ORAL PRESENTATION GUIDELINES

Materials/files to be submitted:

1. The presentation file should be submitted on the participant's EasyChair no later than October 2nd, 2022 in PDF format
2. It is recommended for the presenter to make a 10-minute presentation video, allowing 2 minutes for questions and discussion. Please submit the video to Google Drive via: https://bit.ly/ACB-ISBE2022_Oral-Presentation no later than October 2nd, 2022

Preparing the Prerecord File

1. There is no particular format for the recording, but please make sure your voice is loud and clear enough.
2. All presenters should keep the slide simple. The presentation slide should include Introduction, Methodology, Results & Discussion, and Conclusion.
3. The information included must be concise and brief. All references included must be cited correctly.
4. All presenters are suggested to avoid sound effects and excessive slide transitions.
5. It is suggested that presenters use standard fonts (e.g., Arial, Times New Roman, Calibri) to avoid any further problems related to fonts.
6. The figures included can be seen and labeled clearly.

During the Parallel Session

1. A total of 12 minutes has been allocated for each presentation.
2. Parallel sessions of ACB-ISBE 2022 will be conducted using the ZOOM app (link: https://bit.ly/ACB-ISBE-2022). We recommend you make sure the internet connection is stable.
3. Make a note for the ZOOM room and the time of the session in which you are presenting. All times are shown in Central Indonesia Time (UTC+08:00).
4. When login to the ZOOM meeting, please log in using your paper ID and full name (example: 01. Muhamad Sahlan or 02 & 03. Siti Fauziyah Rahman if you have multiple papers to be presented)
5. Please be ready to enter your virtual room well in advance, at least 5 minutes before the session starts.
6. The oral presentations will be allocated a 12-minute time slot, including the presentation, Q&A, and the transition to the next presentation.
7. After you join the zoom link, please choose the breakout room according to your parallel session schedule.
8. Following each oral presentation, a live Q&A will take place for 2 minutes. Since the conference schedule is very tight, the chair and co-chair will strictly enforce the presentation timing.
9. You are requested to attend the whole session and be prepared for the live Q&A. e-Certificate will only be provided for presenters who attend the live Q&A session. If the author did not present the paper without notice, the paper would be automatically withdrawn from ACB-ISBE 2022.

10. For every session, presenters are not allowed to leave the breakout room during the session. There will be a photo session of all the presenters and the session chair at the end of the session (If you need to leave the session momentarily, please tell the session chair through the chat window).
11. If you have questions for the presenter, type your questions in the chat window at the bottom of the screen, and we will get to as many as possible at the end of each talk.
12. All parallel sessions will be recorded.
13. For offline participants must wear proper clothes and shoes (participants with flippers are not allowed to enter the seminar room).
14. Participants are not allowed to make unnecessary noises during the seminar
15. Participants are not allowed to smoke in the seminar room.
16. Participants are not allowed to bring sharp objects (scissors, cutters, etc.) into the seminar room.