



G U I D E L I N E S
F O R P R E S E N T E R S
& P A R T I C I P A N T S
APCORE2022IVC



12-14 DECEMBER 2022

GUIDELINES for PARTICIPANTS and PAPER PRESENTERS

The **APCoRE 2022 Virtual Conference** via Zoom Events platform is scheduled on December 12-14, 2022. The guidelines presented are for all the attendees, either as a paper presenter or participant/observer. Please read the guidelines carefully for a hassle-free presentation and participation in the conference.

General Guidelines:

- Download and install the Zoom Client and be familiar with its features. Download and install via the link: <https://zoom.us/download>.
- Secure a stable internet connection.
- Use laptop or desktop in joining the conference for full experience of the conference since Zoom Event platform is not advised for mobile phones.
- Zoom Event registration will be sent to all attendees a week before the conference. The link will be used to connect, attend, and participate in the conference.
- Use your registered email (the one used in your submission of abstract) to register in the Zoom Event registration link. Please do not share the link since it is unique for every registered participant.
- Paper presenters and participants/observers must enter the meeting room at least 15-minutes before the start of the conference and its sessions.
- All attendees in the conference must Name their Zoom profile with their complete name.
- All attendees are requested to use the Conference Virtual Background
- Microphones must be turned off when joining the meeting, while the video may be disabled when inside the Zoom conference room (to reduce data usage).
- The Zoom Chat Box may be used only for queries and during question and answer (Q and A).
- Answering the post-evaluation is required for the issuance of the e-certificate for participation/recognition. The link for the post-evaluation will be shared after all the plenary speakers' presentations.
- The e-certificate will be sent to the registered email three (3) days after the conference.

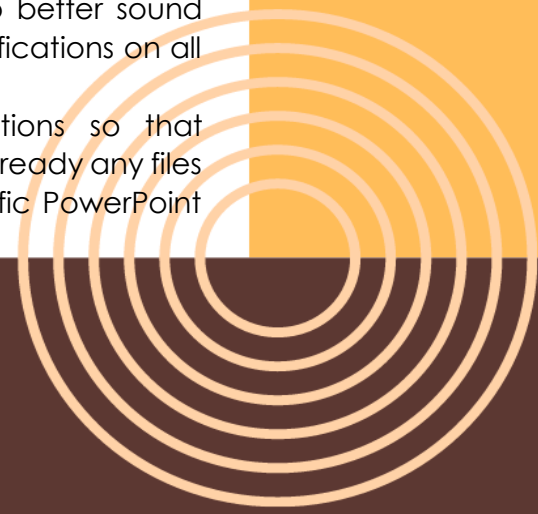


For Paper Presenters

- Desktop PC or Laptop/Netbook are preferred to be used during the parallel sessions.
- Familiarize with the Zoom features ahead of time.
- Make sure that you are in a place free of noise to avoid disruption of the presentation.
- Help the presenter give the presentation that they deserve by not talking, eating, drinking, or engaging in activities that are uncalled for during the presentation.
- Always mute the audio when attending and listening the plenary and parallel sessions unless requested by the moderator.
- There are seven to ten (7-10) parallel sessions or breakout rooms. Each breakout room has a designated session chair to facilitate the session.
- The presentation is limited to fifteen (15) minutes and thirty (30) minutes Q and A after all presentations.
- The Q and A will be facilitated by the session chair. The audience and other co-presenters can ask questions using the Chat feature, which will be read by the moderator.
- The scheduled presentation is final and cannot be changed. The request for a change of schedule will not be entertained. The schedule of parallel presentations can be found in the Book of Abstracts or can be accessed through the website www.apcore-inc.org
- All presenters will be assigned as "co-host" to enable them to share the screen.
- To be identified as a presenter, rename your Zoom profile name (ALL CAPS) based on the Presentation Code assigned to the presenter. The designated profile name can be found in the Schedule of Parallel Session in the Book of Abstracts or can be accessed on the website www.apcore-inc.org.

Note: *Presenters must only Rename their profile using the coding system during the day of their presentation only.*

- During the presentation, defused light in front of you will usually work best to avoid shadows. Position your camera so that it just above your eye level. Click on "Start Video" or "Stop Video" to turn your camera on or off.
- Using a headset or microphone is recommended to lead to better sound quality than using your computer audio. Turn off all sound notifications on all your devices.
- Before your presentation, close other computer applications so that notifications do not appear during your presentation and have ready any files you wish to share. You are recommended to share the specific PowerPoint and not your desktop.



- Wear formal or semi-formal attire when presenting. Darker color shirts/blouses appear better on camera. Try to avoid busy plaid or patterned garments.
- Recording of presentation is allowed.
- Awarding of the certificate of recognition for paper presentation will be done after the Q and A portion. Copy of the e-certificate of recognition will be sent to the registered email address three (3) days after the conference.

For Participants/Observers.

- Several security features are being utilized to prevent unauthorized access.
- Registered participants/observers will join in a listen-only mode. Always mute the audio when attending and listening the plenary and parallel sessions unless requested by the moderator.
- Make sure that you are in a place free of noise to avoid disruption of the presentation.
- Help the presenters give the presentation that they deserve by not talking, eating, drinking, or engaging in activities that are uncalled for during the presentation.
- If the participant/observer wants to ask a question during the plenary and or parallel session, they can use the Q and A or Chat feature/Chat box to ask questions. The moderator will read the questions during the session.
- The participant/observer can choose to attend any of the parallel sessions or breakout rooms. The schedule of parallel presentations can be found in the Book of Abstracts or can be accessed through the website www.apcore-inc.org.
- When asking a question, indicate the name, affiliation, and country of origin.

Conference Schedule

The **APCORE 2022 Virtual International Conference** is scheduled on **December 12-14, 2022** via the Zoom web conference and meeting platforms. The table shows the schedule of the conference for your guidance. Specific details such plenary topics, name of speakers and day and time can be found in the Conference Program.



Date	Time	Activity
		Opening Ceremonies
		International Webinar
Day 1 December 12, 2022	9:00 AM-9:30 AM	Sustainable Education in the Post-Pandemic World
	9:30 AM-12:00 NN	
		<i>Note: Separate Certificate of Participation will be issued for those who will attend this program</i>
	1:00 PM-4:40 PM	Parallel Sessions (Breakout Rooms)
Day 2 December 13, 2022	9:00 AM-1:30 NN	Keynote and Plenary Sessions
	1:30 PM-4:30 PM	Parallel Sessions (Breakout Rooms)
Day 3 December 14, 2022	9:00 AM-1:30 NN	Keynote and Plenary Sessions
	1:30 PM-4:00 PM	Parallel Sessions (Breakout Rooms)
	4:00PM-5:30 PM	Awarding and Closing Ceremonies

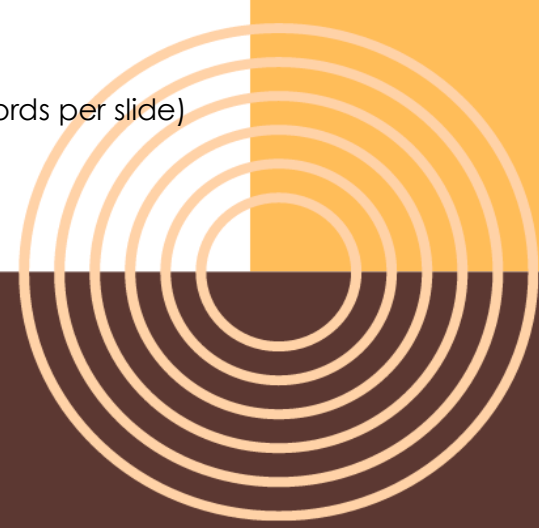
Presentation Format

Slide Template – Please use the prescribed template for the presentation sent in the registered email or can be downloaded on the website www.apcore-inc.org.

Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.

Allotted time for presentation—Only fifteen (15) minutes is given for presentation. Make the presentation condensed and straightforward. Avoid unnecessary introduction and narratives.

- The first slide should provide the paper's title, the presenter's name, and the co-authors (if there's any) and the affiliation.
- Begin with a one-minute overview summary of the paper that includes the central question addressed and the major conclusions.
- The second slide to a maximum of ten (10) slides should present the paper's salient information, such as research problem/objectives, methodology, significant findings, and recommendations.
- Use easy-to-read fonts such as Arial and Times New Roman
- Use a font size of 20 or bigger
- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)
- Write in sentence fragments using keywords.
- Avoid unusual colors and busy backgrounds
- Limit the use of animations, builds, or effects



- Avoid embedded videos in your PowerPoint presentation
- Avoid sound effects and background music
- Remember to proofread the slides and rehearse your slide presentations, including focusing on the length of time for delivery.
- Presenter contact information should be included on the last slide so that attendees may reach you should they have additional questions.

APCORE Conference Wallpaper “Virtual Background”

We encourage all participants, paper presenters and speakers to use APCORE 2021 Conference Virtual Background when attending and presenting. The Zoom web meeting platform allows you to customize your virtual background in Settings/Virtual Background.

- Download the APCOREVC virtual background image sent through the registered email or can be downloaded on the website www.apcore.inc.org.
- Select the "+" button to add the APCOREVC wallpaper to your Zoom client.
- Select "Mirror my Video".

APCORE 2022 International Webinar

All conference participants/observers and paper presenters are encouraged to attend the APCORE 2022 International Webinar entitled **Sustainable Education in the Post-Pandemic World** scheduled on December 12, 2022, immediately after the opening ceremonies. Separate certificate will be issued to those who will be attending.





Asia-Pacific Consortium of Researchers and Educators