

Dear Authors,

1. General information for Presenters

Congratulations on your paper acceptance and this is your chance to share your research output with other researchers around the globe. We are pleased to inform you about the following information related to detailed virtual presentation instructions. Along with this guide, you will find the presentation template and schedule.

2. Virtual Presentation Guidelines

- a. Each paper accepted to IPCME 2024 must be presented by the registered co-author during the online conference. The video conferencing platform chosen by IPCME 2024 is Microsoft Teams.
- b. It is required that presentations are given in pre-recorded slides video in the virtual conference room for the period of 10 minutes and followed by a live Question and Answer (Q&A) session for the period of 5 minutes.
- c. All participants should be available in the virtual conference room at least 30 minutes before your session starts.
- d. The parallel session host will announce your turn and read your paper title before playing your pre-recorded slide presentation video. During this session please follow the pre-recorded slide presentation video and be ready for a live Q&A session.
- e. In the event you are not available when your turn comes, the parallel session host will skip your turn and will continue to the next participant's turn. Your turn will be returned at the very end of the presentation.
- f. Any participation issue or change of presenter must be immediately notified to the conference chairs at ipcme@umpsa.edu.my, sending all the information (full name, email, affiliation, country) about the final presenter. This is needed to set the correct presenter's profile account. Please note that in that case, the original presenter will not be able to access the conference content anymore, unless another registration for the conference as an attendee is made.

3. Testing your presentation in advance

If you have questions or would like to test your presentation during the conference (for example, testing audio, camera, and sharing presentations on the screen), you can still allow it to happen before your presentation session.

4. Instructions for Video Recording

Images, along with audio of the spoken presentation, should contain a prominent view of the presentation slides. Optionally, for improved interaction, videos can include a shot of the speaker's head (this shot should be thumbnail-sized and overlaid on the slide images as seen here). Many presentation software tools allow audio and video to be stored directly within the application and can export suitable video files. For specific instructions for PowerPoint, please see the notes below. Please see the notes under Other Choices if you use a particular program.

5. PowerPoint

- a. Follow this instruction through this link <https://bit.ly/38pboyO> to add audio (and optionally video) to your slides and generate a MPEG-4 (.mp4) file from your slides and audio/video.
- b. Alternatively, you can follow this video tutorial through this link <https://bit.ly/3hdaTvx> which goes through both of these steps.

6. Tips for Recording

- a. Use as quiet an area as possible
- b. Avoid areas that have an echo effect. Rooms should be fairly small. Sound dampening can be done with carpeting, curtains, furniture
- c. Good headset with a microphone close to mouth BUT away from the direct line of mouth to reduce "pops". Avoid using the default built-in microphone on a computer.
- d. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, before recording the entire presentation. Make adjustments if needed.
- e. Monitor recording software is recommended if you wish to show more interactive content on your presentation so that you can show the details and living presentation.
- f. Always double check your internet connection, in case you need it during your recording session.

7. Video file format

The video presentation must be in .mp4 format, with a maximum resolution of 720p HD and a minimum resolution of 360p. For your video presentation, please pick the 16:9 aspect ratio. Specifications other than these are not recommended.

8. Instructions for Video Submission

All video submission are to be uploaded to Youtube platform and share the youtube link via google form. Please refer <https://support.google.com/youtube/answer/57407> for guideline in uploading to Youtube. Feel free to email us at ipcme@umpsa.edu.my or alternatively contact our hotline +60174945634 (Isa) for more assistance if you have any problems with your video submission.

9. Naming Presentation Documents

All file and folder names should contain your Name followed by Session ID and paper ID. File types acceptable for oral presentations: Video format .mp4. Please use **IPCME presentation template** as provided. Feel free to use PowerPoint embeds image files directly into the file when you save them, while video files are embedded on your video presentation.

10. Computer and A/V Equipment:

You will need to use your computer during the virtual conference session. Please note to make sure that your slide presentation has submitted in video format and you have to be sure to double-check your microphone before your live Q&A session.

11. Pre-Recorded Video Publication

We at IPCME will publish all participants' pre-recorded videos on our online platform once the conference has been done. Should you have any concerns or objections concerning this matter please let us know by sending us an email at ipcme@umpsa.edu.my by 03rd October 2024.

Thank you for your kind attention and cooperation. We look forward to meeting you at the conference.

Best Regards,

IPCME Secretariat
Faculty of Mechanical and Automotive Engineering,
Universiti Malaysia Pahang,
26600 Pekan Pahang,
Malaysia