

## **VIRTUAL CONFERENCE GUIDELINE FOR ICCEIB 2022 PARTICIPANT**

### **GENERAL NOTE**

- The deadline for all video submissions is **5<sup>th</sup> August 2022**.
- In the actual presentation from **15<sup>th</sup> – 16<sup>th</sup> August 2022**, one of the authors needs to be available online after their videos are played to address Q&A from participants.

### **GUIDELINES FOR VIDEO PREPARATION**

- Video duration: **10 minutes**
- Duration for Q&A session: **5 minutes**.
- Please note that the file must be a video file in **MP4 format**.
- It is suggested that the presenter **records himself/herself (with face)** presenting a powerpoint presentation.
- Please be informed of the time slot of the talk for the Q&A session (refer the conference tentative).
- Please note the final specifications will be checked at the time of submission and files not complying to the specified criteria will not be uploaded.
- Please name the recorded video as follows: **Paper ID\_Name (eg. A2201\_Ahmad Bin Ali)**
- In order to ensure a smooth performance during your session, you are advised to join the conference session **10 minutes before your scheduled time**.

### **GUIDELINE TO APPLY VIRTUAL BACKGROUND (DURING RECORDING)**

- The virtual background for ICCEIB2022 can be downloaded [here](#).
- The steps to apply the background in Microsoft Teams are as follows:
  1. Click on the three dots in the middle of the button bar at the top of your screen.
  2. Select the “Apply background effects” option”, and you’ll be taken to the background settings column on the right of your screen.
  3. Click “Add New” on top of the right column and choose the ICCEIB2022 background that you have saved in your computer.
  4. Click on that uploaded background
  5. Finally, click the “Apply and turn video” button.

### **GUIDELINE FOR VIDEO SUBMISSION**

- Please upload your recorded video via this link, [click here](#) and select the correct folder for your parallel session (eg. Parallel Session 2A). Please refer the ICCEIB 2022 Conference Book to confirm your session.
- Another reminder, please name your recorded video as: Paper ID\_Name.

**Note:** Please be alert with the latest update on the presentation links, which will be provided on the ICCEIB2022’s website and facebook group.