

GUIDELINES

ORAL PRESENTATIONS

1. Presenter will be invited into zoom meeting by the committee.
2. Presenter is allowed to choose the mode of oral presentation either online or offline.
3. For online presentation, you might choose asynchronous (by video recording) or synchronous with 7 minutes available and continue with Q&A session for 3 minutes.
4. Each of video or material presentation (ppt) are uploaded to the following link:
<https://bit.ly/ic3pe2022-upload> latest on 22th September 2022.
5. The presentation is scheduled in conjunction with other sessions in the conference program
6. 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
7. The video file should be named as follows: ID paper_fullname_affiliation
8. The presentation template can be downloaded on the website of IC3PE
<https://chemistry.uui.ac.id/ic3pe/>

POSTER PRESENTATIONS

1. The poster dimension is 160 x 60 cm using stand banner (provided by participants)
2. The presentation file template can be downloaded on the website of IC3PE
<https://chemistry.uui.ac.id/ic3pe/>
3. The poster is uploaded to the following link:
<https://bit.ly/ic3pe2022-upload> latest on 22th September 2022.
4. The committees are not responsible for the undesirable things related to the poster presentation after the conference is over.

PLENARY SESSION

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 Q&A session at the end of each session.
7. The name of participants during the conference using the following format
Presenter: Room_lastname_affiliation (abbreviation)
Example: Room 1_Wicaksono_UII

PARALEL SESSIONS

1. Oral presenters will be divided into several breakout room in the Zoom Meeting. Please see your room in the conference program and accept the breakout room invitation few minutes before the parallel session starts.
2. This session starts from 13.30 PM until 16.30 PM and will be opened by the invited speaker session.
3. The moderator will open the session with greeting and introduce the invited speaker
4. The invited speaker has maximum 20 minutes of presentation and 10 minutes of discussion.
5. For oral presentation, direct mode or indirect mode each has 7 minutes of presentation and 3 minutes of discussion.
6. The moderator records the video and takes a picture in the end of session.
7. In the end of session, the moderator announces to the presenter to join the main room for award appreciation and closing remarks.