



## **GUIDELINES FOR PODIUM PRESENTATIONS**

19<sup>th</sup> May 2021

### **Before the conference (DEADLINE June 7, 2021)**

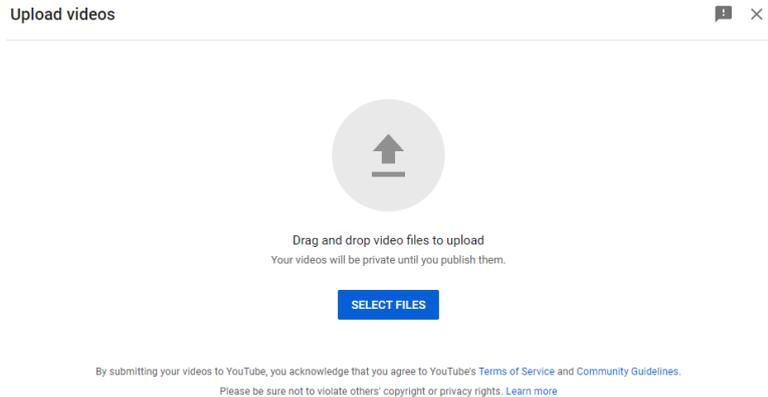
1. Prepare a pre-recorded presentation using the template available on the conference website [File name CDIO2021 PresentationTemplate.pptx].
  - EER Track – maximum 10 minutes
  - Advances in CDIO and CDIO Implementation Tracks – maximum 7 minutes
  - Project-in-progress Track – maximum 5 minutes
2. No limit for number of slides, however, your pre-recorded presentation should not exceed the time limit.
3. To maximize audience's understanding and participation to your valuable work, speakers from non-native English speaking countries could use close-caption or dubbing from native English speakers.
4. Export your record into a video [name your file: submissionID\_Presentation.mp4]
5. Upload your video to YouTube with following set up
  - a. Details/Title                      submissionID\_Presentation
  - b. Details/Description              Paper title
  - c. Visibility                              Unlisted
6. Send YouTube link to [CDIO2021@chula.ac.th](mailto:CDIO2021@chula.ac.th)  
TOPIC: submissionID\_Presentation YouTube Link
7. Upload your video file submissionID\_Presentation.mp4 to <https://bit.ly/3eYTkPn>
8. All pre-recorded presentations should be sent to the organizer **no later than June 7, 2021.**
9. The YouTube link will be posted and available to watch before the conference starts.

### **During the conference**

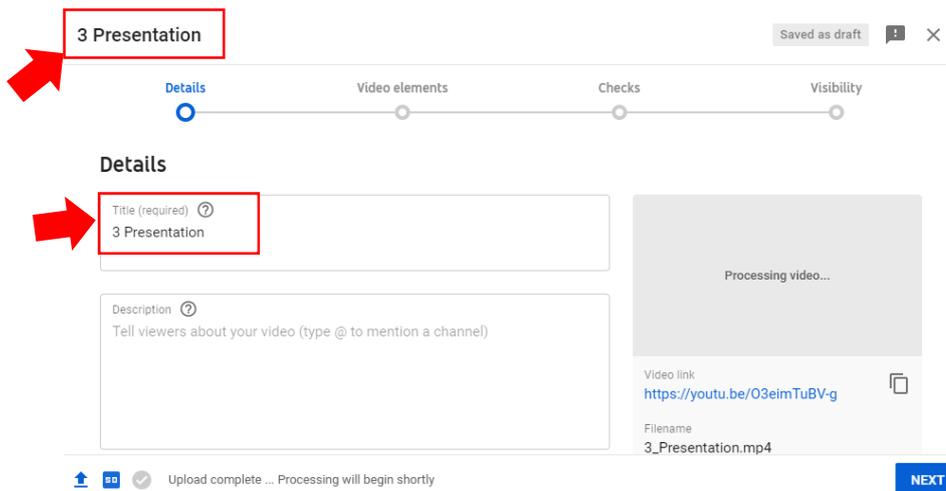
1. Join the Zoom link at least 5 minutes before the session begins.
2. Please follow any instructions given to you by the session chair. The chair will be responsible for introducing each session, facilitating questions and answers (Q&A) discussions, and keeping the presentations strictly on schedule.
3. The pre-record presentation will be played for each paper, followed by questions and answers (Q&A).
4. Audiences will be invited to submit questions or comments in the chat box during the presentation.
5. The session encourages a discussion among the speakers and the attendees regarding the session topic synchronously. Due to the nature of scheduling parallel tracks, potential conflicts with other sessions will likely have an effect on the size of the audience.

### How to Upload YouTube

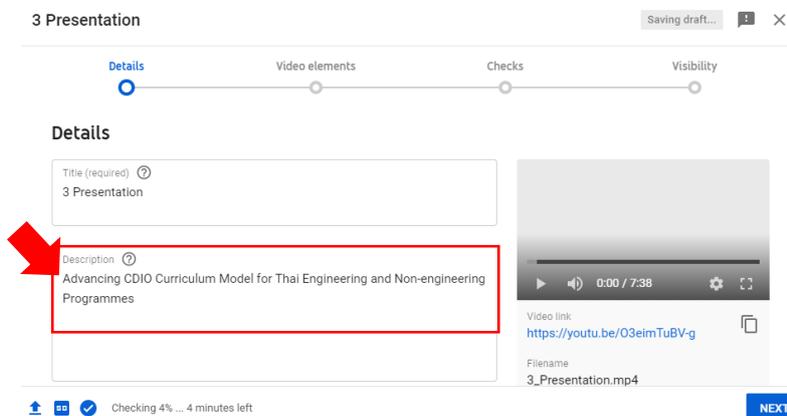
1. Log in to your **YouTube** account.
2. Click on the video icon at the top right hand side of the window, which can be found next to your user icon, messages, apps, and notifications.
3. Click '**Upload** Video'.
4. Then, press 'select files to **upload**' to find the video file [submissionID\_Presentation.mp4] saved on your computer.



5. Your submissionID Presentation should be shown in Details window (see below)



6. Key in your paper Title in the Details > Description box (see below)



7. At the last step Visibility > Save or publish, select Unlisted (see below)

3 Presentation Saved as draft

Details Video elements Checks Visibility

Save or publish  
Make your video public, unlisted, or private

Private  
Only you and people you choose can watch your video

Unlisted  
Anyone with the video link can watch your video

Public  
Everyone can watch your video

Set as instant Premiere ?

4 Phases of SP's Advancing CDIO Curriculum Design Model

Mapping Enhancing Innovating Sustaining

0:00 / 7:38

3 Presentation

Video link  
<https://youtu.be/O3eimTuBV-g>

Checks complete. No issues found. BACK SAVE

10. The YouTube link will be shown, copy the link and send to [CDIO2021@chula.ac.th](mailto:CDIO2021@chula.ac.th)  
TOPIC: submissionID\_Presentation YouTube Link

3 Presentation Saved as draft

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Save or publish  
Make your video public, unlisted, or private

Private  
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