

[PRESENTATION GUIDELINES]

1. Zoom Presentation

Use the instructions below to present remotely using Zoom at the Conference.

- ① Your talk will continue as scheduled. As with a physical meeting, each session will proceed in the order identified and maintain the schedule.
- ② Each talk will be comprised of 15 minutes of presentation and 5 minutes of subsequent, dedicated Q&A.
- ③ You can present in **PowerPoint (PPT)**.
- ④ Management staff and the chair will manage the order of the presentations.
- ⑤ Each session will be presented in its own unique virtual conference room.
- ⑥ At least one day prior to the scheduled session, the chairs and all presenters for that session will receive a message from the APCG2020 that contains the connection information (YouTube Channel & Zoom ID #).
- ⑦ The Zoom link will be unique for each session and cannot be shared.
- ⑧ In preparation for the meeting, please download the test via the Zoom Test site (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio. Note: For audio connection, you can use your computer audio/VOIP or dial in using the toll or toll-free numbers provided in the invitation.
- ⑨ If you are presenting live, **you will “Share” your screen or Power Point Slides.** Otherwise, the room moderator can set this up on your behalf. Please ensure that your webcam is on so that attendees can view you during your presentation.
- ⑩ To ask questions during the presentation, click on the CHAT button at the bottom of the screen and the chat conversation will appear to your right. Use the text box at the bottom of the chat screen to ask questions throughout the workshop. The chairs will address questions at the end of the session..
- ⑪ Please plan to join the meeting 15 minutes early in case there are any issues that need to be worked out.

☆ Hints and Tips for a Successful Presentation*

- For instructions on creating a Zoom account, [Click here](#).
- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

✧ The following links and documents may be useful as you prepare for your virtual presentation*

[Creating a Zoom Account](#)

[Screen Sharing](#)

[Recording](#)

[Audio/Video Testing](#)

[Screen Sharing a PowerPoint Presentation](#)

*extract from www.cleoconference.org

2. Video Presentation

- ① Your recorded video will be played as scheduled, through Padlet (padlet.com). Please submit your recorded video presentation until 25th of November, 2020 to the conference e-mail (apcg2020korea@gmail.com).
- ② Each talk will be comprised of 15 minutes of presentation. The Q&A on your presentation will be held through padlet.com.
- ③ If you are using your laptop computer, computer, mobile phone, or any other electronic device for the video recording, we would like to recommend to save into .mp4 file.
- ④ If you are planning to upload your video on YouTube, Vimeo, etc., please let us know the URL of the video.
- ⑤ You are also able to use 'ZOOM recording'. If you are planning to do so, refer the below.
 - i. Open Zoom. In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.
 - ii. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.
 - iii. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
 - iv. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
 - v. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed 15 minutes.
 - vi. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into.mp4 file.

3. Workshop Presentation

- ① Workshops will be run as Zoom presentation meetings.
- ② At least one day prior to the scheduled session, the workshop organizers and all registered participants will receive a message from the APCG2020 that contains the connection information (Zoom ID #).
- ③ The Zoom link will be unique for each session and cannot be shared.
- ④ In preparation for the meeting, please download the test via the Zoom Test site (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio. Note: For audio connection, you can use your computer audio/VOIP or dial in using the toll or toll-free numbers provided in the invitation.
- ⑤ If you are presenting live, you will “Share” your screen, ppt slides or document. Otherwise, the room moderator can set this up on your behalf. Please ensure that your webcam is on so that attendees can view you during your presentation.
- ⑥ To ask questions during the workshop, click on the CHAT button at the bottom of the screen and the chat conversation will appear to your right. Use the text box at the bottom of the chat screen to ask questions throughout the workshop. The organizer will address questions at the end of the session..
- ⑦ It is important that organizers arrive 10 minutes before the start of your session. Please make sure of finishing your session on time.

4. Poster Presentation

- In APCG 2020 conference, we are planning to use Padlet.com (<https://padlet.com>) for the poster presentation.
- Our organizer will upload the abstract on Padlet for the participants who have already submitted a 1000-word abstract.
- Those who have not submitted a 1000-word abstract among the poster presentation participants, you should send the content (either word file or Power Point) for the upload on Padlet until 25th of November, 2020 to the conference e-mail (apcg2020korea@gmail.com).
- The Padlet address will be emailed to registered participants and the posters on Padlet will be provided to registered participants throughout the conference.
- If the audience writes a question on the below of the presentation at Padlet.com, the presenter should answer the question during the conference.

5. Symposium Presentation

- Symposium will be run as Zoom Presentation meetings.
- Symposium presentations are conceived and organized by individuals who recruit speakers to present papers on a specific topic.
- Presenters should submit their own abstracts separately before a Symposium Presentation can be proposed.
- Symposium presentations last for 60 minutes and are typically organized as follows:
 - Introduction
 - 3 or 4 oral presentations based on submitted abstracts
 - Discussion
- The Symposium would be held through ZOOM due to COVID 19, and the website address for the presentation would be sent through email to participants who have registered.