



7th International Conference of Chemical Engineering & Industrial Biotechnology 2024
"Collaborative approaches to SDGs: Catalyzing Sustainability in Food, Energy, and Water Security"
27th-29th August 2024 | The Everly Hotel, Putrajaya, Malaysia

FACE-TO-FACE CONFERENCE GUIDELINE FOR ICCEIB 2024 PARTICIPANT

GENERAL NOTE

- The conference will take place from 28th till 29th August 2024.
- All participants are required to register upon arrival at the conference venue.
- Please ensure you are aware of your [presentation schedule](#) and arrive at the venue at least 10 minutes before your scheduled time.

GUIDELINES FOR PRESENTATION PREPARATION

- Presentation duration: 10 minutes
- Duration for Q&A session: 5 minutes.
- Slide preparation: Encouraged Microsoft PowerPoint (ppt) platform however an online platform (eg Canva) is also allowed. It is suggested that you download a copy of the online presentation as a backup. The slide using the ICCEIB2024 template as attached.
- Please be informed of the time slot of your talk for the Q&A session (refer to the conference schedule).
- Save your presentation on a USB drive and upload it to the chairman's laptop before your parallel session starts.
- Ensure your presentation is clear, concise, and within the allotted time.
- Please name the presentation file as follows: Paper ID_Name (e.g., A2201_Ahmad Bin Ali).
- In order to ensure a smooth performance during your session, you are advised to arrive at the conference venue 10 minutes before your scheduled time.

NOTE: Please stay updated with the latest information on the presentation links, which will be provided on the ICCEIB 2024 website.



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VIRTUAL CONFERENCE GUIDELINE FOR ICCEIB 2024 PARTICIPANT

GENERAL NOTE

- The deadline for all video submissions is **21th August 2024**.
- In the actual presentation from **28th till 29th August 2024**, one of the authors needs to be available online after their videos are played to address Q&A from participants.

GUIDELINES FOR VIDEO PREPARATION

- Video duration: **10 minutes**
- Duration for Q&A session: **5 minutes**.
- Please note that the file must be a video file in **MP4 format**.
- It is suggested that the presenter **records himself/herself (with face)** presenting a powerpoint presentation. The slide using the ICCEIB2024 template as attached.
- Please be informed of the time slot of the talk for the Q&A session (refer the conference tentative).
- Please note the final specifications will be checked at the time of submission and files not complying to the specified criteria will not be uploaded.
- Please name the recorded video as follows: **Paper ID_Name (eg. A2201_Ahmad Bin Ali)**
- In order to ensure a smooth performance during your session, you are advised to join the conference session **10 minutes before your scheduled time**.

GUIDELINE TO APPLY VIRTUAL BACKGROUND (DURING RECORDING)

- The virtual background for ICCEIB2024 can be **downloaded [here](#)**.
- The steps to apply the background in Microsoft Teams are as follows:
 1. Click on the three dots in the middle of the button bar at the top of your screen.
 2. Select the “Apply background effects” option”, and you’ll be taken to the background settings column on the right of your screen.
 3. Click “Add New” on top of the right column and choose the ICCEIB2024 background that you have saved in your computer.
 4. Click on that uploaded background
 5. Finally, click the “Apply and turn video” button.

GUIDELINE FOR VIDEO SUBMISSION

- Please upload your recorded video via this link, **[click here](#)**.
- Another reminder, please name your recorded video as: Paper ID_Name.

Note: Please be alert with the latest update on the presentation links, which will be provided on the ICCEIB2024’s website.