



## 30th AMIC Annual Conference

*Theme : Asia as a (Knowledge) Sharing Society and  
Internationalization of Higher Education*

24-26 September 2024, Beijing, China

## GUIDE FOR PARALLEL SESSION PRESENTERS

### PRE-SESSION PREPARATIONS

- Presenters:
  - must regularly check the conference website and their emails' inbox or spam folders for the schedule of paper presentations and announcements;
  - may bring their own laptops for use in the parallel sessions;
  - may also bring with them the appropriate extension accessories such as adaptors, connectors, or audio jacks, if needed;
  - must inform the Conference Secretariat via [info@amic.asia](mailto:info@amic.asia) at least five days before the conference if their presentations have embedded videos;
  - must be aware that there might be limited to no internet access at the venue;
  - must be responsible for their own presentation materials; and
  - must be in their designated PARALLEL SESSION ROOMS at least 15 minutes prior to their schedules. This will allow them to test their presentation materials, including the audio and video equipment compatibility.

### FORMAT OF PRESENTATION

Presentation material may be in Google Slides, Portable Data File, Microsoft PowerPoint, Canva, Prezi, or any other presentation software/application.

### LENGTH OF PRESENTATION

Each presenter will be allowed **six (6)** minutes of presentation, exclusive of setting up of laptop and opening of the presentation file. Should technical glitches prevent a presenter/s from presenting during his/her/their timeslot, the next presenter will be called instead.

If a paper has multiple presenters, only one laptop should be used to achieve efficiency in time management.

### PRESENTATION PROPER

Each parallel session has an assigned moderator who will facilitate the flow of the session proceedings. Presenters are expected to take the cue from the moderator at all times.



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- Before starting with the presentation, presenters must acknowledge the paper's authors and co-authors, including those who are not at the conference.
- Presentations must be brief. Key points/highlights of the paper/study should be emphasized.
- After all presentations are done, the Open Forum will proceed. Presenters are expected to provide brief and direct answers to questions raised.

### DOCUMENTATION OF PRESENTATION

The organizers will photo-document the parallel sessions. Presenters may take photographs or audio-video recordings during the sessions. Uploading these materials on any of the presenter's social media platforms or on their respective affiliation's official websites is of their own volition. They must ensure that data privacy protocols are observed prior to uploading.

### SIGNATURES

After completing the presentation, the presenters must sign the confirmation form with the session moderator. The form will become the Secretariat's basis for the issuance of the e-certificates.

### CONSENT FOR AMIC TO USE IMAGE OR VOICE

Presenters are requested to fill out the attached Consent Form that will allow AMIC to use photographs or video recordings that may include the presenters' image or voice, taken during the parallel session for posting on its official website and social media accounts for informational, promotional, and educational purposes in relation to the 30<sup>th</sup> AMIC Annual Conference.

### CERTIFICATES OF PRESENTATION

Certificates of Presentation will be emailed to the presenters after the conference.



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## CONSENT FORM

I, 蒋俊羽, 李姝谊, 李佳欣 consent to the taking of my image and recording of my voice by the Asian Media Information and Communication Centre, Inc. (AMIC) for the legitimate purposes stated below:

1. My image or voice may be used, reproduced, or published for promotional, educational, and/or informational purposes related to the 30<sup>th</sup> AMIC Annual Conference;
2. My image or voice may be used on AMIC's website, social media accounts, in photographs or videos, in printed materials, or in other media as determined by AMIC;

That I have no right to inspect or approve the finished product or the use to which my image or voice may be applied;

That I will not receive any financial or other type of compensation arising from or related to the use of my image or voice;

That AMIC will own and has rights to the content as an intellectual property asset;

That I may revoke my consent at any time for future use or distribution of my image or voice by providing written notice to AMIC;

That I will not hold AMIC liable for any unauthorized use of my image or voice by third parties;

That I am signing this consent form voluntarily without coercion or pressure from AMIC or its representatives;

蒋俊羽 李姝谊 李佳欣

### SIGNATURE OVER PRINTED NAME

Date signed: 24 Sep<sup>24</sup>



Asian Media Information  
and Communication Centre



中國傳媒大學  
COMMUNICATION UNIVERSITY OF CHINA

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