



## Pre-Recorded Video Presentation (PVP) - Guidelines for Participants

### Submission of Presentation Video and Slides

1. Please prepare a video presentation, having you presenting in front of a camera OR your voice over the PowerPoint OR a combination of any other creative methods of your preference. For example, you may use multiple screens, one for the PowerPoint presentation slides and a smaller one with you as the presenter.
2. The video duration should be between 10 to 15 minutes.
3. All information about the presentation such as title of the paper, authors' name and affiliation must appear on the first slide of your presentation.
4. Presentation can be in English or Bahasa Melayu.
5. Please send the presentation video and slides (optional) to [admin@conferenceasia.org](mailto:admin@conferenceasia.org) at least **7 days before the conference day** via:
  - Downloadable Google Drive link (change setting to 'Anyone with the link') or
  - Internet File transfer services (WeTransfer, etc)
6. Recommended file formats:
  - Video presentations: MP4, MPEG4, MOV, WMV, FLV, AVI, etc
  - Presentation slides: PDF, PowerPoint

### YouTube Video Presentation on the Conference Day

1. All presentation videos will be posted in Conference Asia's YouTube Channel and Facebook page.
2. The presentation video and slides will be made available for view or download by the public. You are encouraged to share the links with your friends and colleagues.
3. You may receive feedbacks and questions posted by the viewers. Kindly respond promptly.
4. Kindly like, follow and share our Facebook page for updates on the conference  
<https://www.facebook.com/conferenceasianetwork/>

### Useful Guides

1. How to Make a Video in PowerPoint - ppt to video (*by Kevin Stratvert*):  
<https://www.youtube.com/watch?v=D8JV3w4TOVw>
2. How to upload files on Google Drive and share through link | How to use Google drive (*by How To*):  
<https://www.youtube.com/watch?v=JZTaK6T08TE>
3. How to use WeTransfer file transfer service (*by Care Home Marketing Expert*):  
<https://www.youtube.com/watch?v=gmsMsSCKj4E>

### Conference Asia YouTube Channel

Please visit our YouTube channel at [https://www.youtube.com/channel/UC2uDodEU489aYi-v5y2tA\\_Q](https://www.youtube.com/channel/UC2uDodEU489aYi-v5y2tA_Q) to watch presentations from previous conferences.

### Contact Us

If you need any help, please email to [admin@conferenceasia.org](mailto:admin@conferenceasia.org).

**BEST OF LUCK!**