

IBEC2021 Author Presentation Instructions

1	Online Presentation Guide	<p>IBEC2021 is a fully virtual conference. See the online presentation instructions below.</p> <p>All presenters including invited speakers are required to pre-register for the conference.</p>
2	Invited Oral Presentation Guide	<p>Invited oral presentation will be 25-minute presentation followed by 5-minute Q&A. The virtual conference link is available at the IBEC2021 website.</p> <p>A. Presenter can choose one of following two presentation options. Pre-recording is preferred.</p> <p>[1] Pre-recording: Record audio and video to make a 25-minute PowerPoint presentation and upload an MP4 file at Google Drive before the deadline. Pre-recorded video will be played back via Zoom and the presenter should be available for a live 5-minute Q&A right after the presentation.</p> <p>[2] Live presentation: Presenter will give a live presentation in the Zoom and be available for Q&A.</p> <p>(B) The online conference staff will play pre-recorded videos or give the presenter the host permission to share the screen for the talk. After presentation, the session chair will moderate Q&A.</p> <p>(C) The pre-recorded video (*.mp4) should be uploaded at Google Drive by Saturday, October 30, 2021. It is a HARD deadline.</p> <p>① "How to Submit Pre-Recorded Presentation" (with Google Drive URL) will be sent to invited speakers at their email used for registration.</p> <p>Follow the instructions and upload the file to Google Drive.</p> <p>② Use the file name: "Presentation number _Presenter name_Affiliation.mp4", e.g., "P_001_John Doe_University of ABC.mp4"</p> <p>③ Presenter should enter the assigned Zoom session 10 minutes before the session starts and report to the session chair</p> <p>④ Use the Zoom backgrounds offered by this conference.</p> <ul style="list-style-type: none">• ZOOM background (16 to 9).jpg• ZOOM background (4 to 3).jpg

⑤ Invited speakers can use any format for their presentation.

Oral presentation at the Award Session will be a 12-minute presentation followed by 3-minute Q&A. The virtual conference link is available at the IBEC2021 website.

Pre-recording: Record audio and video to make a 12-minute PowerPoint presentation and upload an MP4 file at Google Drive before the deadline. Pre-recorded video will be played back via Zoom and the presenter should be available for a live 5-minute Q&A right after the presentation.

- ① Oral presentations at the Award Session can be viewed during the conference period as VOD, and the awards will be chosen by the committee.
- ② The pre-recorded video (*.mp4) should be uploaded at Google Drive by **Saturday, October 30, 2021**. It is a HARD deadline. If not submitted on time, the presentation may be canceled.
- ③ Use the file name: "Presentation number_Presenter name_Affiliation.mp4", e.g., "P_001_John Doe_University of ABC.mp4"
- ④ Presenters should submit a pre-recorded file at Google Drive.

URL	http://accounts.google.com
File Name	Presentation number_Presenter name_Affiliation.mp4", e.g., "P_001_John Doe_University of ABC.mp4"
Please check the attached file for more details.	

- ⑤ Use the Zoom backgrounds and template offered by this conference.
 - ZOOM background (16 to 9).jpg
 - ZOOM background (4 to 3).jpg
 - KOSOMBE 2021 Autumn Conference.pptx
- ⑥ Presenter should enter the assigned Zoom session 10 minutes before the session starts and report to the session chair.

3

Award session
(Oral
Presentation)
Guide

Poster presentation will be a 5-minute presentation followed by Q&A posted at the conference homepage. The virtual conference link is available at the IBEC2021 website.

Pre-recording: Record audio and video to make a 5-minute PowerPoint presentation and upload an MP4 file at Google Drive before the deadline. Pre-recorded video will be played back via Zoom and there will be no live Q&A. Questions will be posted at the conference homepage and can be answered anytime.

- ① Poster presentations can be viewed during the conference period as VOD, and the poster awards will be chosen by the committee.

※If the presentation passes the 5-minute time limit, there will be a penalty in the evaluation to select the best poster awards.

- ② The pre-recorded video (*.mp4) should be uploaded at Google Drive by **Saturday, October 30, 2021**. It is a HARD deadline. If not submitted on time, the presentation may be canceled.
- ③ Use the file name: "Presentation number _Presenter name_Affiliation.mp4", e.g., "P_001_John Doe_University of ABC.mp4"
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5	General Participants Guide	<ul style="list-style-type: none"> ① General participants can join the online conference at the IBEC2021 virtual conference link and attend the session. ② For live Q&A, the chat function at each session may be used. ③ For Q&A in the poster session, the reply function at each presentation may be used.
6	Session Chair Guide	<ul style="list-style-type: none"> ① The session chair ensures that the session stays on time and presentations and Q&A does not exceed the given time limit. ② The session chair joins the 10 minutes prior to the start of the assigned session, checks the attendance of the presenters and presentation files, and runs the presentation and Q&A. ③ Supporting staff will play the pre-recorded videos, manage the host permission of Zoom for the live presenters and assist the session chair.
7	Supporting Staff	<ul style="list-style-type: none"> - Supporting staff will be available. - Contact: Secretariat of The Korean Society of Medical & Biological Engineering kosombe@kosombe.or.kr