

## BBC2020 – Presentation Guidelines

Bioinformatics and Biodiversity Conferences (BBC) is the annual conference to support the development of bioinformatics research in Indonesia. BBC is organized by the Indonesian Society for Bioinformatics and Biodiversity (ISBB) and AKADEMISI Team. This conference was initiated by bioinformatics communities to accelerate the development of computational science, biodiversity research and related studies in Indonesia.

Due to the COVID-19 pandemic, the first BBC 2020 will be a virtual conference via Zoom platform from 21<sup>th</sup> - 22<sup>nd</sup> December 2020. The details of Zoom links, parallel sessions, schedule, and video deposition box will be made available via BBC2020 homepage.

Presenters are required to upload the presentation file (PPT/PPTX) on the Google Drive platform before the deadline. Presenters are being advised to upload a pre-recorded presentation video in case there are technical problems during live presentation session. However, the Question & Answer (Q & A) session would be done live on the Zoom platform. Therefore, please prepare to be on the stand-by for your live Q & A session, which will follow immediately after the pre-recorded video presentation. We request you be available and ready for your presentation at least 30 minutes in advance, in order not to affect the flow of the schedule.

Please follow the details given below to prepare for your presentation.

### 1. Conference Room

Zoom Channel links will be provided on the BBC2020 webpage (**Conference Room** menu). Please login to the webpage to see the details using your Registration ID. The schedules will be made available closer to the conference date.

- Go to [bbc.akademisi.co.id](http://bbc.akademisi.co.id) and select **CONFERENCE ROOM** menu to open the below page

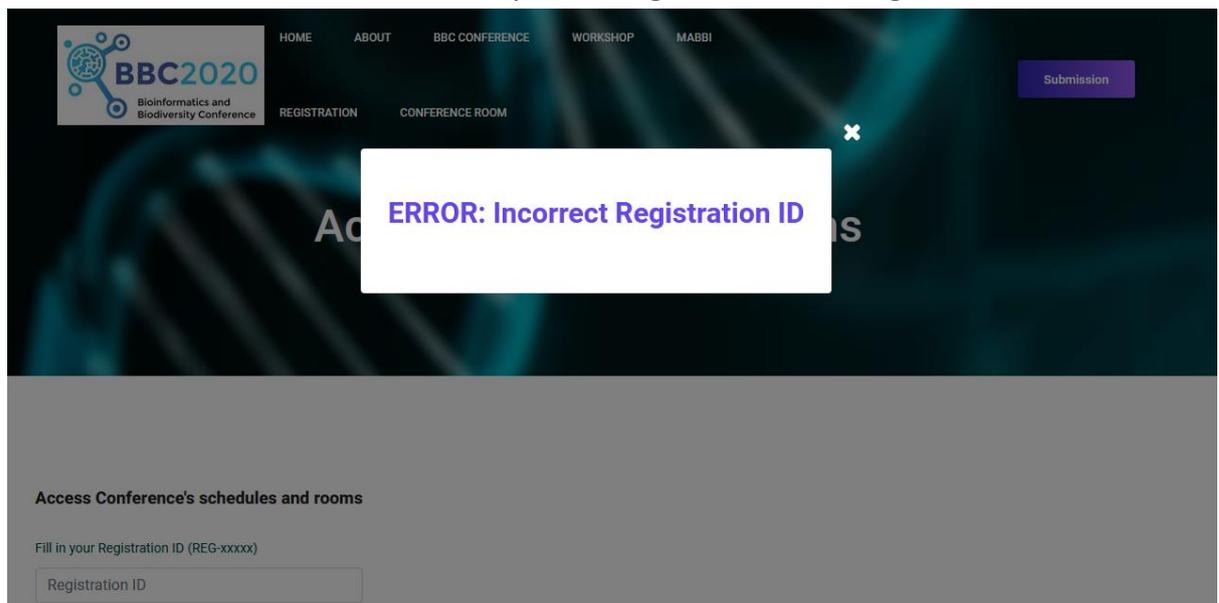


#### Access Conference's schedules and rooms

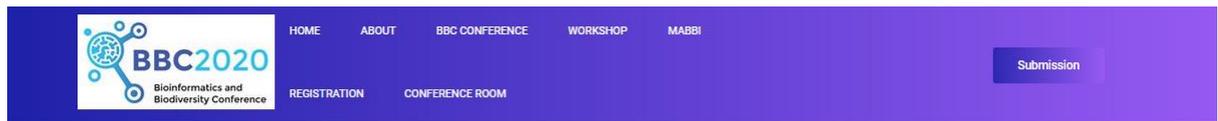
Fill in your Registration ID (REG-xxxx)

Log In

- Fill in your Registration ID (format: REG-xxxx) and then click **Log In** button
- The website will show this error when you fail to give the correct registration ID

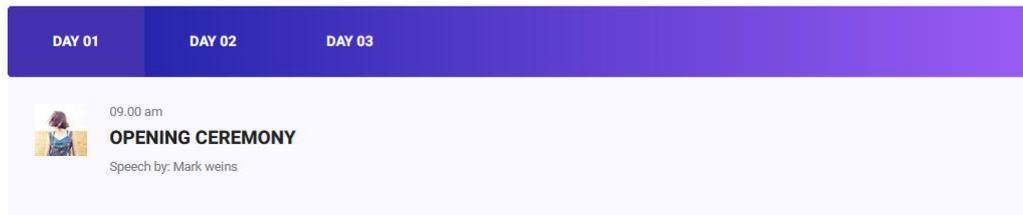


- Otherwise, you will be redirected to below page when you successfully enter the correct ID. Please be advised that the schedules will be updated closer to the conference date.



## EVENT SCHEDULE

If you are looking at blank cassettes on the web, you may be very confused at the difference in price. You may see some for as low as \$17 each.



### 2. Pre-recorded Presentation Video Upload: File Naming Format

- Live streaming of pre-recorded session will be done, with Live Q & A.
- Please upload your video in **MP4** format.
- Name your video as *<Last name>\_<First three words of your paper title>.mp4*.  
For example, if a person named 'Heru Mayer' with a paper entitled 'Predicting protein-peptide binding sites', then please name the pre-recorded video file as "Mayer\_PredictingProteinPeptide.mp4".

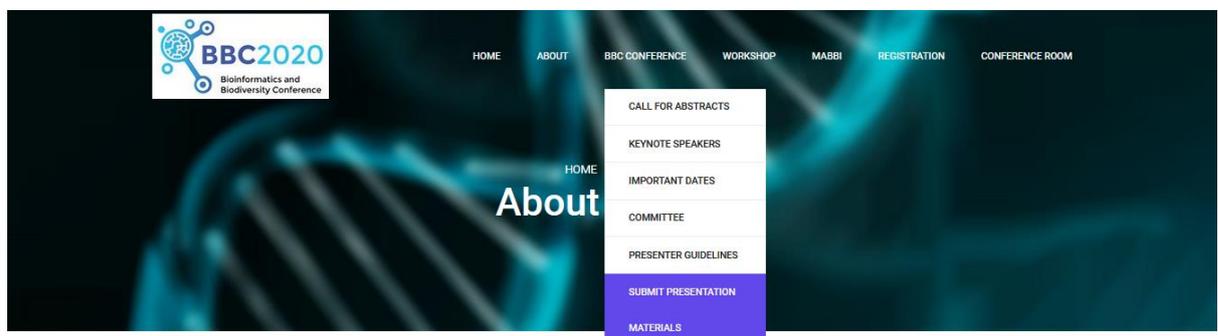
### 3. Submission Procedures

- Materials to be submitted:
  - ① All presenters must submit a voice-recorded presentation(video file format).
  - ② Presentation file (PowerPoint format)

③ All materials you should submit above is submitted to

<http://bit.ly/bbcpresentationmaterials> or visit BBC2020 website **BBC CONFERENCE >**

### SUBMIT PRESENTATION MATERIALS



### 4. Presentation File and Video Standards

- Slide Size: Wide Screen (16:9)
- On the ppt(PowerPoint) cover which is the first slide of ppt, include the title of your work, name and affiliation of presenter, including the presenter's photo.

- Presentation time: 10 minutes or less
- File Size: 100 MB or less

## **5. How to record presentation video**

**① Open MS PowerPoint and click [Slide Show] - [Record Slide Show] - [Start Recording] at the top**

**② Check the all option [time-use], [slide and animation time, laser pointer movements, timing, and so on] - [Start Record]**

**③ Record the presentation while checking the recording time**

**④ After recording ends, click [File] - [Export] - [Create a Video] - save the file**

**\* You have to save/export your presentation to a video file format (.mp4 or .wmv).**

Following is the manual to record audio on presentation material and turn presentation into a video.

You can find the explanatory video in these below link.

- Manual to record audio

<https://tinyurl.com/manualtoRecordAudio>

- Manual to turn your presentation into a video

<https://tinyurl.com/manualtoCreateVideo>