Guidelines for ICADL Presenters & Participants

NB: Photographs will be taken at every session, including the opening and closing ceremonies, oral and poster presentations, conference dinner, and breaks. These photographs will be shared with all participants and made publicly available.

In Person Paper Presentations

1. Please check the timing of your presentation in the Conference Program

2. Presentation time for ICADL 2024:

    a. Full paper: 15 minutes oral presentation + 5 minutes Q&A.

    b. Short/Practice papers: 10 minutes oral presentation + 5 minutes Q&A.

3. Please arrive at the session venue 10 minutes before the session begins and introduce yourself to the session chair.

4. You can upload your presentation file before the session begins or send your presentation file via email to icadl2024@easychair.org by 3 December specifying your name, title of presentation and session number.

Online Paper Presentations

5. The program times indicated in the schedule are in Malaysia Time (MYT), 8 hours ahead of Coordinated Universal Time (UTC)

6. Please check the timing of your presentation in the Conference Program, where you will see the zoom links for each session.

7. Presentation time for ICADL 2024:

    a. Full paper: 15 minutes oral presentation + 5 minutes Q&A.

    b. Short/Practice papers: 10 minutes oral presentation + 5 minutes Q&A.

8. You can upload your presentation file before the session begins or send your presentation file via email to icadl2024@easychair.org by 3 December specifying your name, title of presentation and session number.

9. Please conduct your presentation in real-time and be available for Q&A afterward. Access the Zoom URL for your session at least 10 minutes before it begins. Our technical support teams will identify presenters based on your name.

10. In case of network interruptions or lags during live sessions, we suggest that online presenters pre-record their presentation videos in mp4 format (see below for hints and

tips for video recording). Please send the video file via email to icadl2024@easychair.org by 3 December specifying your name, title of presentation and session number.

11. In case of disruptions during your live presentation, please contact our technical team members via the zoom chat box so that your video can be played to replace your live presentation.

Poster presentations

1. The Poster Exhibition Session is scheduled from 17:00 to 18:30 on Wednesday, December 4th, 2024.
2. Presenters of a poster are expected to be present at this session to explain their poster and distribute any leaflets or additional information materials to viewers. Each presenter is allowed to present only one poster.
3. For printed posters, the recommended size is the standard poster size of DIN A0 (841mm wide x 1189mm high).
4. Posters and relevant materials should be posted on the boards between 09:30 and 16:00 on Wednesday, December 4th, 2024, before the session begins.

Hints and Tips for Video Recordings

- You can record your presentation using a video camera, a webcam, a laptop, a desktop computer or even with a smartphone. We recommend that you use the highest-quality settings while recording the video.
- The video could also include slides, graphics, photographs, etc., to support your presentation.

Camera Angle:
- Place the camera at eye level
- We highly recommend that you avoid recording a video with only a "talking head". When recording yourself talking to the camera please frame above the shoulders and record with the camera aligned to the eyes.

Audio

It is highly recommended that you use an external microphone to record the audio voice over.

- Test your audio before making your final recording. Listen for echoing, muffling or clipping (when you talk too loudly, and the audio gets distorted).
- Ensure that you record the audio in a quiet space, with no background noises.
- Opt for a room with as little echo as possible. Keep all noises to a minimum while you are recording – this includes typing, mouse clicks, shuffling paper, humming fan, air conditioner, opening and closing doors and windows etc.
- Adjust mic placement (if external) or your distance from the computer to get a good balance. You can also adjust the settings of the mic on your computer.
- Make sure to leave a buffer of roughly 10 seconds at the beginning and end of your clips.

Lighting

- Natural light will feature you best (light coming through a window). Try to be evenly and well lit, and that there are no shadows obscuring your face.
- Avoid being backlit. This is what occurs when a light source is behind you, but no light is in front of you. Avoid, for example, sitting with a window behind you as the only light source. This will seem to make you appear darker and shadowed.
- If you cannot be evenly lit, then go for front lightning which means the light source is in front of you not behind you (I.e. sit facing a window or light source) or side lit (I.e. a window to your side). Typically, overhead lightning provides even lightning depending on the overhead light.

Technical Specifications for the Video

Please consider the following technical specifications for your video:

- Duration: 15-minute pre-recorded video session
- Format: MP4
- 720 p dimension (not HD)
- Size: The output file size should not exceed 2GB
- Please consider the background suitable for the conference. If your organisation has a customised background, you can use that.