

# Instructions for Online Oral Presentation

## Equipment Provided by the Presenters

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

## Environment Requirement

1. Quiet location and proper lighting
2. Stable internet connection
3. Suitable background

## Duration

Oral Presentation : 10 – 12 minutes of presentation and 3 – 5 minutes of question and answer

# How to use ZOOM

**Step 1:** Download Zoom from the link: <https://zoom.com.cn/download>

**Step 2:** Sign up an account.

**Step 3:** Set up the languages and do some basic test.

**Step 4:** Get familiar with the basic functions: Rename, chat, etc

1. **Rename:** Before you enter the conference room, please change your name to **Registration code\_Name**
2. **Chat:** If you have any technical problems during the meeting, you can let us know by using the chat room to communicate with the meeting secretary.  
You can use the chat room to view questions sent by other participants during the Q&A session.

**Step 5:** How to join the conference online

1. Find your registration code and zoom meeting details in the conference schedule.
1. Open the ZOOM application on your device, click Join, enter your meeting ID and passcode, and you are able to join the conference.
2. The presentation video will be played by the operator, participants should stand with the camera turned on.
3. This will be followed by a live Q&A session, please pay attention to questions from the audience.



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- Please pay attention to the **time difference**, and all schedules are arranged based on **West Indonesian Time (WIB/GMT+7)**.
- Please try to find a **quiet environment**.
- Please **arrive 15 minutes early** and stay for the entire session.
- Please create your **PowerPoint presentations** using the **template** provided.
- Please **record your presentation** in advance (**10 – 12 minutes of presentation**) by using the Zoom meeting application. When recording, participants are required to appear **on camera** using the **virtual background** provided. Make sure your voice is **clear and well-articulate**. Please **submit** your file and video presentation to your ICNF account in .pptx format and video in mp4 format.
- Only the organizer can record the zoom session. Please **do not record** the zoom session during the meeting.