Important Notes for Presenters

1. The parallel session of the 8th ICOLLITE conference will be held with breakout rooms in which the presenters will present their papers.
2. The powerpoint for the presentation must be submitted as a PDF file via the presenter's account **no later than 20 July 2024** with the following **format**.
3. The allocated time for each presentation is (tentatively) **no more than 10 minutes.**
4. Each room will conduct two presentation sessions. In each session, there will be five parallel presentation followed by the 10-minutes questions and answers session guided by the moderator.
5. The room keeper in each breakout room will manage the session and control the powerpoint slides for presenters.
6. The presenters with unstable connections are strongly advised to prepare a PPT which will be presented from their own device during the parallel class session.
7. The presenters are required to fully attend the sessions even after the presentation has been conducted.
8. All presenters and participants must turn their camera on and their microphone off (muted) during the parallel class.
9. The presenters and the participants are required to inform the respective room keeper for any presentation-related changes made
10. E-certificate for presenters will be awarded to those who participate in the conference sessions fully and upload their presentation file/s in due time.