



Online Presentation Guidelines

ASEAN POSTGRADUATES CONFERENCE 2023

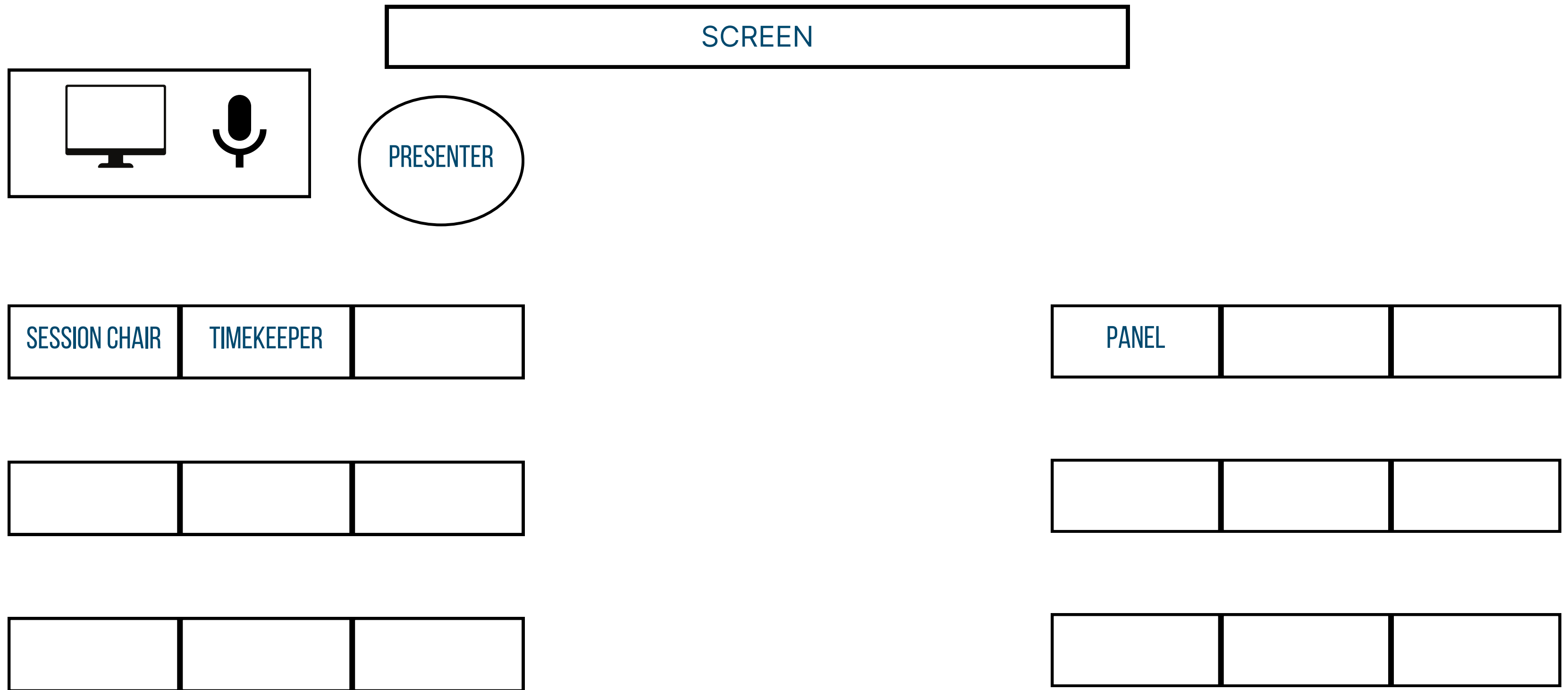
REIMAGINING THE FUTURE OF THE BUILT
ENVIRONMENT



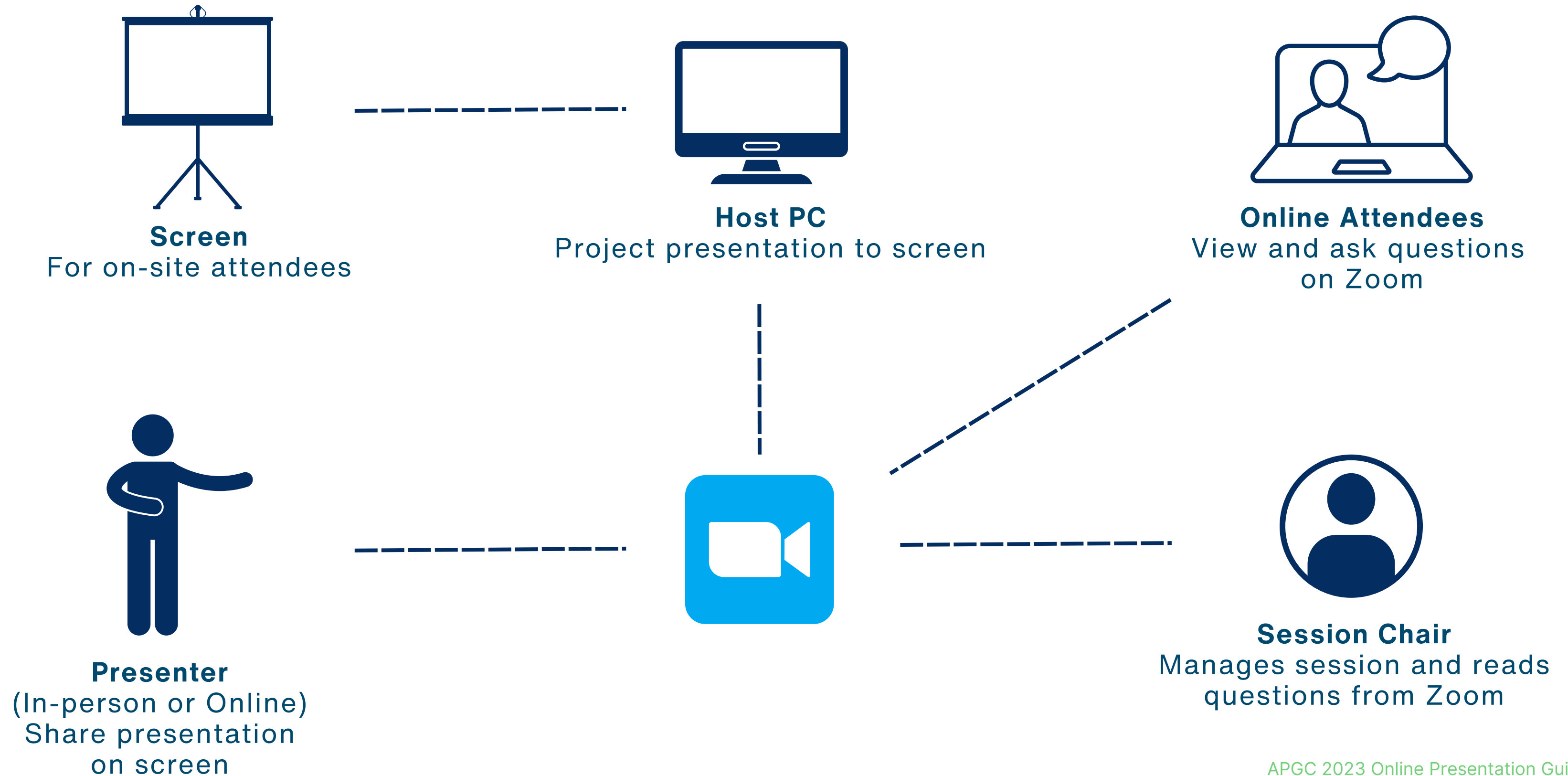


Online Session Instructions

Online Session Room Layout



Online Presentation Format



Online Presentation Format

Hybrid Presentation Format

- The online presentations will be done in a hybrid format using Zoom.
- Each session room will have a dedicated Zoom meeting room that can be accessed from the conference website.
- Each presenter will share their presentation screen using Zoom’s “Screen Share” function from their own device when it is time for them to present.
 - Please note that we will not be collecting the presentations prior to the conference.
- The host PC will project the shared presentation to the screen for the audience.
- Online attendees may view the presentations by entering the Zoom meeting room.

Presentation Time

- The presentation time for oral presentations will be 10 minutes with an additional 5 minutes to answer questions from the participants. Be mindful of the allocated time for your presentation and be courteous to other presenters and the session chair.
- The following warning bells will indicate how much time you have left.
 - The first warning bell will ring 1 minute before you are out of time. Please consider wrapping up your presentation and summarizing your results.
 - The second warning bell will ring when your time is up.
 - The final warning bell will ring when the Q&A session is over.

Presentation Slide Format

- The format of the presentation slide is up to the presenter's discretion.
 - All text and figures should be easily visible from a distance.
 - Use visual aids such as graphs, charts and images to help illustrate your points.

Before presentation

Arriving at the session room

- The presenters must arrive at the session room no later than 5 minutes before the session starts. Please note that the presentation order may be subject to change. If a speaker is late, an extension or change of presentation time will not be permitted.

Setting up for your presentation

- Please use the conference Zoom background that has been provided on the conference website and receive it through email.
- From the conference website, enter the Zoom meeting room corresponding to the session and keep your mic muted.

During the presentation

Presenting

- When instructed by the session chair, share your presentation screen on Zoom and unmute your mic. It is highly recommended that you turn on your camera during the presentation.
- Once your presentation is over, engage in the Q&A session and answer any questions from the audience.
- Be mindful of the allocated time for your presentation and be courteous to other presenters and the session chair.



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Visit umevent.um.edu.my/APGC for more information.
Email us at apgc@um.edu.my for any questions.