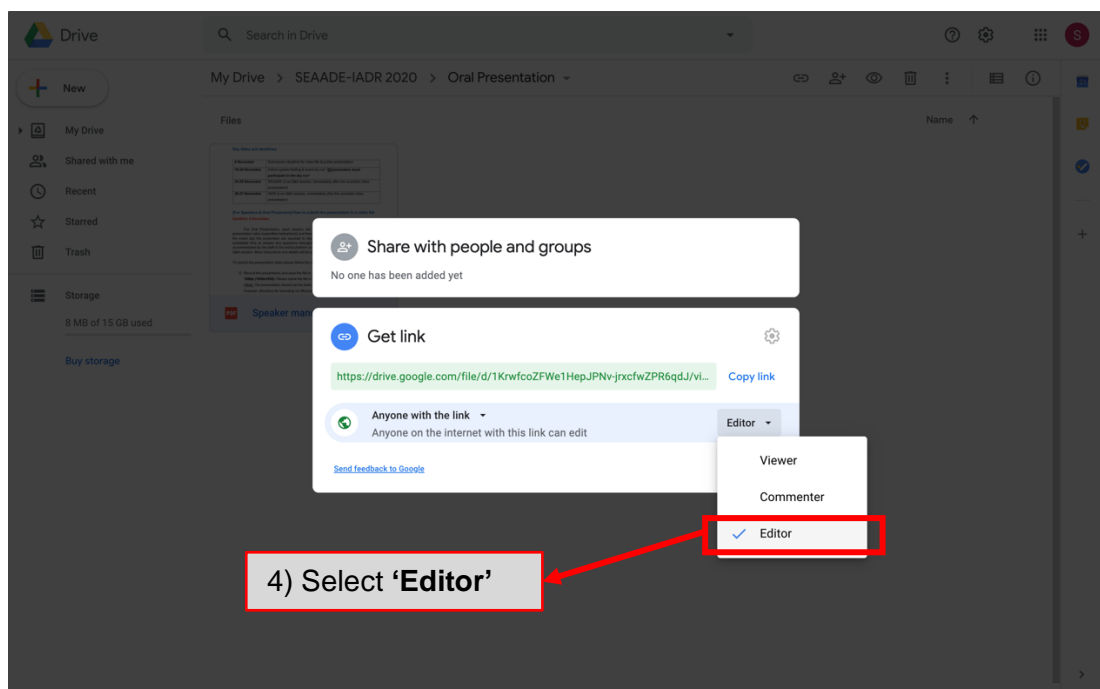
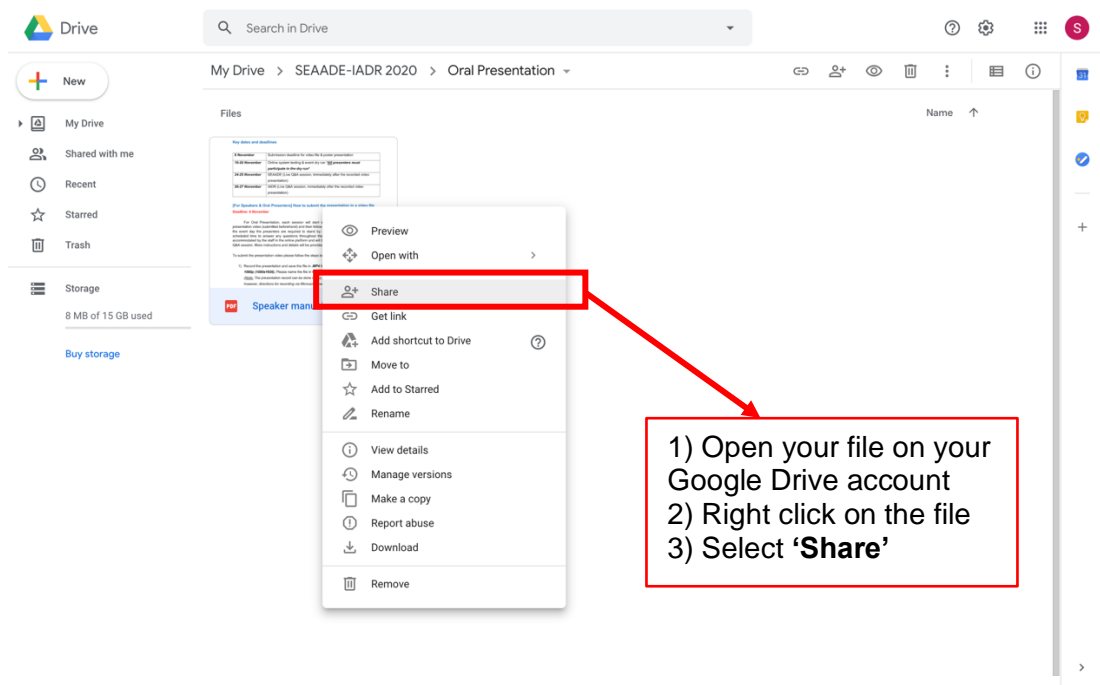
2.2.2 Right click on file and select **'Share'**

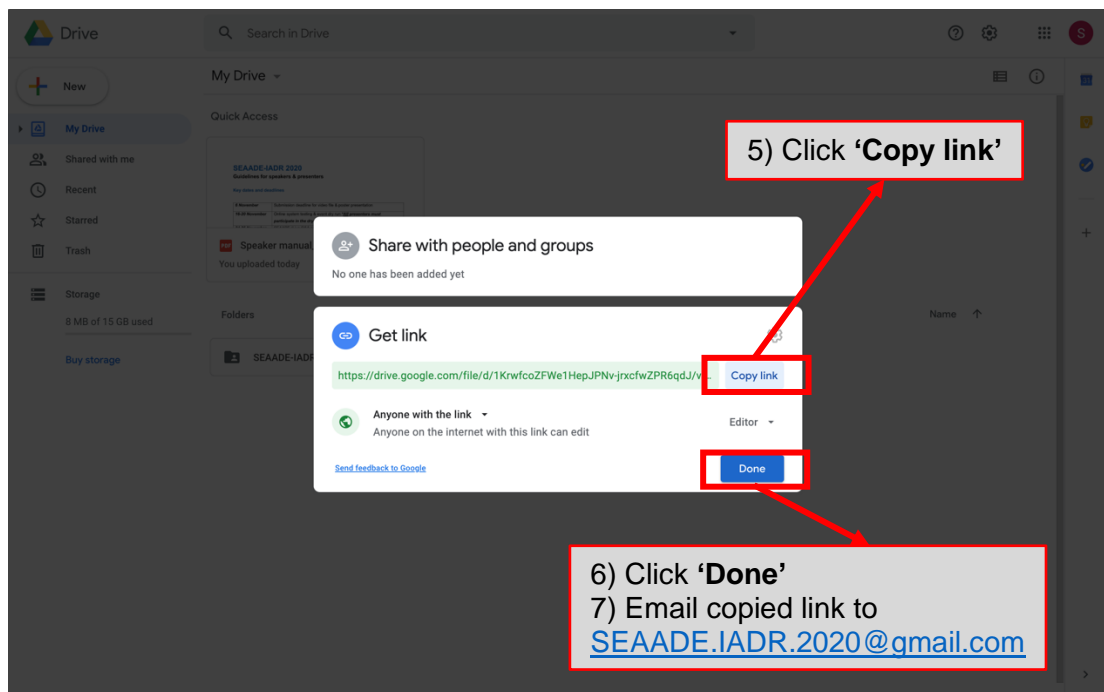
2.2.3 Click on **'Get link'** and select **'Editor'**

2.2.4 Click **'Copy link'** and **'Done'**

2.2.5 Email copied link to [SEAADE.IADR.2020@gmail.com](mailto:SEAADE.IADR.2020@gmail.com)





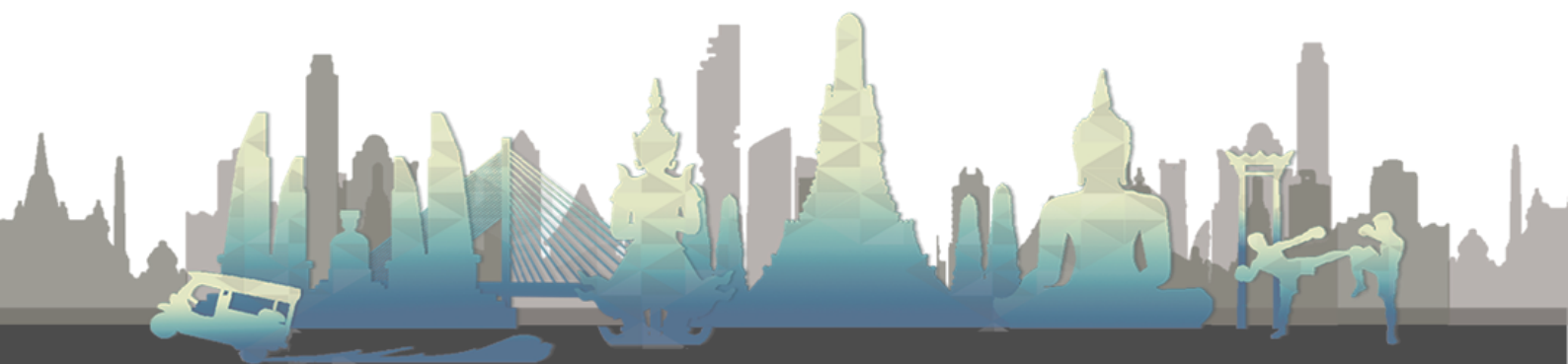


## [For Poster] How to submit a poster PDF file

**Deadline: 6 November**

Each digital poster will be displayed in a poster presentation room where the presenters have to stand by on an online platform during the scheduled time to answer any questions from the judges and attendants throughout the session. The Q&A will be performed as this is an open event you may receive comments and questions from general attendees throughout the session as well, though we ask that you give the judging panel precedence once they arrive. Below are the steps for submitting the poster file:

- 1) Save your poster in PDF file
  - Poster dimension: H1280 x W960 px (4:3)
  - Naming format: Name\_Lastname
- 2) Submit your poster by emailing to [SEAADE.IADR.2020@gmail.com](mailto:SEAADE.IADR.2020@gmail.com). Please includes the information below:
  - Email subject: **Poster\_[Your name and lastname]**
  - Email body: **Your name / Title of your poster / Contact number**



### [For ALL] Online system testing & event dry run

The week during 16-20 November, a dry run session will be conducted for all the speakers and presenters to help familiarize with the online platform and provide an opportunity to solve any technical issues prior to the meeting. To conduct a dry-run session, please follow the below steps (session duration - 15 mins):

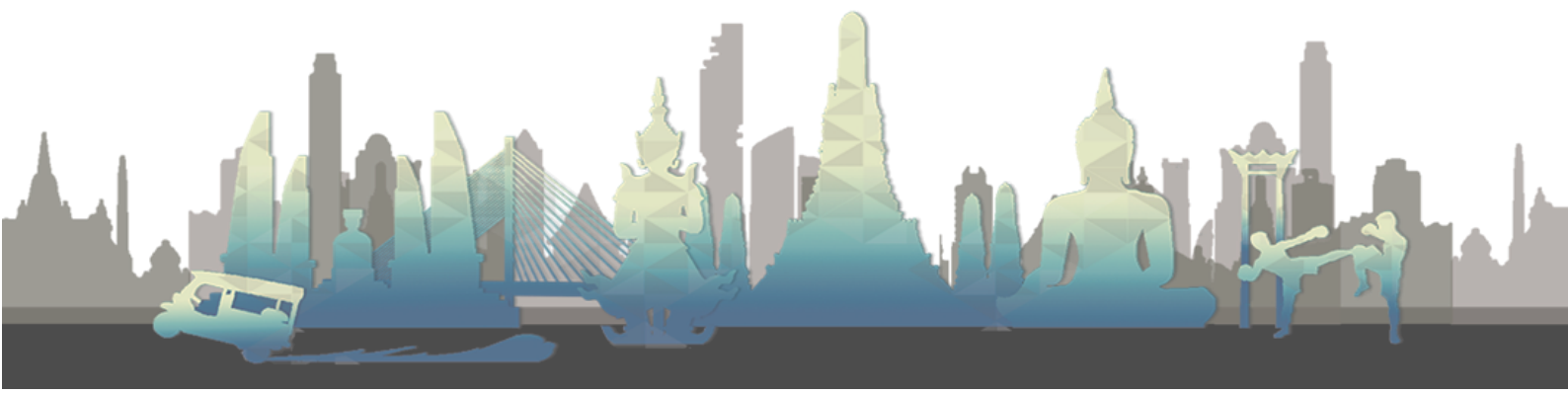
- 1) Open the link in your browser <https://calendly.com/tdpk/system-testing>
- 2) Select date > time > click '**Confirm**'
- 3) Fill in your information then click '**Schedule Event**'

***\*\*The access link for dry run will be sent to your email on 12-13 November along with further details and instructions\*\****

### [For ALL] System & equipment requirements

- Computer with internet access
- Webcam (Built-in or External)
- USB Microphone or headphone with built-in microphone
- Microsoft PowerPoint program

If you have a laptop or webcam, it most likely has a built-in microphone. However, we recommend using an external USB Microphone or headphone if possible, to increase a sound quality.





## **[Additional] How to record your presentation using PowerPoint**

In order to give a presentation at the conference, the presenters are required to create a video containing your slides with an accompanying narration. The video must possess:

- File format: .MP4
- Resolution: 1080p (1080x1920)

As mentioned earlier, the video can be created using any tools or methods you wish. However, using Microsoft PowerPoint might be easiest. Also, please note that the following instructions are refer to the version of PowerPoint included in Microsoft 365. It may slightly differ if you use an older Microsoft version.

*(For other PowerPoint versions, please refer this link for more information <https://bit.ly/36nTk8y> )*

### **Steps to record your presentation using PowerPoint:**

- 1) Open your presentation in Microsoft PowerPoint
- 2) Click 'Slide Show' Tab > 'Record Slideshow'
- 3) Click 'Settings', and make sure your USB Microphone is selected
- 4) Click the camera icon to ensure your camera is turned off
- 5) Hit 'Record'

*PowerPoint will start recording your narration, slide timing, and any marks or highlights you make in real-time. All recordings are tied to each slide, so you don't need to record the entire presentation in one uninterrupted take. if you'd like to pause, start a slide over, or go back and make changes to any slide, you can always do so. Please note that PowerPoint won't record your voice during a slide transition, so if you have them in your presentation, just wait until they finish to begin speaking. Once you're happy with all your slides then process to save the file*

- 6) Click 'File' > 'Export' > 'Create a video' (Make sure Full HD 1080 and Use recorded timing and narrations are selected) > Click 'Create Video'
- 7) Choose a name and save location, and hit save (the saving may takes several minutes depending on the length of your presentation)

