AOCO-MASO 2021
Asia-Oceania Conference on Obesity and Malaysian Association for the Study of Obesity
Scientific Conference
6 – 8 APRIL 2021 | Virtual Conference
www.aocomaso2021.com

MASO
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Guidelines for Oral Presentation

Section 1: Essential requirements

1. The AOCO-MASO 2021 conference will be held virtually using the **Zoom platform**. It is required that the Zoom application is downloaded to your device to use for presentation. All speakers are advised to use **Microsoft PowerPoint** for their presentation slides.

2. Please check that you have strong and stable internet connection for your scheduled presentation day. The minimum **connection speeds** needed are 10 Mbps (download) and 5 Mbps (upload).

3. All speakers are advised to have a **headset (with microphone)** to ensure clear communication/audio. Please refer to the Appendix for Zoom Best Practices.

4. The conference Technical team will set-up a **WhatsApp group** for the speakers for each symposium session. This is for urgent communication purposes with the Organiser and the group will be terminated upon conclusion of the conference. All speakers must provide their **contact number** (with country code) via the conference website system (Profile section).

5. **IMPORTANT!** A **trial session** will be held on 23rd to 25th March 2021. It is **compulsory** for all speakers to attend the trial session. Information regarding the scheduled trial session will be sent via email. The trial session is important to check on audio and video quality, as well as the visibility of your presentation slides to viewers.

Section 2: Presentation preparations

1. Presentation slides should be prepared with Microsoft PowerPoint and **must be formatted** using the **16:9 aspect ratio.**

2. The **Title page** (first page) of the presentation must contain the following items:

    a. Presentation title

    b. Speaker name & affiliation

    c. Abstract ID (e.g. S1.2)

(as shown below)
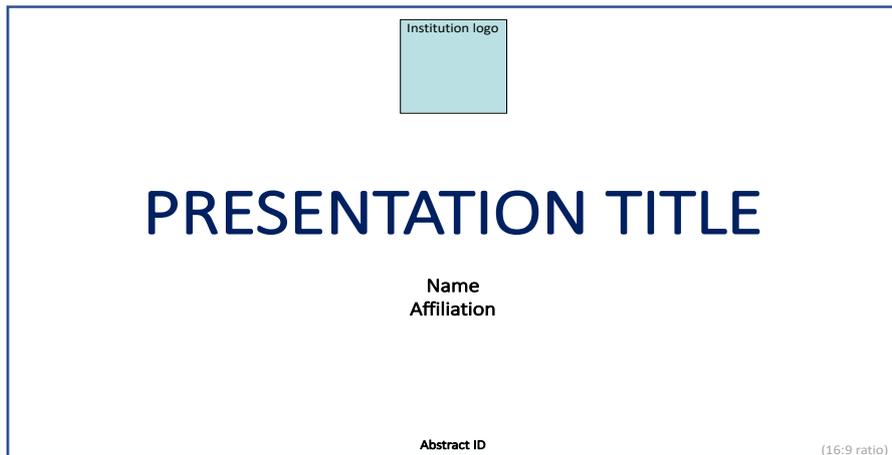
3. Presentation slides are recommended to have sufficiently large fonts and clearly legible typefaces to enable participants to read. Do keep in mind that AOCO-MASO 2021 conference will be held virtually. Usage of any video, sound effects or animations should be minimised and must be tested prior to presentation time scheduled.

4. General key points to keep in mind:

    a. Language used for presentation should be in **English** only.

    b. Please note that this conference emphasizes the use of person-first-language.

    c. Presentation slides are recommended (but not compulsory) to have the following sequence: Introduction, Methodology, Results & Discussion, Conclusion and References.

    d. Presentation slides must be formatted to the 16:9 aspect ratio to align with computer device dimensions.

Section 3: Submission of Presentation Slides

1. All speakers must submit their finalized presentation slides **by 22nd March 2021** by email to event@aocomaso2021.com with the **email subject** "Slides Submission: Abstract ID – Full name" (e.g.: Slides Submission: S1.6 – Jasmine Chia Siew Min).

2. In the case of connection instability or technical issues, the AOCO-MASO 2021 Technical Team will share the presentation slides instead.

3. Slides must be labelled with **file name** as follows: "Abstract ID - Presenter Full Name" (i.e.: S1.6 – Jasmine Chia Siew Min").

4. [**Only for Plenary & Symposium speakers**] Please prepare a brief CV for inclusion in the Programme/Abstract Book. Email together with presentation slides. The CV should contain the following information:

   a. Abstract ID & Presentation Title

   b. Speaker's Full name & affiliation

   c. Speaker's Biography (**100 words limit**)

   d. **Word document** is preferred and must be labelled with **file name** as follows: "Abstract ID - Presenter Full Name" (i.e.: S1.6 – Jasmine Chia Siew Min").

Section 4: On the day of presentation

1. Speakers are **required** to join the Zoom meeting **30 minutes before** and be on standby in the VIP waiting room prior to the scheduled presentation session.

2. During your scheduled presentation session, you will share your screen (from your own computer) for all AOCO-MASO 2021 participants to view. Should the need arise, the Secretariat will assist to share the PowerPoint slides that you have already submitted for your presentation by 22nd March 2021.

3. Immediately after the allocated presentation time, the Chairperson will proceed with a Q&A session from audience members.

2. Time allocation:

   a. **Plenary** speakers are allocated 40 minutes (30 + 10 minutes). The "+10" minutes indicated is meant for discussion of your paper. A bell will ring at the "25 minute" mark, signaling that you have only 5 minutes left to wrap-up your presentation. Another bell will ring twice at the "30 minute" mark to signal the end of your presentation time.

   b. **Symposium and Rising Stars** speakers are allocated 15 minutes (10 + 5 minutes). The "+5" minutes indicated is meant for discussion of your paper. A bell will ring at the "7 minute" mark, signaling that you have only 3 minutes left to wrap-up your presentation. Another bell will ring twice at the "10 minute" mark to signal the end of your presentation time.

c. **Free communication and AOASO President Session** speakers are allocated 10 minutes (7 + 3 minutes). The "+3" minutes indicated is meant for discussion of your paper. A bell will ring at the "5 minute" mark, signaling that you have only 2 minutes left to wrap-up your presentation. Another bell will ring twice at the "7 minute" mark to signal the end of your presentation time.

*Note: Apart from the bell by timekeeper, a sign on the Zoom application will also indicate time remaining (administrator profile).

3. All speakers are **advised to adhere strictly to the time allocated** to avoid delaying the following session.

Zoom: Best Practices

This guide will help you get the most out of your Zoom meeting experience.

Prepare for the meeting

1. Set up your equipment

- Download the Zoom desktop app
- Get a headset and microphone if you have them, to reduce background noise
- Test your audio and video
- Review how to share your screen
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging

2. Look your best

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person

Participate productively

1. Make sure everyone can hear you

- Use a microphone when you speak.
- Identify yourself to meeting attendees - say your name the first time you begin speaking.
- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.

2. Help everyone focus

- Avoid noisy activities like typing while your microphone is on.

3. Reduce Distractions

- Sit or stand somewhere with a neutral background (or use a virtual background).
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the meeting (ex. someone in-person needs your attention). Turn the camera back on when you are present in the meeting again.