



**The 2nd APSSI International Conference 2021**  
**"Re-narrating Inequality and Social Justice in Asia"**

Hosted by Department of Sociology  
Universitas Brawijaya



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## PRESENTER GUIDELINES

### The 2<sup>nd</sup> APSSI International Conference 2021

This guidelines include pre-recording and remote presentation. The committee allow presenters to opt one model. Please read it carefully.

#### A. Pre-recording Your Presentation in Zoom (Deadline to Remit: 24 October)

The 2<sup>nd</sup> APSSI International Conference 2021 will be presented using the Zoom web conferencing platform. If you have never used Zoom, instructions on creating an account and basic features can be found [here](#). In order to record your presentation, you must first download and install the [Zoom client](#). Below you will find instructions to pre- record your presentation. Recordings should be submitted by **24 October**.

#### Zoom Recording Instructions

If you are not confident about your internet connectivity, we highly suggest that you pre-record your presentation.

1. Open Zoom. In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.
2. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure that your audio and video are both on and working. The video is required in order to ensure a high- quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording. For an example of a good recording, view the [OFC tutorial](#), which has been made open access.
6. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed 10 minutes.
7. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.
8. We allow the presenter to conduct in English or Bahasa Indonesia (to include slide show)

#### B. Recorded Presentation other than Zoom (Deadline to Remit: 24 October)

1. Presenters may opt to pre-record their presentation using other than Zoom.
2. If you are not confident about your internet connectivity, we highly suggest that you pre-record your presentation.
3. Record your video with a video quality of 720p 16:9 25fps
4. Your video presentation should not exceed 10 minutes.
5. We allow the presenter to conduct in English or Bahasa Indonesia (to include slide show)

#### Uploading Your Pre-recorded Presentation to Google Drive

Follow the instructions below to upload your presentation.

**Be sure to record your presentation by 24 October.** In order for your paper to be published, you are required to present (either in a live presentation or submitting pre-recorded content). If you are unable to make this deadline, please inform us by email as soon as possible with the date by which your presentation will be available, and we will do our best to ensure the presentation is reviewed for quality.

1. Once the recording is complete, you will see three different files: .m4a, .m3u, and .mp4. **You will only need to upload the .mp4 file** as that file incorporates Audio, Camera and Content Slides (PowerPoint) all in a single file.



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2. Please upload your video [here](#), and name it by “Day\_Parallel Session\_Panel\_Your Name”, ex: Day1\_Parallel Season1\_Panel1\_Isabella. It is depending on the size of the resulting file, this may take some time, so be patient as the file uploads.

### **C. Presenting Remotely**

Use the instructions below to present remotely at the Virtual Conference.

1. If this session is your scheduled presentation, please change your name to the format “Panel [spasi] Your Name”, ex: 1 Isabella.
2. Your talk will continue as scheduled. As with a virtual meeting, each session will proceed in the order identified and maintain the schedule.
3. Each talk will be comprised of a presentation and subsequent, dedicated Q&A.
4. Each session will be presented in a breakout room.
5. At least one day prior to the scheduled session, the moderator and all presenters for that session will receive a message from the virtual conference room that contains the connection information.
6. In preparation for the meeting, please download the test via the Zoom Test site (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio. Note: For audio connection, you can use your computer audio.
7. You will “Share” your screen or document. Otherwise, the room moderator can set this up on your behalf. Please ensure that your webcam is on so that attendees can view you during your presentation.
8. Presenters only have ten minutes to provide a summary of your paper. Moderators are instructed to inform speakers to wrap up on their final two minutes and stop the presentation should the participant speak beyond ten minutes.
9. Question and Answer session will follow your presentation. The session moderator will read questions submitted by participants.
10. Please plan to join the meeting 10 minutes early in case there are any issues that need to be worked out.