

# ANV2020 VIRTUAL CONFERENCE

## GUIDELINE FOR PRESENTERS

Thank you for your participation in the 1st Biennial International Conference on Acoustics and Vibration (ANV 2020) as a presenter and attendee.

Below is information and resources to help you prepare, record, and upload your presentation by the **21 November deadline**.

Questions should be sent to [anv.vibrastic@gmail.com](mailto:anv.vibrastic@gmail.com)

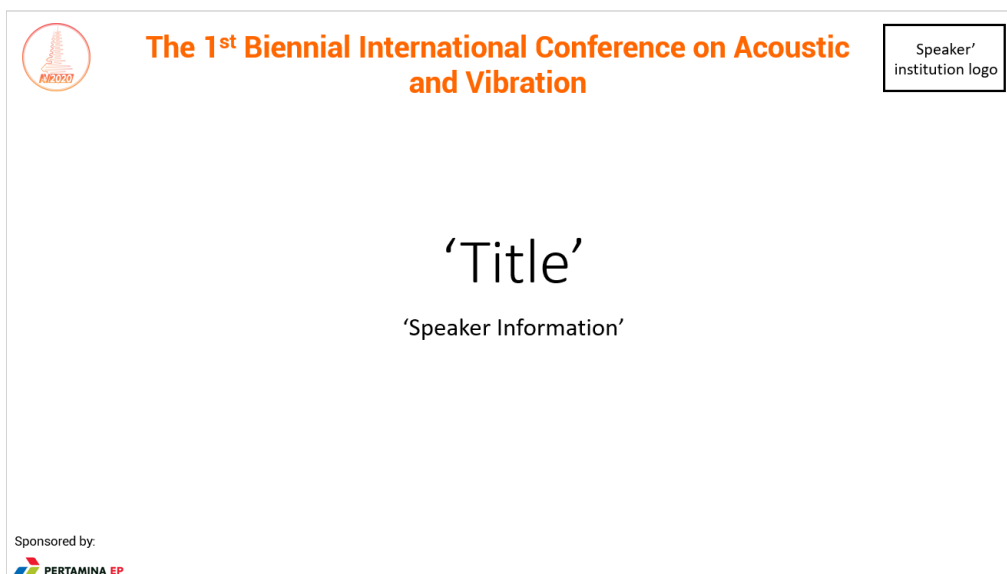
### A. GENERAL INSTRUCTIONS FOR PRESENTERS:

- The Presenter is required to create a pre-recording video of their submitted Paper to ensure the presentation delivered clearly without any obstacle.
- The presenting author of each paper must complete form that has been created by the ANV2020 Organizer to grant permission to publish their video during the event.
- Consent Form, PPT, and video submission can be found on <https://intip.in/ConsentandSubmissionANV>
- Deadline for submitting is 21 November 2020.

### B. PRESENTATION TEMPLATE

The format of presentation is as follows:

- First slide of the presentation must include a header. The header consists of ANV 2020's logo, speaker's institution's logo, and ANV2020 sponsor's logo.
- Other than the header, first slide must include ANV 2020 as the conference name, title of the topic, and speaker's information.



The slide template is enclosed in a rectangular border. At the top left is the ANV2020 logo. To its right, the text 'The 1<sup>st</sup> Biennial International Conference on Acoustic and Vibration' is displayed in orange. At the top right, there is a box labeled 'Speaker' institution logo'. In the center, the text 'Title' is shown in a large font, with 'Speaker Information' below it. At the bottom left, it says 'Sponsored by:' followed by the PERTAMINA EP logo.

- Second slide and the rest of the PowerPoint must include header that consists of ANV2020 Logo.
- Select a legible font that is clearly visible (e.g., Arial, Calibri, and Helvetica).
- Use a simple format and spatial layout for the presentation.
- Use appropriate colors and avoid complicated background.
- All Logo must clearly visible.
- PPT template format can be found on <https://intip.in/TemplatePPTANV>
- File name format: PPT\_Session Code\_Author Name
- Organize your talk with introduction, body, and summary or conclusion. Include only ideas, results, and concepts that can be explained adequately in the allotted time. Four elements to include are:
  - Statement of research problem
  - Research methodology
  - Review of results
  - Conclusions

### C. VIDEO RECORDING

- Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Optionally, videos may contain a shot of the speaker's head for increased engagement.
- The presentation video must be in MP4 format, with minimum resolution of 720p and maximum resolution of 1080p, 30 fps, HD and bit rate less than or equal to 1 Mbps: to check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate.
- File name format: Video\_Session Code\_Author Name
- We recommend you read the following steps of How to Make Presentation Video with PowerPoint:  
Step 1: Add audio and video to your slides (<https://intip.in/MicrosoftSupport1>)  
Step 2 : Turn your presentation into a video (<https://intip.in/MicrosoftSupport2>)  
Alternate tutorial (contains both steps): <https://www.youtube.com/watch?v=D8JV3w4TOVw>
- Other recording resources
  - [Zoom](#)
  - [Open Broadcaster Software \(OBS\)](#)
  - [Quicktime on Mac](#)

### D. PREPARING GOOD RECORDING VIDEO

- Select a quiet location with a pleasant background. Avoid spaces with echoes.
- Avoid using artificial backgrounds.
- Locate the light source in front of you. Do not sit with a window located behind you.
- Dress as you would if you were presenting in person.

- Ensure that there are no interruptions such as people walking behind you or pets. Turn off your phone.
- Your eyeline should be lined up with your webcam. Look at the camera—not the screen.
- Practice your talk. Ask someone to listen and provide feedback.

#### **E. DURING THE CONFERENCE**

- Organizer will send you an invitation link as a presenter via email. Just click on the link to join the Zoom meeting.
- Please join at least 5 minutes before your designated time slot and be present during the video playback as well as the Q&A session.
- Your microphone will be muted during the video playback.
- During the replay of the presentation video, attendees will ask questions related to the presentation through the chat room or by raising hand at the end of the presentation.
- You are encouraged to keep an eye on the questions so to answer them during the Q&A Session.
- At the end of the pre-recorded presentation, the host will unmute your microphone and shares your webcam. The Session Chair will then ask you to answer some of the questions in sequence they were submitted and within the allotted Q&A period.
- The Session Chair will try to cover as many questions as possible depending on the allotted time. In case, some of the questions have not been answered attendees may want to discuss with the author(s) personally or by posting your answer on ANV Websites.
- You are welcome to stay in the session as an attendee when not presenting.
- When you are not presenting your paper, you can also ask questions to other presenters via chat panel. Begin your text with “[ASK]” to indicate it as a question to the presenter. Send it to session chair (or all panelist if you prefer to do so), or via verbal by raising hand in zoom.
- You are also welcomed to register as an attendee for any other session/event that interests you using room selection provided on Zoom meeting. Please note that each room has a limited capacity.

#### **F. BREAKS**

Conferencing, online and in-person can be exhausting! We need to take breaks. We will take breaks. Breaks are built-in to the schedule!

- Stand up and stretch, get a snack, come back refreshed!
- If you leave Zoom meeting on, make sure that your microphone is muted during the break.