

GUIDELINE FOR VIDEO PRESENTATION

1. Presentation Guideline

- a. Participants must be present in the presentation room approximately 10 minutes before the presentation begins.
- b. Participants are required to make a video presentation containing:
 - Background
 - Theoretical overview
 - Research methods
 - Results
 - Conclusion
- c. Video is up to **8 minutes long** with the following technical requirements.
 - Landscape layout with a minimum resolution of 480 x 360 (360p) and a maximum of 1920 x 1080 (1080p).
 - Must be in MP4 format (.mp4)
 - It is highly recommended to use a video recording application, such as the recording feature in ZOOM meetings or other applications, such as WEBEX and Microsoft Team.
 - File size should not exceed 200 MB for each presenter.
 - Do not upscale SD source to HD File Size.
 - There are no specific templates for video presentations. However, please be sure the recording includes the title of the paper and the authors' names
 - Make sure that you display the title slide long enough to be read (up to 5 seconds)
 - Video and presentations must be in English.
 - Use a sans-serif font (Arial, Calibri etc.) of at least 30 point size.
 - The background should be neutral and not distracting for the audience. If you use your mobile device for the recording, please be sure to record horizontally and not vertically. Do not record your video in 'selfie mode, as this diminishes the quality of the video.
 - Make sure you have good front light – ensuring that the light shines brightly on your face.
 - Record the video using a webcam or an external video camera to create a small window of the speaking presenter. Please make sure the speaker window is visible on the screen and not covering the slides.
 - Authors retain copyright to videos.
 - Ensure that you have the right to use all the material that is contained in your video.
- d. Participants upload the video on google drive and set the link so that it can be freely accessed by anyone.
- e. **The committee only accepts video links (not video files)** that have been uploaded by participants in the video submission form.

- f. Video presentation must be submitted to the committee at least three days before the day of the conference (November 20th, 2022, at 23.59 Western Indonesia Time or WIB). The video submission form will be emailed to participants about a week before the conference day.
- g. **Each participant is given 15 minutes presentation including a question and answer session.** Example: 8 minutes of presentation followed by 7 minutes of question and answer or discussion session. Please note that this duration is important, so participants should follow these rules when creating video presentations.
- h. The presentation session will be guided by a moderator and the video will be shown by the ICCAP Committee.

2. Question and Answer Session

- a. Each participant is given 7 minutes for questions and answers session.
- b. During the question and answer session, participants who want to ask questions can use the following format:
 - Asking via chatbox by firstly mentioning [Name] and [Insitution/Organization] then writing down the question briefly and clearly.
 - Asking with *On Mic*: type the number "1" in the chatbox. When the moderator permits, the participants firstly mention [Name] and [Insitution/Organization] and then explain the question briefly and clearly.
- c. Questions are limited to a maximum of 3 questions in each QNA session.
- d. Each participant is given 2 opportunities to ask questions via *On Mic*, and 1 opportunity to ask questions via chatbox
- e. It is forbidden to ask questions using inappropriate words, outside the context of the discussion, or containing hate speech of SARA (ethnicity, religion, race, and inter-group relations).