

iPURSE 2021

Guidelines for Presenters (Oral and Poster)

Taking into consideration the pandemic situation in the country, the Organizing Committee has decided to hold iPURSE 2021 mainly as a virtual event. Thereby, it has been decided to request the presenters to record their presentations (both oral and poster) by themselves well in advance. Such pre-recorded presentations will be played as videos during the allocated times on the conference days. It has been planned to allocate **10 minutes for the oral/paper presentation videos and 5 minutes for the poster presentation videos**. After every four oral or poster pre-recorded presentations played in a single session, a **live** virtual discussion session of 20 minutes will take place covering the four oral or poster presentations. **It is compulsory for the presenting author/authors to join this live virtual discussion session.** Authors other than the presenting authors can contribute to the discussion session along with the presenting authors.

Please note that in the case of each submission, ONLY one author is permitted to do the presentation. Therefore, that particular presenting author is expected to record his/her presentation in advance.

You can do the recording by yourself or get the help of our committee members to record. If you are doing the recording by yourself, please refer to Box 1 for some tips and instructions. If you need our support, please follow the instructions in Box 2.

Box 1

Create your own video

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam and display your slides as you talk. You can use any meeting software as long as you get a good quality recording, and your final file is in the MP4 format. Instructions on recording a meeting on Zoom platforms is given in Appendix A.

You can also use the two-step method covered below:

- [Create Voice Over Power point and convert to MP4](#) (Use Office 365 or MS office 2019)

Our **recommended** approach to record a compatible video which captures the content displayed on your computer screen, your voice and video recorded, is to record the presentation using **Zoom**, which is available to users on most platforms and in most countries.

GUIDELINES FOR PREPARING YOUR OWN VIDEO

Duration of the video:

- For paper presentations: 10 minutes
- For poster presentations: 5 minutes

Content of the Video

The presenter may appear on the PowerPoint presentation while presenting it.

The templates

Template (oral/paper):

Please use the “iPURSE PowerPoint Template” which can be accessed at the following link: <https://docs.google.com/presentation/d/1BoVJgc9mtiVJsXm5IWRpAPUI-NARqpKP/edit?usp=sharing&oid=117302569116084899189&rtpof=true&sd=true>

Template (poster):

For more information, see the section: “Virtual Poster Presentation and Preparation Guidelines”

Video File Format

- All files must be in MP4 Format
- Please use the following naming convention when saving the video file: SID.mp4, where SID is your abstract reference number (eg: iPURSE21ABS000.mp4)

Instructions for Recording:

1. Use a laptop or desktop computer for recording. Please **do not** use mobile phones/smartphones for recording purposes.
2. Use as quiet an area as possible
3. Avoid areas that have echo by
 - a) Choosing a room which is fairly small
 - b) Sound dampening with carpeting, curtains, furniture
4. Hardline internet connection is recommended, but if unavailable, a strong Wi-Fi connection
5. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. **Avoid** using default built-in microphone on computer.
6. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.
7. Please use the image which could be accessed at the following link as the ‘**Virtual Background**’: <https://drive.google.com/file/d/131YBoXGyzbp-Tqwo0lpalxuhXp22Mnnu/view?usp=sharing>

General Guidelines:

1. Make sure the audio is clear and there are no background disturbances.
2. Make sure the video is clear. Please use a bright location. The presenter must be visible while you are recording the video.
3. The **maximum** duration allowed for **oral/paper presentation is 10 minutes** and **poster presentation is 5 minutes**. Recordings longer than the given time will **not** be accepted.
4. You do not need to purchase Zoom facility to record your presentation. The free version of Zoom is sufficient for the recording.
5. After playing the video presentation of your paper/poster you **must be** available for a **5-minute live virtual discussion**. You are asked to **turn on your video camera** during this time.
6. The exact presentation schedule will be notified later. You are expected to be present during the entire period of that session.
7. The conference presentation platform is Zoom and the link for your session will be provided to you in due course.

Guidelines to Send the Recorded Video Files

The registered presenting authors will receive an email with guidelines and a Google Form link to send their recorded video files.

Deadline to Send the Recorded Video Files : 15th October 2021

Box 2

INSTRUCTIONS TO THE PRESENTERS WHO FIND IT DIFFICULT TO DO THE RECORDING BY THEMSELVES

In order to support the presenters who find it difficult to do the recording by themselves, we will be assigning some academics from our university. So, if you want our support, please contact at 077-5777033 or ipurse2021@arts.pdn.ac.lk on or before **08th October 2021** (NOTE: When you send emails to inform that it is difficult to do the recordings by yourselves, please mention "iPURSE 2021: Inability to Record the Presentations" in the "Subject" area of the email.)

ONLY such presenters are required to follow the guidelines mentioned below once arrangements are made to get their presentations recorded by us. We plan to have recording sessions to those who inform us about their inability to record their presentations by themselves between **10th and 15th of October 2021**. Time and date allocated for recording will be notified to such presenters in due course.

Before recording:

- Make sure that you have a stable, uninterrupted internet connection
- Make sure that you have formatted your presentation, rehearsed well and managed to present it **within the time duration specified as follows:**
 - **10 minutes if it is an oral presentation**
 - **5 minutes if it is a poster presentation**

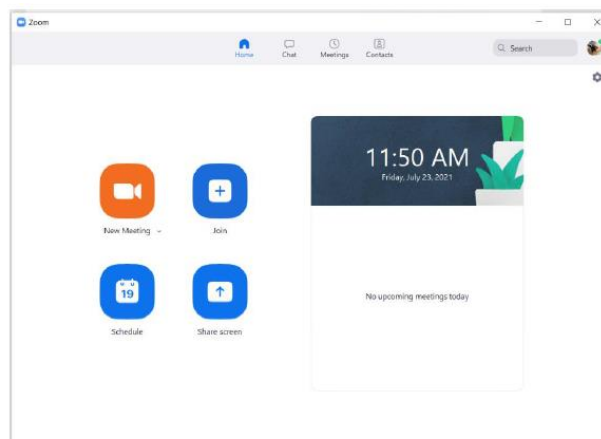
- Be ready to do your presentation for recording purposes within the given/agreed time slot which will be provided to you
- Do the presentation in a place where the lighting is perfect
- Make sure you do not have any external noises or disturbances
- Dress formally

During presentation

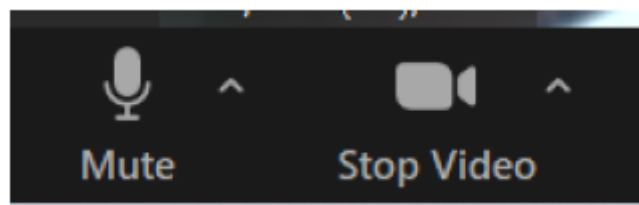
- Load your presentation and open it in your laptop
- Join the Zoom session and share the slides instruction attached
- Start the presentation

Appendix A: Video Recording Guidelines – Using Zoom Online Platform

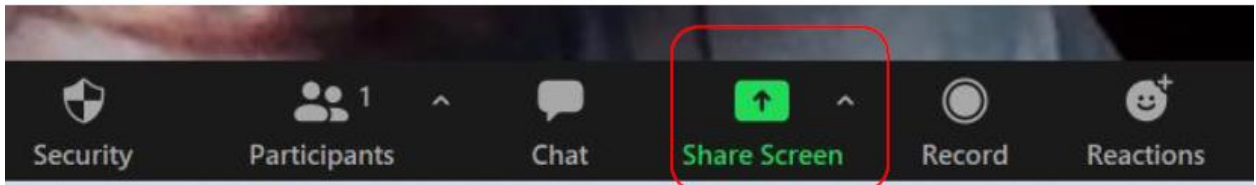
1. Download and Install the Zoom Client for Meetings on your computer.
<https://zoom.us/download>
2. Open the Zoom application on your computer.
3. Click 'New Meeting'.



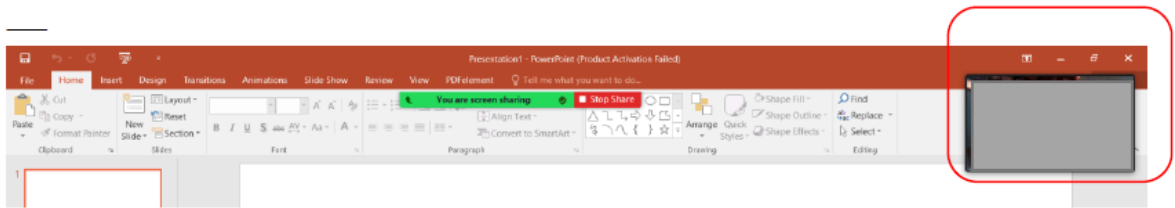
4. Select Join with Computer Audio
5. Make sure your camera and audio is **not** muted.



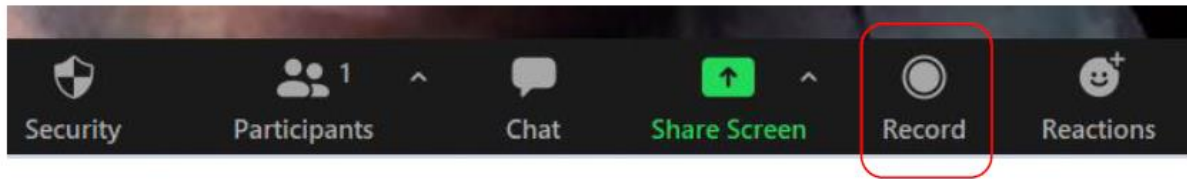
6. Click on Share Screen button at the bottom. And select your presentation.



7. Make sure that your video is visible above the presentation as indicated below.



8. Click the record button at the bottom of the Zoom window, and start your presentation.



After the presentation is finished click stop recording. The Zoom will automatically convert the recording file and ask for a location to save it.

Virtual Poster Presentation and Preparation Guidelines

Due to the virtual nature of the conference, we are only accepting Electronic Posters (Virtual Posters) as video generated in MP4 format. Posters will be virtually displayed on the conference website 3 days prior to the conference.

This document highlights the poster preparation and presentation guidelines.

Poster Preparation Guidelines

1. The size of the poster should be A0 (1189 x 841 mm or 46.8 x 33.1 inches).
2. The orientation of the poster has to be "Landscape"
3. All posters **must comply** with the following.
 - a) The Abstract Reference Number should be placed on the top left corner of the poster.
 - b) The name of the conference "iPURSE 2021" must be included in the top right corner of the poster.
 - c) The title of the poster must be placed in the upper part of the poster with lowercase characters and the first letter of each word capitalized (except prepositions and conjunctions).
 - d) The names and affiliations of the author(s) should be included following the same format of the abstract.
 - e) The content that should be included in the poster may vary but typically include an Abstract, Introduction, Material and Methods, Results, Conclusions, References (Only 2-3 important references)
 - f) Acknowledgments (if any): If necessary, please include the grant or other support information for your research in a single sentence (grant number should be in parentheses.)
 - g) The overall format is given in Figure 1.
4. Presenters are free to use any style, use accessible colors, and poster structures to present their findings in an attractive manner.
5. A video should be created explaining your poster to the audience and the length of the video should be 5 minutes only. During this time you should present your poster "appearing live" on the poster via shared screen. The guidelines to create your video is provided below.

Please refer to the guide and the sample poster attached herewith.

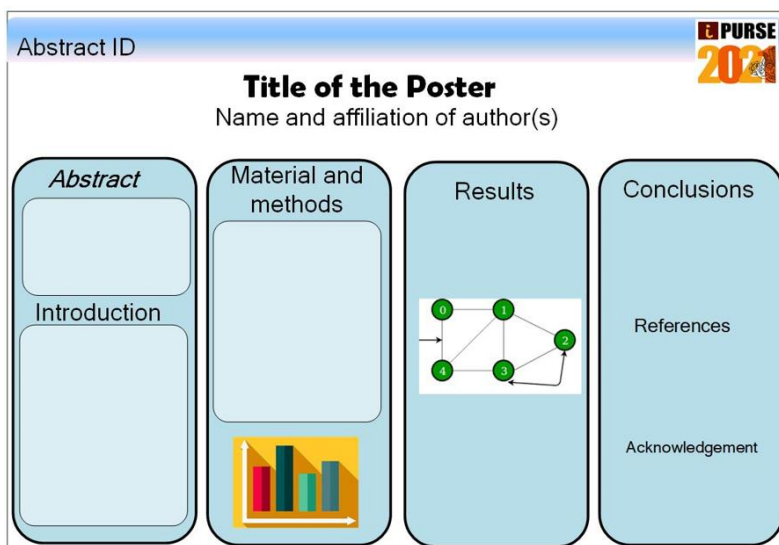


Figure 1. Essential elements in the poster

The link for the iPURSE 2021 logo:

https://docs.google.com/presentation/d/17uV7Uty_OR31nbuGEHz8t7WhYjQ8b-5H/edit?usp=sharing&oid=117302569116084899189&rtpof=true&sd=true

For some tips on how to make an attractive poster, please watch the following video of **American Journal Experts**:

https://www.youtube.com/watch?v=AwMFhyH7_5g

Guidelines for poster presentation

Following are the guidelines for the presentation of your poster.

1. After playing the video presentation of your poster you must be available for a **5-minute** discussion. You are asked to **turn on your video camera** during this time.
2. The exact presentation schedule will be notified later. You are expected to be present during the entire period of that session.
3. The conference presentation platform is Zoom and the link for your session will be provided to you in due course.