**IMPORTANT INFORMATION FOR PAPER PRESENTERS**

Congratulations for being accepted as a paper presenter in MICOLLAC 2020!

As MICOLLAC 2020 is now a virtual conference for the first time, we are doing all we can to make the conference run as smoothly as possible. The virtual platform used for the conference is ZOOM. Please ensure you are able to access our video meetings on ZOOM.

Presentation Schedule

The Presentation Schedule uploaded on the MICOLLAC 2020 website has the schedule of all papers and workshops. Check for the day and time slot for your paper, and note the meeting links. Please note that the paper presentation schedule is final, but may be subject to changes for administrative purposes. We are not able to accept requests for changes of presentation slots due to the large number of papers.

 Any change to the schedule will be announced on the MICOLLAC 2020 website (www.micollac.upm.edu.my).

Presentation Duration

All presenters are allotted 20 minutes, that is, 15 minutes presentation and 5 minutes Q+A. All presenters should be signed in at the virtual venue at least 10 minutes before the time of the presentation as indicated in the Presentation Schedule. When prompted to register by the system, please type your full name in the “First name” field, with the code of your paper preceding your name. The paper code is listed next to the title of your paper in the Presentation Schedule.

Example: P32 – John Khoo BP

Pre-recorded Videos

To minimise disruption due to technical glitches, we would like all presenters to submit a pre-recorded presentation to the designated host of your presentation session. Your video recording should be clear in both sound and image. The length of the recorded presentation should be between 10 to 15 minutes. If your video is longer than 15 minutes, we ask you to edit it so that the length does not exceed 15 minutes. This is important to ensure smooth running of the parallel sessions.

To avoid problems with the screening of the videos, please do not use high bandwidth applications to produce your videos. Simple Power Point slides with voice/audio are preferred.

The host of your presentation session will be contacting you soon by e-mail to request for your pre-recorded presentation. Please submit your videos to the host of your session latest by 12 March.

Q+A Sessions

After the recorded presentation has been screened, you will be invited to answer questions from the floor. Questions will be posed by listeners through the Chat function, and moderated by the session host. The Q+A session is conducted live, so please be sure you have a stable internet connection and have your camera turned on during this session.

Communication During the Conference

We realise that communication with the secretariat is important during the conference, especially when we are physically dispersed. A hotline email, micollac\_secretariat@upm.edu.my will be made available from 9.00 am to 4.30 pm, 23 to 25 March, in case you have any queries.

There will be a dedicated page on the MICOLLAC 2020 website (www.micollac.upm.edu.my) for rolling announcements from the secretariat throughout the conference. Please refer to the announcement page frequently to obtain the latest updates.