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## The 4<sup>th</sup> ICFAES 2022 GUIDELINES

### A. Full Paper Submission


In order to be presented, please submit your full paper (.pdf) before 10 Oktober 2022 by **Morressier** platform (IOP Publishing partners), please sign up at <https://www.morressier.com/call-for-papers/6305e477f8e75c00136cd547>.

Papers submitted will be pre-screened for conformity with IOP Conference Series submission guidelines and for overall appropriateness. Papers that pass the initial screening process and plagiarism checked (similarity level less than 25%) will then be double-blind reviewed. The initial screening guidelines:

1. A length of submitted paper at least 6 pages and no more than 12 pages including all text, figures and references. There are no page numbers, or headers and footers, within the paper. Please refer to the <https://publishingsupport.iopscience.iop.org/author-guidelines-for-conference-proceedings/> or [https://bit.ly/IOP\\_Fullpaper\\_Template](https://bit.ly/IOP_Fullpaper_Template)
2. The paper should within ICFAES 2022 scopes, otherwise your paper will be rejected, please check the ICFAES 2022 scopes via [www.icfaes.unsyiah.ac.id](http://www.icfaes.unsyiah.ac.id)
3. Paper should be written in English. All manuscripts must be free from grammatical, spelling, and/or punctuation errors and it is the responsibility of authors to ensure that the paper has been thoroughly edited and proofread before submission.
4. Please read carefully authors' guide to submitting your paper using Morressier submission system: <https://support.morressier.com/en/articles/5690396-authors-guide-to-submitting-a-paper>
5. How to upload your revised paper: <https://support.morressier.com/en/articles/6040638-how-to-upload-your-revised-paper>
6. If you encounter any problem during the submission process please contact us [icfaes@unsyiah.ac.id](mailto:icfaes@unsyiah.ac.id)

### B. Presentation materials

Please submit your presentation materials (ppt/poster) to [https://bit.ly/Submission\\_PPT-POSTER\\_ICFAES2022](https://bit.ly/Submission_PPT-POSTER_ICFAES2022) and visit the 4th ICFAES 2022 guidelines in download menu [www.icfaes.unsyiah.ac.id](http://www.icfaes.unsyiah.ac.id)



### **C. Presentation guidelines**

The 4th ICFAES will be held as a hybrid conference. All talks will be presented as a live presentation. Presentation (.ppt) and poster (.pdf) files must be submitted no later than October 15<sup>th</sup>, 2022. Instructions on how authors can submit their files are emailed together with the announcement of acceptance. While the live presentation on October 26<sup>th</sup>, 2022, Presenters must be online during each session. All presenters must make a live presentation followed by a question-and-answer session from the conference participants moderated by their respective moderators. All communication both in presentation and Q&A must be done in English. All times in the program schedule are West Indonesia Time /West Indonesia Time (WIB; GMT+7).

### **Oral presentation guidelines**

The conference committee will send you an email that contains the registration link to get the Zoom links for Plenary Session. All the participants are required to register each day of the conference before October 25, 2022.

### **For Keynote / Invited Speaker**

1. The conference committee will send you an email that contains a Zoom meeting conference link and Virtual Background file that you can use in the conference. Please kindly check your email and select the committee's mail invitation to join the 4th ICFAES 2022 Hybrid Conference
2. Upon entering the room, please keep your microphone muted.
3. The conference room will be opened 30 minutes before the session starts.
4. Speakers are requested to check their assigned presentation time in the Schedule of Events. All presentation times are shown in GMT+7.
5. If you have any issues during the session, please freely contact the host.

### **Before the Session**

1. Make sure to use your full name during the Conference.
2. The Host or Co-Host will start the Zoom Room 30 minutes before the session starts.
3. Speakers are requested to enter the Zoom Room 15 minute before the session starts.
4. Please check with the Session Host with your audio/video quality before the session. If you want to run video or share something, please inform the Session Host before the session and ensure the presentation material is running correctly.

### **In the Session**

1. The session MC (Master of Ceremony) will request the keynote speaker to do a presentation as per the conference schedule.
2. Keynote speaker has 25 minutes for presentation.
3. MC will close the plenary session for keynote speaker and request Moderator to start Plenary/Company Session.
4. Moderator will introduce all the Speakers and start the session, at the end of all presentation, Q&A will be opened for 15 minutes.
5. At the End of the Session: Please join the photo session at the beginning and end of the session (the host will guide you)

### Guideline for Parallel Session

1. Presenters should send their presentation slide file (\*.ppt or \*.pptx) before 15 October 2022 by email to [https://bit.ly/Submission\\_PPT-POSTER\\_ICFAES2022](https://bit.ly/Submission_PPT-POSTER_ICFAES2022). The slide file should be less than 20 mb and the file name was named in accordance with Abstract ID\_Name that are used in this conference.
2. The parallel sessions will be held without any break and the presenter can adjust their break time in accordance with their own preference. However, we encourage all the participants to listen to all presentations in this session.
3. Presenters should participate in all the the 4<sup>th</sup> ICFAES sessions from the beginning until the end.
4. Presenter should rename zoom account (Abstract ID\_Name; ex: A01\_Mutia Ramadhaniaty)
5. Presenters should turn on the camera when presenting their presentation.
6. Presenters should use the zoom background provided by the the 4<sup>th</sup> ICFAES organizing committee
7. Each session of presenters will have 10 minutes allocated time for presentation. 10 presentations will be held consecutively and questions and answer sessions will be held later for 15 minutes.
8. Conference staff or moderators will remind presenters at 3, 2, 1 minutes prior to the end of allocated time.
9. Presenters need to manage their presentation slide transitions on their own, if there is a technical problem, presenters can ask the 4<sup>th</sup> ICFAES staff to manage the presentation transition.
10. If presenters or participants encounter technical difficulties, please ask for assistance from the 4<sup>th</sup> ICFAES staff in the parallel room through chat that is available in the zoom software.

### Poster presentation guidelines

1. Presenters for the poster presentation should their presentation poster file (\*.pdf) that explains the introduction, methods, and result chapter of their research.
2. Poster file presentation should be sent to [https://bit.ly/Submission\\_PPT-POSTER\\_ICFAES2022](https://bit.ly/Submission_PPT-POSTER_ICFAES2022) no later than 15 October 2022.
3. Poster size should be appropriate for online presentation. We strongly recommend to use 4:3 ratio or 16:9 ratio that commonly used in the powerpoint presentation.
4. All the presenters should be present during the poster presentation

### For Attendees / Participants General Instruction:

1. The conference committee will send you an email that contain a Zoom Meeting link and a Virtual Background file that you can use in the conference. In case your computer doesn't support virtual background, you don't need to use the virtual background.
2. Upon entering the room, please keep your microphone muted and turn on the video.
3. If you have any question(s) related to parallel session, please use the Chat-box. Make sure your Chat-box is addressed to "Host/Co-Host".
4. For each parallel session, the respective room will be opened 15 minutes before the session starts.
5. Make sure to set your name with format Reg. ID\_Name will be sent along by zoom link. For example, A01\_Mutia Ramadhaniaty.
6. Attendees are requested to enter the Zoom Room 10 minutes before the session starts
7. Upon entering the room, please keep your microphone muted.
8. During the live presentation as per the conference schedule, attendees may give a question through the chat box to "Host/Co-Host". After the presentation finishes, the Session Chair will open the Q&A Session.
9. If needed, Session Chair may ask attendees to turn on their camera (with the help from Host) in Q&A sessions.