

Dear AILA 2024 Delegates,

As a hybrid conference, AILA 2024 relies on the cooperation of all presenters. To ensure a smooth experience for both in-person and virtual attendees, we kindly request you to:

- Submit recordings of your presentations in advance.
- Follow the presentation guidelines provided below

GENERAL INFORMATION

Information for Presenters

This document provides important information for presenters on time allocation, equipment used and recording specifications.

1. All presenters are required to prepare their presentation deck/slides in pptx format and select widescreen (16.9) for slide size (for symposia/ReNs and individual papers only).
2. **All presenters are required to submit their pre-recorded video** to the Congress Secretariat by **30th July 2024 (GMT+8 at 23:59)**. If you are unable to meet this deadline please reach out to us at email: abstract@aila2024.com.
3. The length of the video should not be more than 15 minutes and must be in mp4. format.
4. The owner of the video must agree and give consent to AILA 2024 to upload and share their videos with AILA 2024 registered delegates only.
5. All presenters are responsible to bring their presentation deck that is saved in a USB drive onsite during the congress. Please do not submit your presentation deck to the Congress Secretariat. The full copyright text is available at the upload site.
6. For those who have more than one presentation scheduled, you are responsible for identifying any time conflicts and reporting it to the Congress Secretariat **by 17th July 2024 (GMT+8 at 23:59)** so that corrections can be made.
7. Each presentation room will be equipped with the followings:
 - I. Rostrum with microphone (one unit) for the presenter
 - II. One laptop for presentation on the rostrum
 - III. One built-in projector and projection screen
 - IV. Please note that In Malaysia, power plugs and sockets (outlets) of type G are used. The standard voltage is 240 V at a frequency of 50 Hz.
8. Presenters are responsible to arrange for their own converters/adaptors if they choose to use their own laptop to present. Presenters are responsible to bring their own VGA, HDMI connectors that are compatible to their laptops .

9. Presenters need to bear the cost for additional equipment other than those provided. Should you need additional equipment for your presentation, please get in touch with the Congress Secretariat at enquiry@aila2024.com.

Format and Time Limit

Given the overwhelmingly positive response to our call for abstracts, and to allow the greatest possible number of speakers an opportunity to present, the time allocation for each presentation has had to be adjusted.

1. Individual Paper (onsite / online)

Presentations will be conducted in a panel mode, where individual presenters will be presenting their papers according to their slots with Q&A session at the end. Each presenter is given 15 minutes to present their papers. A total of an additional 15 minutes is allocated for the Q&A session after all papers in the panel are presented.

2. Workshop (onsite only)

Each workshop will be conducted within a period of 90 minutes including Q&A at the end of the workshop session.

- Presenter(s) for each session is encouraged to create their outline of their workshop presentation.
- A flipchart/whiteboard with markers will be provided.
- Presenter(s) are to bring their own materials i.e. stationary, papers, handout sheets and others. (If you wish to have them printed out in Malaysia you will have to bear the cost of it. Please reach out to our congress secretariat at enquiry@aila2024.com).
- For those online presenters, a link will be provided to you.

3. Symposia/ AILA RENs (Onsite / online)

Presenters will be presenting in a panel mode with 15 minutes allocated for each presenter with a total of an additional 15 minutes for Q&A at the end in each symposium session.

- Symposia with a large number of presenters are broken down into different parts.
** These parts are allocated as consecutive running sessions within the same day wherever possible.*
- Due to groups' requests for certain days of the conference, time management by the chair is important.

4. Poster (Onsite/online)

Onsite presenters will be allocated a time to be at the poster display area. You will be informed in advance of the poster board number where you can put up your poster. All posters are to be set up by 7.00pm on Sunday, 11th August 2024 (setup day).

All e-posters will be made available online with login password required to view.

Poster Guidelines & Suggestions

- a) Poster sessions will be allocated in the programme.
- b) In-person poster presentations are available only for those physically present at the congress venue. Presenters must also submit an e-Poster, which will be available online.
- c) A Q&A section for each poster will be scheduled in the programme – poster presenters will be informed of their time slot.

Onsite Poster Preparation

How to create a Poster for an in-person presentation at the congress venue.

1. Poster must be in the size of A1 (594mmW x 841mmH) and in portrait orientation.
2. Allocate the top of the poster for the title and authors as stated on the submitted abstract. If there should be any changes, please notify the Congress Secretariat immediately.
3. The text, illustrations, etc. should be big enough to be read from far.
4. Presenters are required to develop, print and bring along their posters to the congress venue to be set up on the poster board provided. Please do not send your posters to the Congress Secretariat.
5. You will be informed prior to the congress of your assigned poster board to display your poster.
6. Tapes will be provided in the poster display area.

For inquiries, please contact the Abstract Team at abstract@aila2024.com.

e-Poster Preparation

- a. The file should be saved as single page size of A4 in pdf.
- b. NO passwords or encryption for your e-Poster.
- c. If you are also presenting onsite, your e-Poster should contain the same information.
- d. Save your file name as “PS” for poster followed by your abstract ID, then your last name, e.g., PS1039Jackson.pdf.
- e. Upload your e-Poster file with the link which we will notify you once available.

Pre-recorded Video for Presentation

We kindly request for all presenters to submit their pre-recorded video of their presentations **by 30th July 2024 (GMT+8 at 23:59)**. Upload your video with the link which we will notify you once available.

Video Production

Key requirements overview:

1. All videos should be recorded and submitted in a video format (mp4).
2. All videos should not exceed 15 minutes in length, as allocated for each presentation.
3. Speech should be audible and text should be readable.
4. Languages of the AILA 2024 Congress are English and Malay.
5. The video will be played according to the presentation time limit.
6. Recommendations:
 - a. Opening title - It is recommended to include the title at the start of the video.
 - b. Third-party material and copyright - You must have the right to use all the material that is contained in your submission including music, video, images, etc.
 - c. Display and viewing comfort: Pay attention to details such as flashing lights, unsteady camera, and loud sounds which may cause viewers' discomfort.
 - d. Speaker + Display: While a "voice-over" presentation without seeing the presenter, only the display (e.g., Powerpoint), is not improper, most conference participants would prefer seeing the presenter as well as the display. Typical presentation software (Powerpoint, Keynote) allows recording presentations with microphone audio, but picture-in-picture (including a speaker view) is often better. You can either separately capture the speaker's video and insert it using video editing software, or you can use Zoom, or similar software to directly record a picture-in-picture video. Some software, e.g. Flashback (free version too!) allows you to resize the image of the camera "on the fly" while recording, thus you can make the presenter's image larger or smaller against the main display (Powerpoint slide, etc).
 - e. Appropriacy of content: Please ensure that content is appropriate in terms of rights and taste, does not contain inappropriate language, viewpoints, or imagery, and is unlikely to offend any individuals or groups either present at the conference or beyond.

Video Submission

1. The length of the video file should comply with the session guidelines listed above, not including the Q&A.
2. Video file format should be in mp4.
3. Your video file name should precede the presentation type (P = Paper, W = Workshop, S = Symposium and R – ReN) followed by your abstract ID, then your last name, e.g., S1203Jackson.mp4
4. Upon uploading your video, you must agree to the privacy policy of AILA 2024 and allowing the Organiser to share your video on website that will be accessible to registered delegates.
5. Video upload must be completed **by 30th July 2024 (GMT+8 at 23:59)**.

Upload / Sharing (Terms & Conditions)

Before you upload your video presentation file, you must accept the following terms and conditions. The full copyright text is available at the upload site.

- The author(s) retain copyright of the video but agree to allow the AILA 2024 World Congress organiser to collect, store and display their videos for the AILA 2024 World Congress registered attendees. Videos **will not be used** for any other purposes.
- AILA 2024 World Congress organiser shall not be liable for any infringement on a third party's copyrights and other intellectual rights. Authors are responsible to ensure that academic integrity is observed.