

Instructions for **Online/Onsite/WIP/Non-archival** Presentation

1. We will share the ZOOM link for **Single-Track presentation** by email before the conference. Onsite participants: please see the instructions at the end.
2. MUTE always unless the Question-Answer (QA) time for your session. Please share your video during your presentation / QA session if possible for liveness. Regular **Presentation time: max. 10 min., QA session: max. 5 min.**
3. **Email your recorded (9~10 min. It must not be more than 10 min.) video by 22 August (Sat.) to abc@sozolah.jp, atiqahad@du.ac.bd if you worry about Internet Connection problem when you present. We will run the recorded video and it will be for time-management. It will not be possible to give extra time for your presentation due to any problem in Internet connection. It is very strongly recommended that you email the recorded video. Mention Paper ID and name of the Speaker at the Subject of the Email.**
4. **In the 1st slide of your presentation:** Mention the name of the conference at the top of the slide, mention paper ID. Mention ALL authors and underline the presenting author.
5. In the presentation [we advise for young researchers], please engage more time on your methods and contributions, results and analysis [some young authors present too much on their background and then can't manage time for their original contributions]. If possible, speak smoothly so that the recorded voice becomes strong. Some of us speak very quick! During online presentation – quick talks are difficult to follow by others, especially non-native speakers. When you move a slide, switch your voice with a pause! After recording, please listen it carefully and improve as much as possible.
6. <https://www.youtube.com/watch?v=3uk4CU7uobM> for instructions on how to make voice-over narration for your PPT presentation. You can use anyway you prefer to create your video. We may put these videos to youtube channel later.
7. You may visit <https://www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations> (written by Matt Abrahams) for some tips.
8. The presenting authors **MUST** attend the session, at least 5 min. before the session starts. Please use 'CHAT' box of ZOOM to confirm your paper ID and name when you join. RENAME at ZOOM with your full name [and if possible by paper ID at the beginning of the name: e.g., '123_MAR Ahad', if you like]. All co-authors are welcome to join. You can join all sessions from 26-29 August.

9th ICIEV | 4th IVPR | 2nd ABC

Kitakyushu, Fukuoka, Japan, 26-29 August, 2020

9. **Session Chair** will play your recorded video as per the schedule, or you can present live. However, in different online conferences, it is found that some talks were disturbed when the PPT is shared (due to any sudden problem in Internet connection or even 'weak' electricity).
10. **Surely, the onsite presenters will *present in-person* during the conference and hence, no need to email any recorded video.**
11. Each presenter must be in the virtual room throughout the session. We encourage you to enjoy all sessions.
12. Please ensure high-quality Internet connection, good voice connection, etc. well-ahead. If you are not familiar with zoom, please attend other sessions earlier to get an idea.
13. Please test your microphone before your video call.
14. Please MUTE yourself when you are not talking.
15. Make sure that your voice is clear and strong! If you do not understand any question, please share it clearly, so that it can be typed or spoken differently.
16. Respect all! Encourage young researchers and enjoy the conference.
17. **No-show papers will NOT be sent to IEEE Xplore for ICIEV/IVPR.**
18. **Work-in-progress (WIP)/ Non-archival paper: 3-minute presentation time.** The QA session will be done at the end of all presentations. Your slide no. should be less (preferably 5 slides).
19. Those who will attend in-person, we arrange very large room [3+ times more capacity than the no. of participants], ample of spaces outside for full-time snacks, fruits, coffee, tea, food, pizza, etc. ☺ to enjoy – with social distance, mask, and related issues.