

VIRTUAL CONFERENCE GUIDELINE

ICOBAR2020

23-24 June 2020



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VIRTUAL CONFERENCE GUIDELINE

ICOBAR 2020 will be hosted as a fully virtual conference. All talks will be **pre-recorded** and submitted as video files by **June 21, 2020** to be replayed during the conference. Authors need to be available online after their videos are played to answer Q&A from conference participants moderated by the respective Session Chairs.

INSTRUCTIONS FOR 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. (This shot should be thumbnail-sized and overlaid on the slide images). Many presentation software such as PowerPoint, Microsoft Teams or Zoom allows recording audio and video directly in the application and can export appropriate video files. Video specifications:

1. File Format: **MPEG-4** (.mp4) (use standard H.264 video and AAC audio codecs)
2. Video Size: HD (or use other “720p” settings)
3. Audio Quality: make sure the audio is clear enough and can be heard properly
4. Video Duration: 10 – 12 minutes

Below are some links to instructions for recording a meeting on various common platforms. You are free to use any meeting software that you prefer as long as you obtain a good quality recording and your final file is in the MP4 format.

- Zoom: [Local Recording – Zoom Help Center](#)
- Microsoft Teams: [Record a meeting in Teams - Office Support](#)
- Powerpoint: [How to Make Video in Powerpoint](#)

INSTRUCTIONS FOR SUBMITTING PRESENTATION SLIDE & VIDEO

1. Your video title should be in the following format: Paper-ID_Presenter's-last-name.mp4, for presenter videos example: **8342_Surantha.mp4**.
2. Upload your video to any cloud storage, e.g. **Google Drive, OneDrive, Dropbox** etc.
3. Please upload the presentation slide and the video URL-link to the ICOBAR committee via Google Form: <https://forms.gle/GsJudRkgZtJdxoUCA> by **June 21, 2020**. The committee only accepts slide and video links via this form. Please, check the accessibility of the video before submitting the form. Make sure the file can be read and downloaded by only having a link, i.e. without having to go through a login or other permission request.

GENERAL TIPS FOR PARTICIPANTS DURING CONFERENCE

PREPARATION

Each Presenter please check the presentation schedule in the program book

10 minutes before the Session: The host will start the designated Zoom meeting.

2 minutes before the Session: The host will start the recording.

1 minute before the Session: The Session Chair introduces the session.

Beginning of the Session: The Session Chair will introduce the presenter. The talk will be presented using the video recording submitted by the presenter.

The duration of a presentation is as follow:

Type	Video Duration	Q&A Duration
Full papers	12 minutes	3 minutes

Please observe the duration of the session when preparing video files of your talks.

Q&A SESSION

A live Q&A Session will follow each video, moderated by the Session Chair:

- Participants will be muted and they will need to submit questions during the presentation before the Q&A Session starts.
- The Session Chair will select and ask the questions during the Q&A session. There may not be enough time answer all questions. The Session Chair will make sure to ask related questions in the approximate order that they were first submitted.
- The Session Chair will have the ability to unmute participants if this is needed to elaborate on their questions (please note that due to the limited Q&A duration, participants may want to discuss with the author(s) off-line).

ZOOM TIPS:

- Each session will have a host, a Session Chair, presenter and participants.
- Host: This will be the user with a special icon by the side of the profile. This person facilitates the use of the technology. (Host - Name).
- Session Chair: This person is present to coordinate the session and manage Q&A. (Session Chair - Name).
- For a stable connection to the meeting, please check the [Zoom Webinar Best Practices and Resources](#).

HOW TO JOIN THE SESSION:

1. Please register for the session by **June 21, 2020**. Session invitation will be sent by email by ICOBAR Committee.

2. After registration, you can join the session by clicking the link provided by KM Binus. You will be provided with the required credentials before the conference starts.
3. If you are joining the Session before the host has started the meeting, please wait in the waiting room until the host starts the Session.

DURING THE SESSION:

The Session Chair will mute your microphone during the entire Session.

HOW TO ASK QUESTIONS:

You can join the discussion with other attendees by sending messages to “Everyone”.

At the end of the talk, Session Chair will select and ask the presenter to answer some of the questions in sequence they were submitted and within the allotted Q&A period and will try to cover as many questions as possible depending on the allotted time.