15th ACOMS ORAL FREE PAPER SUBMISSION GUIDELINES

Thank you once again for presenting at the congress which will be held from 26-28 May 2022 through the on-site conference and ACOMS 2022 virtual platform.

* Details may be subject to change due to organizational circumstance of scientific program committee.
You will be informed of any change as soon as it is made.

We have opted for a format that takes a **pre-recorded video format for each presenter unable to attend to the on-site conference,** which will be available during original date of the conference and on-demand after the conference concludes. **Thus, kindly inform us of your attendance type (on-site or virtual)** via following form by **May 13 2022 Preferred type of presentation**

You will be allocated a total of **7 minutes for your presentation** and **3 minutes of Q&A** will be followed after your presentation. For presenters who cannot attend on-site, the video received in advance will be played, but participants' questions need to be answered **in real time**. In order to proceed live Q&A, **you are required to be lively present at your computer during your entire session**
Free papers 11:00-12:30 Saturday, 28 May

Starting from **April 1, 2022**, vaccinated travelers who have completed vaccination overseas and have registered their vaccination history through the Quarantine COVID-19 Defence (Q-Code) system before traveling to Korea will be **eligible for quarantine exemption.** Details to be followed by below.
Immigration Guidelines / Quarantine management information for overseas entrants
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Guidelines for preparing your video (for presenters who will attend virtually)

We request you **to prepare and upload a video of your presentation**, consisting of a brief introduction with a webcam, if desired, followed by voice-over slides for your presentation. This will be posted within your presentation time slot on the ACOMS 2022 on-demand virtual platform. Please note that the file must be a video file **in MP4 format** (more details below).

In order for videos to be verified by the scientific program committee, there is considerable urgency in preparing and send us your video. Accordingly, you are advised to send us your pre-recorded lecture presentation by **May 18, 2022.**

Please use the following guidelines for preparing your video. Final specifications will be checked at the time of submission and files not compliant may not be uploaded**.**

Presentation template for Oral presenters

Video Content

- 1 Video should be submitted which shows both the presenter and the slide moving together at the same pace.
- Presenter 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 presenter when slides are being presented.

PowerPoint Slide

- 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=-B1JY_C5xAA
- The first slide of your presentation MUST be your name and presentation title.
- The second slide should be the Disclosure Slide. If you have nothing to disclose, please add "No Disclosure".
- We recommend that you label all slides that include unpublished data with a title "Unpublished Data – DO NOT COPY OR DISTRIBUTE".
- **<u>All patients' eyes should be blacked out so that the patients cannot be identified</u>**.
- Please note that your presentation will be accessible from the 15th ACOMS (ACOMS 2022) Virtual Platform during the Congress from 26-28 May 2022 and 1 month after the congress, to all registered participants of the ACOMS 2022.

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

Presenters 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 presenter) 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 presenter'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 organizers will add slides before and/or after the submitted video to indicate session and presenter information or other event information.
- Short advertisements from sponsors may be included before and/or after the lecture video recording.

※ **Deadline for Submission of Recorded video**

- Please submit your recorded video via below link (Dropbox) by **18 May 2022 6:00 pm (KST).**
  Recorded video submission link (Oral presenter)

※ **Deadline for Submission of presentation slides (only for on-site attendance)**

- Please submit your presentation slides via below link (Dropbox) by **18 May 2022 6:00 pm (KST).**
  Presentation slide submission link (Oral presenter)

※ **ACOMS 2022 Secretariat**

Please contact the secretariat if you require any assistance.

E-mail: acoms2022@gmail.com
Phone: (+82) 53-740-0425, 0426