



## The 6th International Conference on Eco Engineering Development (ICEED) 2022

Jakarta, 16-17 November 2022  
(Virtual Conference)

"Towards Eco Future Engineering: Research, Analysis and Resolution on Environmental Development Through Innovative Technology, Green Infrastructure, Planning and Design"



# GUIDELINE VIRTUAL CONFERENCE **ICEED 2022**

16-17 NOVEMBER 2022

# VIRTUAL CONFERENCE GUIDELINE

On behalf of ICEED 2022 Committee, thank you very much for accepting our invitation to be part of the upcoming virtual conference. **ICEED 2022 will be hosted as a fully virtual conference. All presentation will be in live-streaming via Zoom.** In preparation for your participation as a speaker and to create the best possible experience, please find below some helpful guidelines.

## HOW WILL CONFERENCE WORK?

- ◆ The speakers should be virtually present for their entire session in order to present their paper live, to answer questions, and to participate in the discussion.
- ◆ All presentations will be in live-streaming via Zoom.
- ◆ Presentations are assembled in sessions according to a theme and they are assigned a virtual break-out room.
- ◆ A chairperson coordinates each session.
- ◆ All registered attendees can attend all technical sessions and switch from session to session at will.

## PREPARING THE PRESENTATION

### PRESENTATION-SLIDES BEST PRACTICE

- ◆ Slides should be in widescreen (16:9).
- ◆ Your font size should be at least 28 point or higher. Anything smaller could be difficult for the audience to read, even on full screen slides.
- ◆ Prepare your presentation-slides for the following time to talk:
  - ☑ Live presentation : 10 minutes
  - ☑ Q&A : 5 minutes

### SENDING YOUR PRESENTATION-SLIDES

- ◆ For documentation purposes, the author is required to submit the presentation file with the following instruction:
  - ☑ The files must be in PPT or PPTX format.
  - ☑ No passwords or encryptions should be set to the file.
  - ☑ Your presentation filename should be in the following format:  
<No Topic of Interest>\_<Paper ID>\_<Presenter's name>.ppt

**Example:**

  - ▶ If the presenter's name is Ms. **Alice Edo**, and her paper was submitted in the **Topic of Interest 2** with **paper ID: 5**, then, her PPT file name must be:  
**2\_005\_Alice Edo.pptx**
  - ▶ If the presenter's name is Mr. **Feng Ce**, and his paper was submitted in the **Topic of Interest 1** with **paper ID: 375**. then, his PPT file name must be:  
**1\_375\_Feng Ce.pptx**
- ◆ Please upload the presentation slides to [this link](#) no later than **November 14, 2022**.

## PREPARING THE VIRTUAL SESSION

### BEFORE THE CONFERENCE START

- ◆ Each presenter should please check the detailed presentation schedule in the program book.
- ◆ Please note that the Zoom access code (link) will be attached in the program book.
- ◆ Make sure that your internet connection to the meeting is reliable. We recommend an internet connection download/upload speed of at least 4 Mbps. Test your internet speed [here](#).
- ◆ Make sure to install Zoom on your computer or update it to the latest version. Then test your Zoom's audio and video (If you need tutorial click [here](#), and [here](#))
- ◆ A session chair and a technical team (host) will be assigned to each virtual session to oversee presentations, to manage Q&A, to smooth transitions between presentations, and to promote speakers when needed.

### BEFORE THE SESSION START

- ◆ Please make sure to join the virtual session **15 minutes prior to the start**.
  - ☑ 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.
- ◆ When entering the session, make sure to '**rename**' yourself with "**Paper-ID No. - YOUR NAME**", to help the technical team and session chair find you easily.
- ◆ 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.
- ◆ Open your presentation file (PPT) on your computer before starting the session, so when it is your turn, the PPT is ready to be shared.

### DURING THE SESSION

#### ◆ Presentation session

- ☑ The technical team will then promote you as a presenter when required.
- ☑ As a presenter, please aware that you will be live-stream, as soon as you open your microphone and/or your camera after being promoted as such by the moderator, all virtual attendees will be able to hear you automatically.
- ☑ All virtual attendees will be muted.
- ☑ Please note that the duration of each presenter is **tight: 10 minutes of presentation and 5 minutes of questions**. Otherwise, Zoom will be silenced by the moderator.

#### ◆ Q&A session

- ☑ If participants intend to ask questions, they need to submit questions during the presentation before the Q&A session starts by sending messages to "**everyone**."
- ☑ The session chair will select and ask the questions during the Q&A session. There may not be enough time to answer all questions. The session chair will make sure to ask related questions in the approximate order in which they were first submitted.
- ☑ In the Q&A session, the session chair will be able to unmute participants if they need to elaborate on their questions live.