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3<sup>RD</sup> INTERNATIONAL CONFERENCE ON CHEMISTRY, CHEMICAL PROCESS, AND ENGINEERING (IC3PE) 2020

## WEDNESDAY, SEPTEMBER 30, 2020 INDONESIA

To engage the participants on scientific advancements, the committees have set oral and poster presentations using Google Classroom as a media platform. Presenters need to adhere to the following guidelines to guarantee the success of the session.

## ORAL PRESENTATIONS

- 1. The presentation video with a maximum duration of 7 minutes and is scheduled in conjunction with other sessions in the conference program.
- 2. The video is presented in MP4 format with at least 480 HD maximum 50 MB with showing the face of the presenter if possible. For an example can be seen on the YouTube channel of Prof. Is Fatimah (Is Fatimah UII)
- 3. Presenters must upload the presentation video via google classroom maximum 24 hours before the events (the code will be sent by email)
- 4. The video file should be named as follows: ID paper\_fullname\_affiliation
- 5. The presentation, as well as discussion, will be delivered asynchronously by google classroom
- 6. The presentation file template can be downloaded on the website of IC3PE
- 7. The presentation video is fully owned by the participants, after which the participants must delete the file from Google Classroom maximum on October 1<sup>st.</sup> 2020, at 4 pm.
- 8. The committees are not responsible for the undesirable things related to the video after the conference is over.

## POSTER PRESENTATIONS

- 1. The poster dimension is A3 portrait and following the given template as provided in the link
- 2. The poster formatted in pdf maximum of 10 MB
- 3. The poster must be uploaded in the given link maximum 24 hours before the events
- 4. The poster file should be named as follows: ID paper fullname affiliation
- 5. The presentation, as well as discussion, will be delivered asynchronously by google classroom
- 6. The presentation file template can be downloaded on the website of IC3PE
- 7. The poster presentation is fully owned by the participants, after which the participants must delete the file from Google Classroom maximum on October 1<sup>st.</sup> 2020, at 4 pm.
- 8. The committees are not responsible for the undesirable things related to the poster presentation after the conference is over.





## GUIDELINES FOR PARTICIPANTS ON PLENARY AND INVITED SPEAKER SESSION

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- 1. Access to the zoom meeting is open 30 minutes before the event starts.
- 2. All participants must dress modestly
- 3. The camera and microphone should be turn off during the session and allow to be turned on as requested by the master of ceremony or the moderator as well.
- 4. Participants are encouraged to use a virtual background during the event or change the profile picture with the virtual background
- 5. Virtual background can be downloaded on the website of IC3PE
- 6. The participants are allowed to deliver the question through the chat application and the moderator will arrange the question and answer session at the end of each session.
- The name of participants during the conference using the following format Presenter: Room\_lastname\_afiliation (abbreviation) Example: R.A\_Wicaksono\_UII