



**VIRTUAL CONGRESS**  
14<sup>th</sup> Asian Congress on Oral &  
Maxillofacial Surgery (ACOMS)  
4-6 June 2021, Singapore

## **ORAL FREE PAPER PRESENTATION GUIDELINES**

### **PRE-RECORDED VIDEO LECTURE REQUIREMENTS**

#### **Video Technical Requirements**

- Videos should be in a minimum definition of 720p or higher.
- Video Format must be in horizontal format.
- Video File Name to include Speaker Name and Lecture Title.
- Preferred file types: .mp4, .mpg, .mpeg

#### **Video Content**

- Each recorded lecture should not exceed **8-minute** duration
- 1 Video should be submitted which shows both the Speaker and Speaker Slides moving together at the same pace.
- Speaker should have the camera turned on during the presentation.
- Slides must be clearly readable in the video. The recommendation is that slides take up 2/3 of the screen in comparison to the speaker when slides are being presented.

#### **Powerpoint Slide**

1. Please ensure your presentation slide deck is in the ratio of 16:9. To learn how to convert your slides to 16:9 ratio. More information can be found in these links:  
[https://www.youtube.com/watch?v=f\\_OorhsXTdc](https://www.youtube.com/watch?v=f_OorhsXTdc)  
[https://www.youtube.com/watch?v=-B1JY\\_C5xAA](https://www.youtube.com/watch?v=-B1JY_C5xAA)
2. The first slide of your presentation **MUST** be your name and presentation title.
3. The second slide should be the Disclosure Slide. If you have nothing to disclose, please add “No Disclosure”.
4. We recommend that you label all slides that include unpublished data with a title “Unpublished Data – DO NOT COPY OR DISTRIBUTE”.
5. All patients’ eyes should be blacked out so that the patients cannot be identified.
6. Please note that your presentation will be accessible from the 14<sup>th</sup> ACOMS Virtual Platform during the Congress from 4-6 June 2021 and 2 months after the Congress, to all registered participants of the Virtual Congress.

#### **Recommendations & Guide**

There are 2 ways that we recommend recording your lecture.

##### **1. Zoom**

<https://www.youtube.com/watch?v=xHH5JEsa6B4&t=7s>

##### **2. Microsoft Powerpoint**

- Click “Slide Show” >> “Record Slide Show”
- This will allow you to record your presentation, as well as to turn on the computer/laptop camera to record as you speak.

<https://www.youtube.com/watch?v=uKgfVZ4aCE0>



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### **Speakers Planning and Preparing for the Video**

- **Environment** - Before proceeding to begin your video recording, please ensure that you are in a quiet environment. If possible, please opt for a plain, neutral or tidy background.
- **Lighting** – Ensure that you are filming in a well-lit area so that your face can be seen clearly. Natural light that you are sitting directly in front of is recommended for recording.
- **Composition** – The subjects' face (the speaker) should occupy 1/3 of the screen. Please avoid cutting off the head/chin of the subject by zooming too closely. The video should feature the speaker's head, chin, and shoulders clearly.
- **Camera Angle** – Generally, placing the camera at the same height or slightly above your eye level will give you more flattering angles when recording. You can use books or other items to help prop up the camera/laptop or mobile phone.
- Prepare the items that you may need during the presentation beforehand. Test your slides before you start and have any props you may want to use within reach.
- If you have an external microphone, we recommend connecting this to your computer/laptop and using this for your audio input instead of the built-in microphone. Please ensure to test that the microphone is being picked up by the computer/laptop and recording.

### **Tips for Presenting on Camera**

- Dress business appropriate for your presentation. We recommend a business casual dress code.
- Try to look into the camera every now and then as this translates into you looking at the participants during the presentation.

### **Other Information**

- To help orientate the audience, the organisers will add slides before and/or after the submitted video to indicate session and speaker information or other event information.
- Short advertisements from sponsors may be included before and/or after the lecture video recording.



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**Speakers Deadline for Submission of Recorded Lecture**

Please submit your recorded lecture to the secretariat [admin@projectsconsultant.com](mailto:admin@projectsconsultant.com) by **15 May 2021 6.00pm (Singapore time)**.

Please use WETRANSFER mode to send your presentation slides/video.

**Congress Secretariat**

Please contact the secretariat if you require assistance email: [admin@14acoms.com](mailto:admin@14acoms.com) or contact (65) 98334651

❧THANK YOU ❧