



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



Fakulti
Kejuruteraan Mekanikal

INTERNATIONAL JOINT CONFERENCE ON MATERIALS & MANUFACTURING
TECHNOLOGY & SIMULATION



Conference date and time:

9th March 2021 10:00 am –06:30 pm

Link to presentation room:

<https://bit.ly/38bWuwr>

Technical Person-in-Charge:

Ahmad Effendi Rijalludin
effendi@uitm.edu.my



INSTRUCTIONS FOR SPEAKERS AND PRESENTERS

Presentation Length

1. Keynote addresses: 40 minutes (presentation) + 5 minutes (Q&A)
2. Paper presentation: 12 minutes (presentation) + 3 minutes (Q&A)

Modes

3. Live presentation is encouraged.
4. Pre-recorded video (if you foresee technical hiccups for a live presentation).

Slides Preparation

5. Please consider a bright background design and readable font type and size.
6. 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.
7. Please ensure each slide contains digestible 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.
8. Please avoid using copyrighted materials unless you have the exclusive permission to do so.

(please see next page)

Fakulti Kejuruteraan Mekanikal
Universiti Teknologi MARA
40450 Shah Alam,
Selangor Darul Ehsan
Tel: 03-55435161





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Accessing Your Presentation Room (as a Panelist)

9. 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).
10. Please access your designated room at least 15 minutes in prior to your presentation session.
11. Once you are in the session, a Technical Support team member will assist you test your sound and visuals. You will need to broadcast your slides or video from your own laptop or PC by sharing your screen.
12. The session chair will help you relay questions from the audience after you finish presenting.

Setting-up Webex

13. It is important to setup your technology in prior to the conference day.
14. Kindly refer to the steps to join a meeting at Webex: <https://help.webex.com/en-us/nrbqeodb/Join-a-Webex-Meeting>

General Technical Considerations

15. Please ensure a good and stable internet connectivity for uninterrupted live or video presentation.
16. It is recommended that the presentation is made from a quiet area without disrupting background sound.

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