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WCOSET 2021
World Congress on Science, Engineering and Technology 2021
March 8 – 13, 2021 | Cisco Webex®

WC SET 2021
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UNIVERSITI TEKNOLOGI MARA

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ICATeM 2021
VIRTUAL CONFERENCE

Conference date and time:	10 March 2021	2:00PM
Link to presentation room:	https://bit.ly/3kHTexX
Technical Person-in-Charge:	Dr.-Ing. Al-Hassan Salami Tijani
	alhassan@uitm.edu.my

INSTRUCTIONS FOR SPEAKERS AND PRESENTERS

Presentation Length

1. Paper presentation: 15 minutes (presentation) + 5 minutes (Q&A)

Modes

1. Pre-recorded video.

2. Live presentation is allowed (by request from author)

Slides Preparation

1. Please consider a bright background design and readable font type and size.

2. Please include your full affiliation including email address.
   Social media handle(s) can also be included if you think that will help people to connect to your research domain.

3. Please ensure each slide contains digestable amount of important information only, and avoid texty slides.
   As it will be a fully virtual conference and to hold the attention of audience, kindly prepare slides that contain only the major highlights of your study and that can be delivered in 12 minutes. You may, for example, avoid casting lengthy literature review or background information.

4. Please avoid using copyrighted materials unless you have the exclusive permission to do so.

(please see next page)

Accessing Your Presentation Room (as a Panelist)

1. You will receive a personalized link via email to access your assigned Webex room as a Panelist (i.e., speaker or presenter or session chair).

2. Please access your designated room at least <u>15 minutes in prior</u> to the session.

3. Your pre-recorded presentation will be broadcasted by our Technical Team. The session chair will help you relay questions from the audience after you finish presenting.

4. If you have requested to have a live presentation session, you will broadcast your slides or video from your own laptop or PC by sharing your screen. The session chair will help you relay questions from the audience after you finish presenting.

Setting-up Webex

1. It is important to setup your technology in prior to the conference day.

2. Kindly refer to the steps to join a meeting at Webex: https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting

General Technical Considerations

1. Please ensure a good and stable internet connectivity for uninterrupted live or video presentation.

2. It is recommended that the presentation is made from a quiet area without disrupting background sound.