



# **SPEAKERS' KIT**

## **(Oral Virtual)**

---

**The 9<sup>th</sup> International Conference of Asian Society for Precision  
Engineering and Nanotechnology (ASPEN)**

Nanyang Executive Centre (NEC)  
Nanyang Technological University, 60 Nanyang View, Singapore 639673  
15 – 18 November 2022



## CONTENTS

<b>General Information</b>		<b>2</b>
<b>Useful Contact Information</b>		<b>2</b>
<b>Important Notes</b>		<b>3-6</b>
1	Recording of Presentation	3
2	Time-Keeping	3
3	Presentation Format Setup Guidelines	4
4	Recording Guidelines	5
<b>Speaker's Checklist</b>		<b>7</b>



## GENERAL INFORMATION

---

<b>Event Date:</b>	15 – 18 November 2022
<b>Time:</b>	8.30am – 7.00pm, Singapore time (GMT+8)
<b>Venue:</b>	Nanyang Executive Centre (NEC) Nanyang Technological University, 60 Nanyang View, Singapore 639673 (Click <a href="#">here</a> on how to get there)
<b>Expected No.:</b>	Approx. 230 physical participants and 100 virtual participants
<b>Website:</b>	<a href="http://aspen2022.com/">http://aspen2022.com/</a>

---

## POINT OF CONTACT

<b>Contact Person :</b>	Ms Ashley Pang
<b>Email :</b>	<a href="mailto:secretariat@aspen2022.com">secretariat@aspen2022.com</a>



## IMPORTANT NOTES

### 1. Presentation via Zoom

- Before the session, recommended setup:
  - Ensure that you have a **steady network connection** (wired Internet/LAN preferred)
  - Bandwidth of at least 5mbps is optimal
  - You can check your internet speed [here](#)
  - Should your laptop not have a built-in camera, we recommend to attach an external webcam that can stream in minimum 720p resolution, 30 frames per second
  - Please refer to Page 5, “ Background, Framing and Lighting “
- A zoom link will be emailed to you with your presentation timing on **14 November 2022**. Click the link to join the zoom session on the day of your presentation.
- Please be punctual and do test your microphone audio prior to joining.
- Please ensure your microphone and video are turned on before joining the session.
- If you are not speaking, please mute your microphone to avoid noise disturbance.
- Do speak up and be clear so that there will be clarity in the audio.
- Remember to share your screen with your presentation slides.

### 2. Recording of Presentation (for contingency)

- For contingency purpose, you will need to record your Presentation and submit the recordings to the conference secretariat by **Friday, 11<sup>th</sup> November 2022 5.00pm GMT+8**
- Presentation format setup guideline can be found on Page 4
- Recording guideline can be found on Page 5
- This is a contingency plan for internet connectivity issue during your presentation.

### 3. Time-Keeping

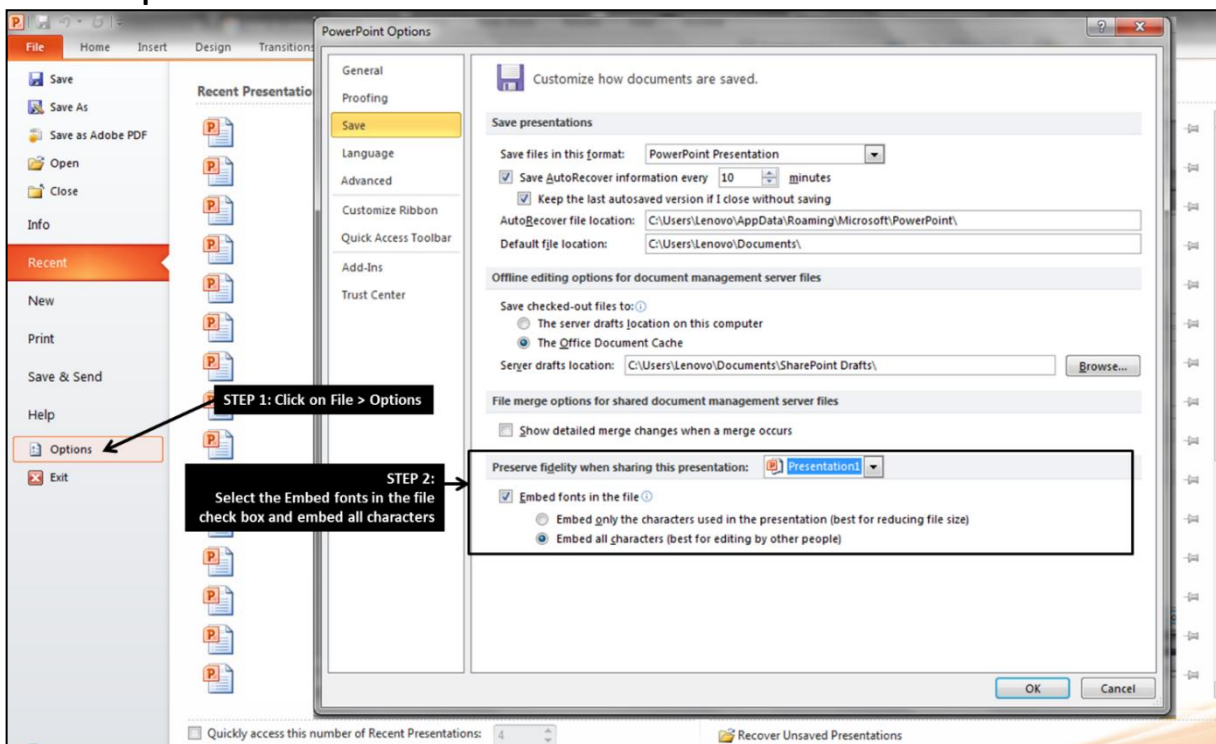
Presentation Time allocated:

- Plenary Speaker: **40** mins (35 mins + 5 mins of Q&A)
- Invited Speaker: **30** mins (25 mins + 5 mins of Q&A)
- Authors: **15** mins (10 mins + 5 mins of Q&A)



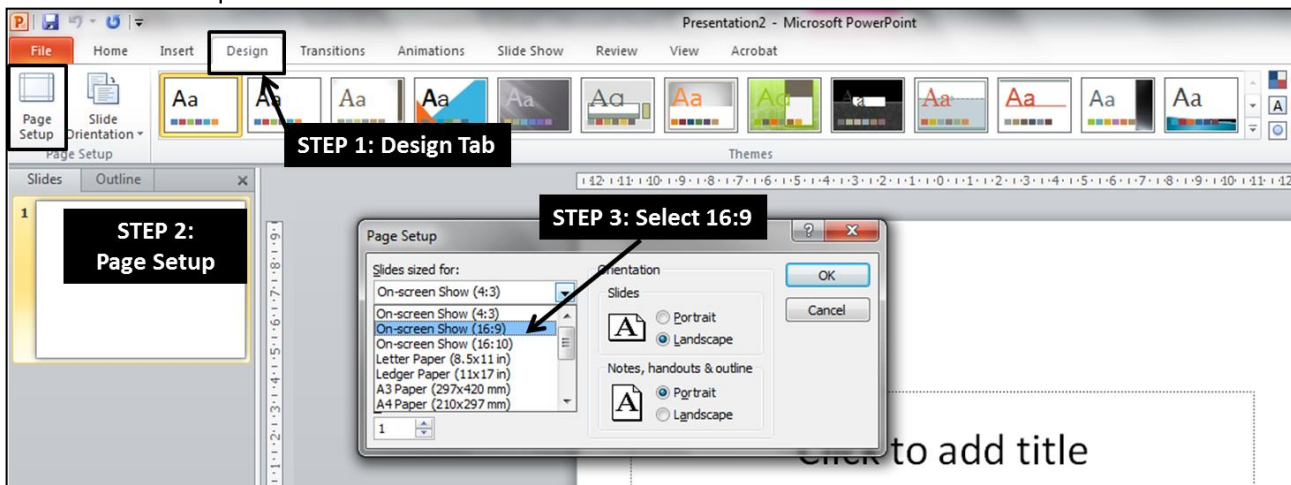
### 3. Presentation Format Setup Guidelines

- Steps to embed fonts in PowerPoint



- Steps to change size of presentation slide

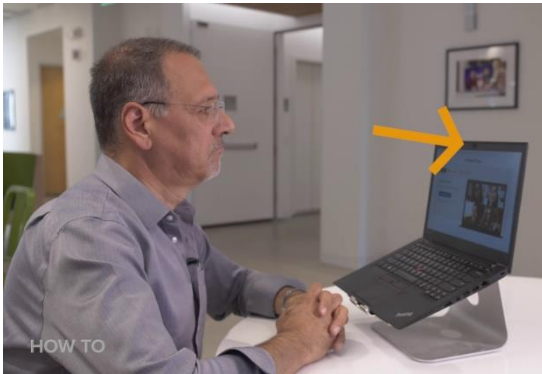
Note: Changing from original 4:3 to 16:9 may cause presentation content to be distorted. Manual adjustment will be required on each slide.





## 4. Presentation Recording

### 1. Recommended Laptop Setup

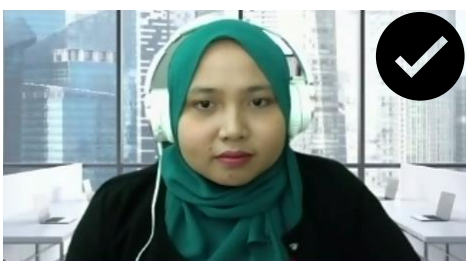


- Rise your laptop, phone or tablet to ensure the camera is at the same height as your eyes
- You can use a stack of books to rise the laptop
- Remember to look at the camera and not at the screen to maintain eye contact

### 2. Background, Framing and Lighting

- Dress Code: Smart Casual
- Ensure that you are in a **well-lit and quiet space**. There should be a light source in front of you to reduce any shadows
- We recommend to film in an **uncluttered office or study environment**, or at least with a neutral, clean background
- If you wish to use your own virtual background, do ensure you are sitting in front of a wall or blank surface to prevent glitching
- We recommend for your virtual background to also be uncluttered
- Ensure that there are no people crossing behind you

#### a) Good Framing with Uncluttered/Clean Backgrounds





## b) Improper Framing, Background and Lighting



- In terms of framing, allow enough headroom from the top, left, and right of the screen
- Use an **earpiece with a microphone** for better sound quality (If you are using wireless headset / earphones, please ensure that they are fully charged and have a battery life of minimum 4hrs)
- Look at the camera during the session for better engagement
- Reduce wind noise by turning off any direct fans
- Reduce distractions around you
- If using webcam, Set up webcam at eye level
- Take note of your presentation time allocated



## SPEAKER'S CHECKLIST

---

We look forward to your reply on the following:

✓	ITEMS	PLEASE INDICATE
<input type="checkbox"/>	1 Submission of Recorded Presentation slides (16:9 format)	Submission by <b><u>11<sup>th</sup> November, Friday</u></b>
<input type="checkbox"/>	3 There will be video in the presentation. If Yes, please ensure that the video format is either mov/avi/mp4	Please Indicate (Yes/ No) If Yes, please send it along with your slides.

**For further enquiries, please contact Ashley Pang:**

**Email:** [secretariat@aspen2022.com](mailto:secretariat@aspen2022.com)