

Presentation Guideline

Oral Presentation

- Online (Virtual) – Whova, (Zoom)

Poster Presentation

- Online (Virtual) –Whova, (Zoom)

	Presentation Time	Discussion Time ¹	Deadline for file upload ²	Presence in Zoom before session starts
Oral	15 min.	5 min. via Zoom (contact tpc@isap2021.org if you have time zone difficulties)	Oct. 7 (up to 500 MB MP4 video)	10 min.
Invited	25 min.	5 min. via Zoom		
Poster	1. Poster PDF ³ 2. Video, 3~5 min.	Whova Q&A or private chat	Oct. 7 Upload Poster PDF and Video file onto Whova (up to 500MB MP4 video)	-

In regards of the potential uncontrollable internet connection problems, all oral/invited/poster presenters must upload their pre-recorded presentation video.

1. The presenters can also interact with all attendees at any time in Whova through either Q&A, session chatroom or private messages.
2. Upload the presentation video onto Whova using session number and presenter name as file name, eg. "ISAP_W1A_Kang.mp4".
3. Online poster's size should be in the ratio of Portrait A0, A1, A2, A3....etc.

Overview

● Oral Presentation (Virtual)

In regards of the potential uncontrollable internet connection problems, pre-recorded presentation video is required.

The presenters should:

Before the conference

1. Format of your PPT Slides can be either in 4:3 or 16:9, though 16:9 is preferred
2. Prepare your talk and record the presentation video in **MP4** format (less than **500 MB**). The duration of your presentation should be around **15 minutes**.
(Tutorial on how to use Zoom to record a video can be found [here](#), you can also use the software you're familiar with to record the video)
3. Upload the presentation video to the designated area (session) in Whova. (The tutorial of using Whova can be found [here](#).)
4. Finish the above processes by **Oct. 7**.

On the day of presentation

1. Connect to the correct conference room using Zoom. Presenter's name in the Zoom session should be "Presenter_X_YourName". X is the order of presentation in your session room.
2. Join the virtual conference **at least 10 minutes before the session starts**.
3. Wait for your video to finish playing back and then have a **5 minute** Q&A section via Zoom.

Note: (1) The presenter are still welcome to give their live presentation, if the internet connection is permitted.

(2) The conference room managers will authorize the presenter to share screen and audio during Q&A section.

(3) Q&A questions will be displayed under the Q&A section of your talk in Whova.

(4) The presenters can interact with all attendees at any other time in Whova through either the session chatroom or private messages.

● Poster Presentation - Online presentation (Virtual)

The presenters should:

1. Prepare a poster whose size should be in the ratio of portrait (e.g. A0, A1, A2, A3...etc.)
2. Prepare and record a 3-5 **minute** presentation video in **MP4** format (up to **500MB**)
3. Upload the poster file and presentation video from the speaker link given to you via Whova. (The tutorial of using Whova can be found [here](#).) before **Oct. 7**.

Note: The presenters can interact with all attendees at any time in Whova through either public chatroom or private messages.