

PRESENTATION GUIDELINES

The guidelines for concurrent session are as follows:

1. All presenters will require a PC or Laptop with
 - Camera & Microphone
 - Webcam

You should test your systems and train yourself with MS Teams before the presentation. There should be no **EXCUSE** for issues such as no sound, unfamiliar with MS Teams, not able to turn on camera, do not know how to share PPT etc.

2. The presenter must virtually be present on the designated concurrent session on the conference date. Please see Appendix 1.
3. Presentation duration should be less than 10 minutes. There will be a max of 5 minute Q&A session after the video presentation. Kindly be informed that the time allocated for both Presentation and Q&A session is 15 minutes for each participant.
4. The presenter must use the standardized SiBEST virtual background and Powerpoint Slide Template for the live conference presentation. The presenter may download the template from SiBEST page (Appendix 2 & 3).
5. You are required to join in your allocated concurrent session **15 minutes before the 1.00pm** on 10th August 2022 and wait for the admission by the Chairperson. Login with the name as per paper submission. Any nickname/pseudo names are not **ALLOWED**. This is to ensure the smoothness of the concurrent session as it is time bound.
6. A copy of the PPT should be uploaded **by 7th August 2022** in the link given for the concurrent session. PPT should be named as follow: Paper ID_Author_Concurrent Session No.

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SUSTAINABLE
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