



Guidelines for Virtual Presentations

PLEASE ENSURE THAT YOU REVIEW THE FOLLOWING RULES PRIOR TO ATTENDING THE SESSIONS

I. GUIDELINES TO PREPARE POWERPOINT PRESENTATIONS TO PRESENT LIVE VIA ZOOM PLATFORM

- For Presenters who wish to deliver online presentations via Zoom, it is recommended that you have a high-speed internet connection, the appropriate and most updated version of the Zoom software and microphone facilities beforehand.
- Please remember to minimise background noise during the online presentation to improve audio clarity.
- Zoom presenters who have not submitted their PowerPoint Presentations earlier will be required to send a **downloadable google link** of their presentation file with the subject line **Attn: Zoom Presentation ICoNETech-2020** by **Thursday May 21, 2020** to ICoNETech-2020@sta.uwi.edu.
- The visuals in the presentation slides must be clear (not blurry) and written words must be clearly legible. Please follow the latest instructions provided in the [PowerPoint Presentation guideline template](#) when preparing your presentation.
- At least before 24 hours of the presentation time, online presenters will get Zoom presentation/invitation link.
- The presentation should be delivered in a clear and concise manner.
- All speech and writing must be in English.
- Each online presenter is expected to be online via the above Zoom invitation link **at least 30 minutes before** the time of presentation. Please note that each online presentation has a 15-minute slot; 10 minutes are allocated to the presentation of your paper/research results and 5 minutes for questions and answers.

II. GUIDELINES TO PREPARE PRE-RECORDED VIDEO PRESENTATIONS

ICoNETech-2020 invites researchers who are unable to present the paper live, via Zoom, to submit a pre-recorded video presentation. Pre-recorded video presenters are required to prepare the content for the presentation in one of the following ways:

- Recording a video of the author giving the presentation, or
- Creating a PowerPoint presentation with slides and a voice-over, and saving as a video.



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It is recommended that a video-editing program be used (such as Windows Movie Maker, iMovie, AVID, Final Cut Pro, etc.), according to your expertise and convenience, to make alterations and to improve the overall quality of your video. Kindly ensure that the video is reviewed several times to ensure that it is of the highest possible quality before submission.

Your video presentation will only be accepted provided that the following criteria are met:

- The file must be saved in one of the following video file formats: ***.MP4 (preferable), H.264 or *.MOV**. We will not accept any other file formats.
- The video should have a minimum display resolution of 720p (not necessarily HD) and a minimum frame rate of 30 fps.
- **The length of the video presentation must not exceed 10 minutes.**
- All speech and writing must be in English.
- The visuals in the video presentation must be clear (not blurry) and written words must be clearly legible.
- The audio in the presentation must be easy to hear and there must not be significant background noise. It is highly recommended that an external microphone is used to record the audio voice-over.
- The presentation should be kept simple, with the relevant information conveyed in a clear and concise manner.
- Video presenters will be responsible for uploading their videos, and providing a **downloadable google link** with the subject line **Attn: Video Presentation IConETech-2020 by Thursday May 21, 2020 to IConETech-2020@sta.uwi.edu**.
- At least one of the authors should be available (live, on Zoom ***immediately after*** their video presentation screening, in order to answer questions from the audience (**optional**). If this is not possible, then the video must contain contact information (e.g. email address) at the beginning and end of the presentation, through which interested audience members may submit questions on the presented subject.

If you have any questions, please contact: IConETech-2020@sta.uwi.edu

Thank you for your assistance.

Chair, IConETech-2020