

## **GUIDELINE FOR PRESENTERS FOR VIRTUAL PARALLEL SESSION**

Please note the following details for your Virtual Video Presentation:

- i. Please note the **time of your presentation**. If you are in a different time zone, please account for the time difference.
- ii. Please register into Zoom using your **registered paper number and name**.  
E.g. (123-123) Abdullah.
- iii. Please ensure that your **presentation slides** are prepared at least one day before the session, and you may share them with the facilitator.
- iv. Please make sure to **test your camera and microphone/ headset** before the session.
- v. Please be prepared and **join the zoom** session **at least 5 minutes** before the start of the session.
- vi. Please **mute** your microphone when it is not your turn to present or talk.
- vii. If you wish to ask a question, please write your question in the **Chatbox**.
- viii. When it is time for your presentation, kindly press **“share screen”** from your computer.
- ix. Please ensure that your presentation is **within the time** frame as mentioned by the moderator.
- x. If you are unable to present during the session, please **inform the organisers** at least one day before the session.
- xi. If you require any assistance or have any questions, please feel free to contact the organisers or facilitators.

Thank you.

**Technical Team**  
**International Conference on Islamic Financial Literacy 2021**  
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**IIUM Institute of Islamic Banking and Finance (IIiBF)**