

ICoMEIA 2026 Presentation Guidelines

Online Presentation

To help you prepare for your presentation and ensure a smooth experience, please follow the presentation guidelines below.

1. Presentation Mode

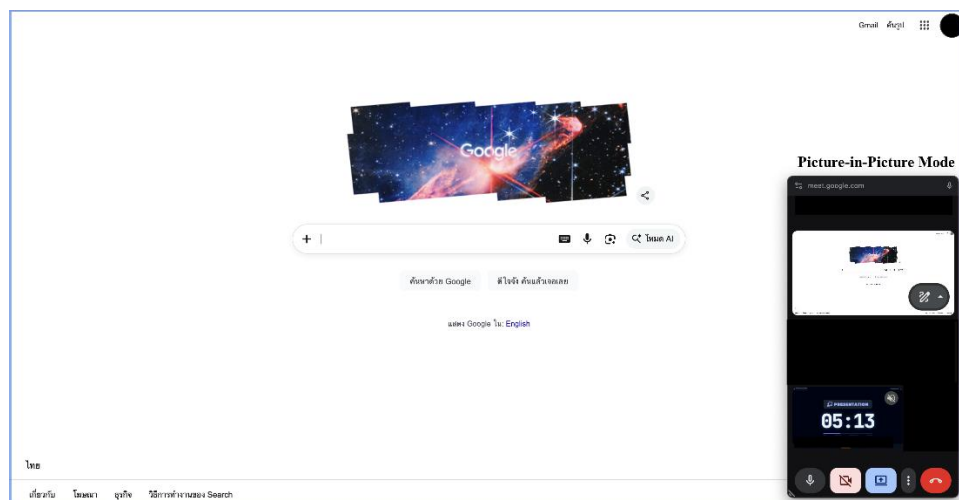
Online presenters are expected to present their work **LIVE via Google Meet** during their scheduled parallel session.

Google Meet Link: <https://meet.google.com/enz-rztr-chg>

If a presenter is unable to deliver the presentation live, a **pre-recorded presentation video** may be submitted in advance.

2. Joining the Online Session

Please join your assigned Google Meet session **at least 10 minutes before the scheduled start time** to allow sufficient time for technical preparation. Presenters are required to set their display names in the format **“PresenterName_PaperID”** during their presentations and enable *Picture-in-Picture mode in Google Meet* to keep the timer visible. Participants are advised to join the meeting using *Google Chrome*.



Picture-in-Picture Mode to keep the timer visible when sharing screen

3. Presentation and Q&A Duration

Each presentation is allocated:

- **10 minutes for the presentation**
- **5 minutes for the Question-and-Answer (Q&A) session**

Presenters are kindly requested to adhere strictly to the allocated time.

The following time-warning signals will be used:

Time	Signal	Meaning
8 minutes	 Green sign + 1 bell	2 MINS LEFT
10 minutes	 Yellow sign + 2 bells	TIME UP // Q&A TIME
15 minutes	 Red sign + 3 bells	SESSION ENDED

4. Internet Connection and Environment

Presenters should ensure that they have a stable internet connection and participate from a quiet environment with minimal background noise or distractions.

5. Audio and Camera

The use of a headset or an external microphone is recommended for better audio quality. Presenters are expected to keep their camera on and ensure that their face is clearly visible during the presentation.

Presentation Preparation and Technical Rehearsal

To ensure a smooth online presentation, all online presenters are **strongly encouraged** to attend the Presentation Preparation and Technical Rehearsal session before the conference.

The rehearsal session will be held as follows:

- Date: 21 October 2026
- Time: 4:00–6:00 PM (UCT+7, Thailand Time)
- Platform: Google Meet
- Google Meet Link: <https://meet.google.com/enz-rztr-chg>

During the rehearsal session, presenters will have an opportunity to:

- Test their internet connection, microphone, camera, and audio quality.
- Test screen sharing and ensure that presentation slides are displayed correctly.
- Become familiar with the Google Meet presentation environment and the online session procedure.
- Check that the presenter's display name and Paper ID are correctly shown in Google Meet.
- Confirm that the presentation materials are ready and can be shared without technical difficulties.
- Raise any technical questions or concerns related to the online presentation.

Presenters are encouraged to join the rehearsal using the same computer, internet connection, microphone, camera, and other equipment that they plan to use during the actual conference presentation.

Please prepare your final presentation slides in advance and have them ready for testing during the rehearsal session.

Requirements for Pre-recorded Presentation Videos

For presenters submitting a pre-recorded presentation, please ensure that the video meets the following requirements:

- **File Format:** MP4
- **Maximum Duration:** 10 minutes
- **Recommended Resolution:** HD 1280 × 720 (720p)
- **Maximum File Size:** 100 MB
- **Presentation Display:** The video should clearly display both the presentation slides and the presenter. Picture-in-picture presentation is recommended.
- **Audio:** Presenters must use their own voice for the narration. AI-generated voice narration is not permitted.
- **Background Music:** Background music is not permitted.
- **File Naming:** Please name the video file using the following format:

PresenterName_PaperID.mp4

Example: **Marcus_001-001.mp4**

Attendance for the Q&A Session

Presenters who submit a pre-recorded video **must still attend their scheduled online session via Google Meet** to participate in the live Question-and-Answer (Q&A) session.

Presenters should refer to the ICoMEIA 2026 Parallel Session Schedule for their assigned presentation date and time.

Google Meet Link: <https://meet.google.com/enz-rztr-chg>

Video Submission

Presenters submitting a pre-recorded presentation are required to complete the online submission form and upload their presentation video via the following Google Form:

ICoMEIA 2026 Online Presentation Submission Form:

<https://forms.gle/L99p4Xo3Zh4yUgU67>

Submission Deadline: 18 October 2026, 11:59 PM (UCT +7, Thailand Time)

Please ensure that all required information in the form is completed accurately before submission.