

16th Post Graduate Forum on Health System & Policy

Learning Health Systems During Pandemic and Beyond: Lessons from Asia on Innovations Towards a More Resilient Health System

Yogyakarta, July 15th-16th 2022

Instructions For Oral & Poster Presenters

Please read through this carefully as you prepare your presentation.

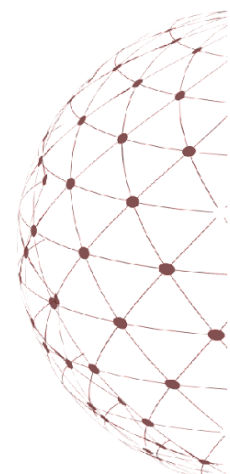
General

All oral and poster presentation sessions are ***pre-recorded***.

Please record your presentation for only **8 minutes** (oral) or **3 minutes** (poster). The Q&A will be 2 minutes at the end of the presentation. Please do not exceed the time given.

The moderator will play your pre-recorded presentation at your allocated time during your session. This will be notified later. You must be present during this time and be ready for the Q+A session at the end of the presentation. You will need to turn on your webcam + microphone for this session. Please make sure your teleconferencing equipment is in working order beforehand.

All presentations including e-poster will use Microsoft Office 365 version; Microsoft PowerPoint .



Technical guidelines

GUIDELINES FOR PRE-RECORDED VIDEO

Please watch this video before reading the details below:

<https://www.youtube.com/watch?v=D8JV3w4TOVw>

SOFTWARE: Microsoft Office 365; Microsoft Powerpoint

- Cisco Webex Meeting. [Record a Cisco Webex Meeting](#)
- Skype for Business. [Record and playback a Skype for Business meeting](#)
- Google Meet. [Record a video meeting](#)
- Zoom. [Local Recording](#)
- Gotomeeting. [Simpler, Faster Meeting Recording!](#)
- Microsoft Teams. [Record a meeting in Teams](#)
- Microsoft Powerpoint. [Record a slide show with narration and slide timings](#) and [Turn your presentation into a video](#)

VISUAL QUALITY: minimal 720-pixel resolution, frame rate of 30 fps

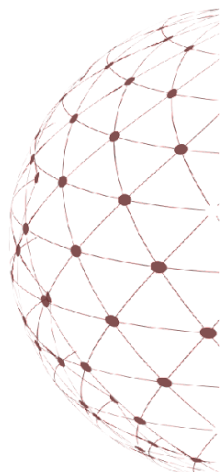
AUDIO QUALITY:

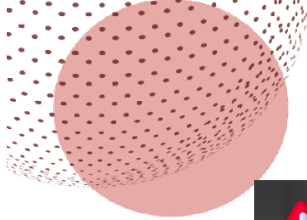
- Usage of microphone/ headphone are mandatory in order to get the best sound quality during recording
- Minimal background noise for better presentation

VISUAL PROJECTION:

GENERAL

Lighting: Adequate lighting is recommended as preferences showed below.



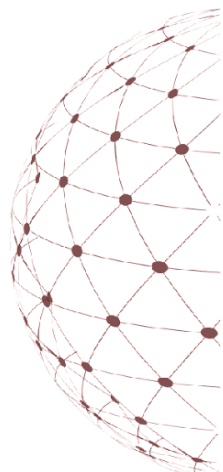


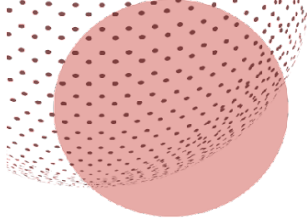
Angle: Make sure the presenter's face is parallel to the Web Cam with appropriate distance maintained.



Image by Jochen Christ from Effective Home Office

Background: Ensure the background in the presenter video is neat and appropriate. Attire: Formal wear



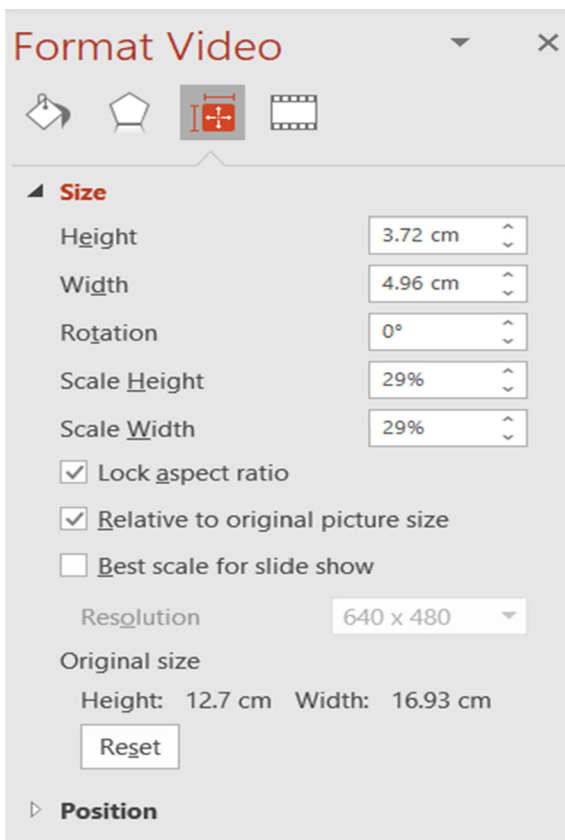
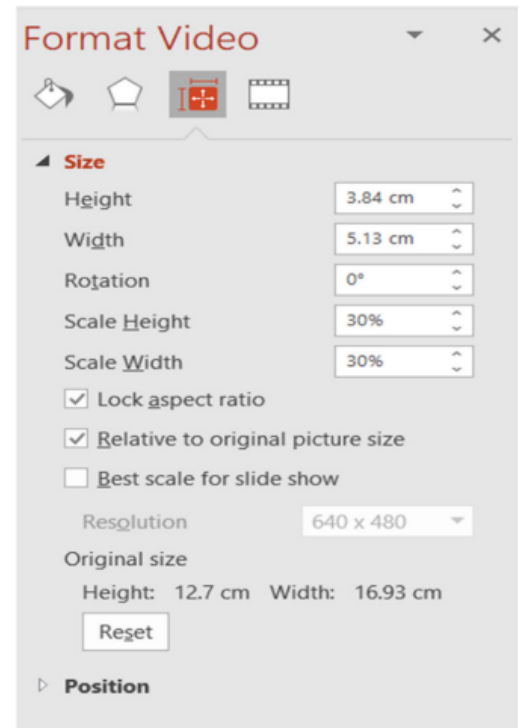


Oral Presentation Guidelines

Size of the presenter video: 3.84cm (H) X 5.13cm (W) (at the right upper or lower of the slides and must be consistent at every slides)

Size and number of ppt. slides: No restriction

Language – British English



E-Poster

Presentation Guidelines

Size of the presenter video - 3.72cm (H) X 4.96cm (W) (at the right upper or lower of the slides and must be consistent at every slide)

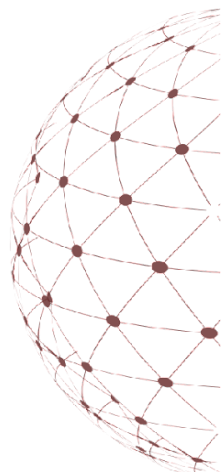
Size and number of ppt. slides - slide ratio of 4:3 with max. of 3 slides only

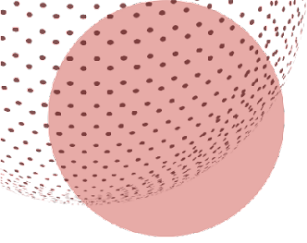
Language – British English only.

Font – minimal font size of 18 for content and 16 for references with appropriate contrast compatible with the background.

No.of presenter- maximum of **ONE (1) presenter.**

The e- posters should be precise and concise. *(An example of the e-poster layout is attached on the next file)*





- Before saving your .PPTX file, please make sure the view is not enlarged (ie. the view is actual size or the zoom magnification is 100% or less)
- When saving your .PPTX, please do not use symbols or special characters (ie. +/-@) in the file name.
- Please use File Name:
 - Oral presentation: "PGF22_Oral _ acceptance code"
 - Poster presentation: "PGF22_Poster _ acceptance code"
- Please upload your presentation to Google Drive/One Drive/ Other cloud services and submit the link to your presentation via email to postgraduateforum@ugm.ac.id

The deadline for submitting your oral + e-poster presentation is before 0000H, 5th July 2022

