

## Online Presentation Guidelines

To meet the requirements of epidemic prevention declared by the local government, ICESGE-22 will be held online from Dec. 09-11, 2022. Below are instructions to adhere to:

### Time Allocation

Presentation Type	Total Allotted Time
Keynote(Plenary) Speech	45 mins
Invited Speech	35 mins
Regular Oral Presentation	20 mins

### Notes:

Each presentation includes 5 mins for preparation and Q&A/discussion. A Warning will be given when 5 mins left. All presenters are requested to complete their presentations on time.

### A. ONLINE ORAL PRESENTATIONS

The online oral presentation will be conducted via [ZOOM/TM](#). The link of the conference room will be available seven days before the conference date released in the Conference Program.

#### 1. Presentation Preparation

◆ Each presentation includes 5 mins for preparation and Q&A / discussion.

The presentation PPT could be designed as you like with requirements as below:

- √ The conference logo should be added to each PPT slide;
- √ Title, presenter and affiliation information should be indicated in the first slide;
- √ Each slide should be concise, uncluttered and readable from a distance; include only keywords and phrases for visual reinforcement.

**The slide Template is for your reference.** [Keynote Speech](#) [Regular Speech](#)

◆ Online Oral presenters can find their assigned presentation time by searching the paper ID on the conference program(will be available seven days before the conference date ). All presentation times are shown in China Standard Time (GMT+8).

◆ All presenters are requested to reach the Online Session Room prior to the scheduled time and complete their presentation on time.

◆ Signed and stamped electronic presentation certificate would be issued via email after the conference.

#### 2. Pre-recorded Video Presentation

If you are not able to deliver the presentation through online platform at your assigned time, please record the presentation at your convenience time and send it to us; we will play it at your speech time.

◆ The video uploaded should be in the format of .mp4. Please check the below manners for reference:

√ [How to record a video with ZOOM](#) (Highly recommended)

√ [How to record a video with PowerPoint](#)

◆ The Video submission deadline is **Nov. 25th, 2022**; you can send the video(Sharing link) via conference contact email address [icesge@icesge.net](mailto:icesge@icesge.net)

◆ The video would be posted on the conference website for interaction after pre-review and confirmation; if you do not want to post it publicly, please inform us via email.

## B. ONLINE POSTER PRESENTATIONS

Online Poster Presentations will consist of two parts:

Poster Presentations: A collection of posters in PDF format (with/without audio) will be available at the conference website for attendees to view starting on Dec. 09th, 2022.

Poster Q&A Sessions: Live poster Q&A sessions will be held via ZOOM/TM for attendees to meet virtually with presenters and ask questions or give feedback.

### 1. Poster Preparations

◆ The posters can be prepared using any software (e.g., PowerPoint, Illustrator, etc.); however, they must be saved and uploaded in PDF format (Note: your Poster PDF should be one page only).

◆ There is no size constraint for the poster; we recommend using page size of at least A4 or larger.

The Poster could be designed as you like with requirements as below:

√ The conference logo and paper ID(ICESGE\*\*\*\*) should be clearly shown in the header;

√ Title, presenter, and affiliation information should be well indicated.

Please upload the well-designed poster via email [icesge@icesge.net](mailto:icesge@icesge.net) before **Nov. 25th, 2022**. It would be available on the conference website after pre-review and confirmation; if you do not want to post it publicly, please inform us via email.

Optional: Presenters may also record an optional audio/video walkthrough of their poster presentation (no longer than 5 mins), which will act as a guided presentation for attendees to view or listen to while viewing the poster.

### 2. Poster Q&A Session

To provide attendees the opportunity to ask questions about posters, the live poster Q&A session will be holding through ZOOM (The specified time will be announced seven days before the conference starts). Each presenter will introduce themselves and their poster topic and then take questions. Attendees are strongly encouraged to view poster materials ahead of time and to come to the session with questions already prepared. Poster presenters are particularly encouraged to view the poster materials of the other presenters in their Q&A Session.

## C. IMPORTANT NOTICE

Due to the nature of an online conference, all posted video presentations and poster presentations will be available publicly. Therefore, it is important for presenters to understand that items available on the conference website are, public, citable, shareable, and available online for a long time.

Presenters who have preliminary/sensitive data that do not comfortable posting online, please take care of your data and change the information you choose to include in your presentation.

For attendees, in case some works are in progress, we expect you not to cite them or download them without permission from the presenter.