



ONLINE PRESENTATION GUIDELINE

Online GTSD 2020 will be hosted via ZOOM platform

1. Preparation

1.1 Necessary equipment:

- 1) A computer with internet connection (wired connection recommended)
- 2) A USB plug-in headset with a microphone (recommended for optimal audio quality)
- 3) A built-in or USB plug-in Webcam

1.2 Environment requirements

- 1) A quiet location/room
- 2) A stable internet connection
- 3) Proper lighting

2. How to use Zoom

Step 1: Download Zoom from the link: <https://zoom.us/download>

Step 2: Sign up for an account

Step 3: Set up the language(s) and do some basic test

For more skills, you can find more video tutorials on:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Step 4: How to join the conference online

- 1) Open the program, search with your paper ID, find your presentation, you will see there is a meeting ID/link and the password in each session.
- 2) Click the meeting link or Open the ZOOM, click the join, paste the meeting ID, enter the password, then you can join the conference.

Step 5: Get familiar with the basic functions: Rename, chat, raise hands, and screen share, etc. The most important function is share screen, because you will use it for your online presentation on November 27 or 28.

3. Zoom test-session before the formal session

The online meeting link of each session will be opened on November 25 and 26 for testing, we request that you please access the link of your session to test ZOOM usage for all the above-mentioned functions. The detailed testing schedule is available on the conference website: <http://gtsd2020.hcmute.edu.vn>

4. Important notes

4.1. Form of presentation

The presentation must be prepared in either of the following forms:

- a regular presentation (*to be presented live*), or
- a video file (*for back-up in case of unstable internet connection*)

To deliver your presentation, you should open it in a window before logging into your session.



4.2. Recorded GTSD2020 Conference

The GTSD2020 conference will be FULLY recorded. Thus, we very much appreciate your proper behaviors. And your live presentation is highly preferable.

4.3. Video Instructions

Each presentation lasts in 20 minutes within which the video/presentation should be within 10-15 minutes and succeeded by a 5-minute Q&A.

Due to the quite tight agenda of GTSD2020, to effectively control the time and avoid unexpected delays, it is highly recommended that you record your presentation in advance as a back-up and send this video to us in advance. In case of internet connection failure, late arrival/log-in or other technical problems, we could play the video when it is your turn for presentation.

To make this video:

- a) Author(s) records a video introduction with his/her own image, speaking to the camera, self-introducing name, affiliation, brief description of scope of his/her work.
- b) Author(s) then switches to their slides and provides a voiceover describing images in each slide.

Please be very well-noted that even in the case you have a well-prepared video presentation, you must still be present and ready for the live Q&A within your time slot.

Please name your video/presentation file and the pre-recorded back-up presentation video with your paper ID and upload them together to <https://driveuploader.com/upload/KHZ00UzhJn/> no later than November 22, 2020.

4.4. Local Time Reminder

The time shown in this schedule is Coordinated Universal Time (UTC+07:00) – Vietnam Local Time, you are requested to carefully check for your own formally assigned presentation time and convert to your local time zone.