Dear Presenters,

Greetings from the Organising Committee of ICMSS2022.

On behalf of organizing committee, we would like to say **thank you** for registering as an oral presenter for the conference which will be held on **15 –16 March 2022** at **Universiti Putra Malaysia**.

An attempt to avoid technical disruptions/challenges during conference, the organising committee of ICMSS2022 are requesting a pre-recorded video of your talk/presentation. This can be shared/submitted to ( [icmss2022@upm.edu.my](mailto:icmss2022@upm.edu.my) ) via any available **cloud storage platform**. Among the recommended cloud storage platforms (but not limited to) are **Google Drive (preferred), iCloud, Microsoft OneDrive, Dropbox,**and**IDrive**. All the **pre-recorded videos** will be shared with all delegates after the event.

The guidelines for preparing the pre-recorded video are as follows:

1.             The pre-recorded video should not exceed **10 minutes**.

2.             The pre-recorded video should be prepared in **MP4** format, with a resolution of at least 720p and in **16:9 widescreen** format.

3.             Name the video with your **conference** **ID** (e.g. **AA-005.mp4**)

4.             There are **no restrictions on the type of tool** used to record the video.

5.             The pre-recorded video must include**the presentation slides (with a voice).**

6.             The **first** presentation slide **must** have the following information: the presentation **title, author’s name, affiliation,**as well as a**photo of the presenter**.

7.             Make sure that the Presenter’s **contact information** is included on the **last slide**, so that attendees may reach you when they have additional questions.

8.             Use **easy-to-read** fonts like Arial or Times New Roman with a font size of 20 or larger.

9.            Avoid noisy backgrounds and limit the use of animation or effects.

10.         Avoid embedded videos, sound effects, and background music from any commercial music recording in your slides to avoid copyright violations.

11.         Upload the **completed pre-recorded video** to your chosen cloud storage platform and submit/share with the organiser via email ( [icmss2022@upm.edu.my](mailto:icmss2022@upm.edu.my)  ) **before 1st March 2022**for**technical evaluation and best presenter** purposes.

Your pre-recorded video will run during the scheduled presentation time in **Zoom** online platform.  Followed by **Q&A session** approximately 5 minutes. All presenters must on live during that session.

We sincere of the effort that you made for the best pre-recorded video.