

22 - 23 Nov 2021

Faculty of Science and Technology,
Universiti Kebangsaan Malaysia (UKM)



Malaysia Polymer International Conference
Advances in Polymer Innovation Towards a Circular Economy

MPIC 2021 VIRTUAL ORAL PRESENTATION GUIDELINES

A. Live Virtual Oral Presentation

1. The oral presentation will be conducted online in parallel sessions using the Webex platform ([How to use Webex](#))
2. You can use MS PowerPoint to prepare the slide. Please follow the instructions for oral preparation:
 - i. All presentations should be prepared in English.
 - ii. It is a free style format: Your slide, Your way!!! However, please use MPIC 2021 power point slide template ([link](#))
 - iii. The first slide must include TITLE, NAME, INSTITUTION, and PROFILE PICTURE.
 - iv. Maximum duration per presentation is 10 MINUTES and 5 MINUTES for the Q&A session.
 - v. The presenter needs to be ready 10 minutes before the allocated time slot.

B. Pre-recorded Video Oral Presentation

- We strongly encourage all presenters to give a 'live' presentation as described above (Part A). Experience shows that live presentations are far more engaging for the audience.
 - However, we recognize that a live presentation may not be possible for some (e.g., due to poor internet connectivity, computer issues, etc.).
 - Accordingly, as a prerequisite for a paper to be included in the Conference Programme, it is compulsory for all presenters to prepare a pre-recorded video presentation (apart from being in a standby mode in case needed). In the event of a technical problem encounter by the presenter, the pre-recorded presentation will be shown during the designated session.
1. It is recommended that the video includes the speaker's view in presenting slides instead of a voice-over presentation only.
 2. Reminder: The presenter must be available for the Q&A session during the presentation slot.

3. Instructions for Recording Video Presentation
 - i. There are several video conferencing tools available to record a presentation easily.
 - ii. PowerPoint or Zoom is among the most preferable.
 - iii. Both Zoom and PowerPoint allow recording audio and video directly in the application and can export appropriate video file in MP4 format.
 - iv. You can use PowerPoint to record and generate videos. Click the links for more information on how to [add audio and video to your PowerPoint slides](#) and [how to create an .mp4 file from your PowerPoint slides and audio/video](#).
 - v. You can use Zoom to record and generate videos. Click the link for more information on [how to record and generate video using Zoom](#).
 - vi. Other helpful [links for pre-recorded presentation](#).
4. Please check the recording for quality and clarity, as well as timing, as it needs to fit into the specified duration. Also, usage of a headset is highly recommended to avoid unnecessary sound/noise during the recording.
5. Presenter's guidelines for preparing the video are as follow:
 - i. Duration: 10 minutes (including 3-5 minutes for LIVE Q&A with attendees)
 - ii. File size limit: 100MB file
 - iii. File format: MP4
 - iv. Recommended video height: 480 pixels (or whatever will keep the size down to 100MB or less)
 - v. Aspect ratio: 16:9
 - vi. Deadline for file uploading: 8 November 2021
 - vii. Please use the following naming convention: Manuscript ID.mp4 (provided by the system during your abstract submission).
6. Tips for Recordings
 - i. Avoid areas that have an echo or bad acoustics.
 - ii. A good microphone close to the mouth. Avoid, if possible, using the default built-in microphone on the computer.
 - iii. Remember to speak slowly and enunciate clearly, without pausing.
 - iv. Make sure you have good front light – ensuring that the light shines brightly on your face. If your back is to a window, close the shades.
 - v. Put the camera at eye level.
 - vi. Do a couple of minutes of a test recording and review the sound and picture quality before recording the entire presentation. Make adjustments if needed.
7. Submit Your Pre-Recorded Video Presentation. The presenting author(s) will receive a link to a Google Form to upload the video.