



Instructions for Online Oral Presentation

Equipment Provided by the Presenters

1. A computer with an internet connection (wired connection recommended)
2. USB plug-in head set 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, raise hands, and screen share, etc

1. **Rename:** Before you enter the conference room, please change your name to **Registration code_Name**
2. **Chat:** During the session, if you have technical problems, you may let us know by using the chat room to communicate with conference secretary.
3. During the question & answer session, you can use the chat room to see questions sent by other participants
4. **Share Screen:** If you choose to operate your slides by yourself, please click “share screen”. Otherwise our operator will present the slide that you have submitted to us.

Step 5: How to join the conference online

1. Find your registration code and zoom meeting details on the conference schedule.
2. Open the ZOOM application on your device, click join, fill in the meeting ID and passcode, then you can join the conference.
3. If you choose to operate your slides by yourself, please click “share screen”. Otherwise our operator will present the slide that you have submitted to us
4. Click stop share after you finish your presentation.



The 3rd IPB International Conference on Nutrition and Food 2024

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- Please pay special attention to the **time difference** and all schedules are arranged based on **WestIndonesian Time (WIB/GMT+7)**.
- Please try to find a **quiet environment**.
- Please get familiar with the basic functions: **Rename, Chat, Raise Hands, and Share Screen**.
- Please arrive at the session 15 minutes earlier and attend the whole conference.
- To effectively control the time and avoid some unexpected situations, we advise you **record your presentation** ahead of time (**10 – 12 minutes of presentation**). Please send the presentation at the link provided.
- Only the organizer can record the zoom session. Please **do not record** the zoom session during the meeting.

Please note:

- For pre-recorded presentations we only require slides with a Voice Over recording, however, slides with video of the presenter are accepted as well.