

## ICCMA 2021 Presentation Instruction

### Oral Presentation

- Each oral presentation will last 15-20 minutes (Including Q&A)
- English is the only language for presentation
- The organizer will provide laptop and other equipment for the presentation. Presenters should get their PPT prepared 5 minutes before the conference.
- Due to the limitation of time, each presenter must manage the time strictly.
- The presentations will be evaluated from Applicability, Originality, Significance, Visual Aids, English Delivery, and Timeliness, six aspects.
- One excellent presentation will be selected and awarded from each session.
- Please arrive at the designated meeting room 30 minutes earlier, in case some authors are not able to make the presentation on time
- Get your presentation PPT files prepared. Please copy your slide files to the conference laptop before the session start. The size of PPT is 16:9.
- The presentation certificates will be given at the end of each session by session chairs.

### Poster Presentation

- The organizer will provide the poster boards. They are in portrait orientation and suitable for handling A1 size posters ONLY. The poster materials may ONLY be affixed with tape, NO PINS. The organizer will provide you with tape at the registration desk.
- The organizer will collect the poster at the registration desk, and put up your poster on the specified boards.
- All poster presenters are expected to stand at their posters during the poster session time to discuss the content with delegates. Posters can also be viewed during the coffee breaks. Presenters may also wish to stand by their poster during these times in case delegates wish to discuss the content.
- Posters will be removed after the poster session.
- Prepare the Poster
  - \*Your poster should cover the KEY POINTS of your work.
  - \*The title of your poster should appear at the top about 25mm (1") high.
  - \*The author(s) name(s) , affiliation(s) and mailbox are put below the title.
  - \*Posters are required to be condensed and attractive. The characters should be large enough so that they are visible from 1 meter apart. Suggested Poster with size of A1 (594mm×840mm width\*height), with conference short name and paper ID on right up corner.

### Online Presentation:

- The online presentation is offered to those who can't attend the conference because of force majeure.
- The author can choose the online presentation via video/skype/zoom
- The author needs to follow the committee rules for the time arrangement of test and presentation
- The online presentation will be recorded, which will be as the proof provided to the publisher. But only the organizing committee can keep this and will never be used for illegal or business purpose.