ICOCI2021 VIRTUAL PRESENTATION GUIDELINES

On behalf of the ICOCI2021 Organizing Committee, we would like to thank you for joining our virtual conference. You need to create presentation slides of your work to deliver your research to the audience in a more effective way, thus, make the conference more informative, valuable and engaging for other attendees.

PRESENTATION ON THE VIRTUAL CONFERENCE

1. This virtual conference will run on Cisco Webex in a LIVE session. **The committee will email the instruction to get into the Webex Session**.
2. The parallel session will run exactly like the physical conference. The presenters present their works LIVE through Webex in separate virtual meeting rooms, as stated in the parallel session schedule.
3. Each paper will be given **20 minutes** time slot for presentation, including **5 minutes** for Q&A.
4. The Session Chair/Moderator will manage all presentations according to the schedule.
5. At least ONE(1) author must join the live virtual session to present and answer questions. Please stay MUTE all the time and UNMUTE your microphone during your presentation slot.

TECHNICAL REQUIREMENTS FOR VIRTUAL CONFERENCE

1. Presenters are required to create a Cisco Webex account here (if you don't have any) and download the desktop application here and make sure that the version of Cisco Webex on your computer is up-to-date;
2. Test your internet speed, we recommend an Internet connection download speed of at least 2.5Mbps.
3. A microphone is recommended as well as a quiet place to cut off from ambient noise for better interactions. A USB connected headset will offer a better sound quality.
4. Use a good **headset/earphone** with the microphone close to the mouth BUT away from direct-line-of-mouth to reduce "pops". Try to avoid using the default built-in microphone on your computer/laptop.
5. A wired internet connection is recommended, but if unavailable, use a strong Wi-Fi connection.
6. It is strongly recommended that you run a rehearsal on the Cisco Webex to ensure good sound and picture quality prior to the presentation session.

TECHNICAL SUPPORT COMMITTEE

Please do not hesitate to contact our technical support Dr. Zhamri at zhamri@uum.edu.my