

ICPHS 2026

ORAL PRESENTATION GUIDELINES

A. General Instructions

1. Each presenter is allocated **10 minutes**, comprising **7 minutes for the presentation** and up to **3 minutes for Q&A and speaker transition**. Please respect this time limit strictly.
2. As sessions run on a tight schedule, all presenters are expected to be **punctual and prepared**. Moderator introductions will be brief to optimize session time.
3. Some sessions will operate in a **hybrid format**, combining on-site presentations with Zoom for virtual participants. Both on-site and online presenters are required to **deliver their presentations live**. To address possible technical issues, **virtual presenters must submit a pre-recorded version** of their presentation in advance (*see recording guidelines below*).
4. **Conference registration is mandatory** for all participants—virtual or on-site—whether presenting or attending.
5. Virtual participants are encouraged to download the **latest Zoom client** (not browser version) and ensure a minimum internet speed of **1 Mbps upload** and **2 Mbps download** for smooth performance.
6. An official **ICPHS 2026 virtual background** is available for use by online presenters and can be downloaded from the conference website.
7. Please refer to the **presentation preparation guide** and the **rules for live delivery** before presenting.
8. Presentation sessions will be held on **Saturday, June 20, 2026**, from **11:00 a.m. – 12:30 p.m.** Notification of individual presentation times and rooms will be provided on **June 17, 2026**.

B. Technical Requirements – PowerPoint Presentations

1. Use a **16:9 slide ratio** (1920×1080 px).
2. Embed all **videos directly** into the PowerPoint; do not link to online platforms like YouTube.
3. Use **readable fonts** (standard Windows 10 fonts) and **color-blind-friendly palettes** for visuals and graphs.

C. Recording Guidelines for Virtual Presenters

Video Specifications:

- Duration: max **7 minutes**
- Resolution: **720p or Full HD**
- Format: **MP4**

- Aspect Ratio: **16:9**

You may use PowerPoint, Zoom, Microsoft Teams, or other video conferencing tools to record your presentation. Ensure your face is clearly visible (optional) and that the slides are clearly presented. Use an external microphone or headset for better audio quality. Below are links to instructions for recording presentations using commonly used video conferencing platforms:

- [WebEx: Video Conferencing – Record a Cisco Webex Meeting](#)
- [Skype for Business: Recording a Meeting](#)
- [Google Meet: Record a video meeting](#)
- [Zoom: Recording](#)
- [Microsoft Teams: Record a meeting in Teams](#)

You can also use **Microsoft Office PowerPoint** to record your presentation by following these steps:

1. Open your **.ppt** file.
2. From the menu bar, navigate to **Slideshow > Record Slide Show**, then choose either **Record from Beginning** or **Record from Current Slide**. This will open the recording interface.
3. You can choose to record the entire slideshow in one go (with pause control available) or record each slide individually.
4. The recording window will appear as shown below.



LEGENDS

1. **Recording Menu** (*RECORD, STOP, REPLAY*)
2. **Notes Menu** (*to add on notes to slide*)
3. **Additional Recording Menu** (*CLEAR RECORDING, MIC and CAMERA SELECT*)
4. **Slide Navigation**
5. **Mic, Camera and Preview Toggle** (*To be turned on for recording*)
6. **Pen and Highlighter Menu**

7. **Slide Timeline** (*ensure that total slide time is within allocated time*)
5. Ensure that all toggles for **camera preview** and **microphone** at the bottom-right corner (5) are turned **ON**. The presenter preview will appear in this corner, and the presenter's face should be **centered** in the frame with **adequate lighting**.
6. If multiple video cameras or microphones are connected, select the **default camera and microphone** under the **Camera and MIC Select** section (3).
7. Click **RECORD** (1) when you are ready to begin.
8. Once recording starts, you can **only advance** to the next slide (4); returning to a previous slide is not permitted during recording.
9. Use the **Pen** or **Highlighter** tools (6) to emphasize key points during your presentation.
10. You can monitor the **total duration** of your presentation via the **Slide Timeline** (7).
11. After recording, click **STOP** (1) and then **Exit the Recording Menu**.
12. The recorded video will automatically be **embedded in your PowerPoint slides**.
13. To preview your recording, go to **Slideshow > Play from Start**.
14. If satisfied, save your file via **File > Save**, which will retain it in the native **.ppt** format.
15. To export your presentation as a video, go to **File > Export > Create a Video**, select **Full HD (1080p)**, and choose **MP4** as the file format.
16. Finally, **review the exported video** to ensure the **audio and visuals** are clear and meet the required standards.

Tips for Recording Your Presentation

- Choose a **quiet environment** to minimize background noise.
- Avoid rooms with **echo**; opt for **smaller, enclosed spaces** for better sound quality.
- Enhance sound absorption with **carpets, curtains, and furniture** to reduce reverberation.
- A **wired internet connection** is recommended for stability. If unavailable, ensure a **strong and reliable Wi-Fi signal**.
- Use a **high-quality headset** with a microphone positioned near—but not directly in front of—your mouth to minimize popping sounds.
- Before recording the full presentation, conduct a **short test recording** to assess audio and video quality, ensure the file is in **MP4 format**, and check the bit rate. Adjust your setup as needed based on this review.

D. Guidelines for Submitting Your Presentation File

1. **All presenters**, both on-site and virtual, are required to upload their PowerPoint presentation slides by **Thursday, June 18, 2026**, to the ICPHS 2026 Scientific Committee using the following submission link: <https://forms.gle/BRJZsPEtNYJS4h67A>
2. **Virtual presenters** must also upload a **pre-recorded video** of their presentation by the same deadline via submission link: <https://forms.gle/xLk4UXxCp92Mkybb7>

- Name your files using the following format:
[Presentation ID]_[Abstract Title]
Example:
 - OP001_Pharmacy Practical Challenges in Indonesia.pptx
 - OP001_Pharmacy Practical Challenges in Indonesia.mp4
- Presentation files will be accessible **only during the live session** and will not be available before or after the scheduled time.
- Submit your presentation files in the following formats and sizes:
 - Slide file:** .ppt or .pptx, maximum **10 MB**
 - Video file:** .mp4, maximum **65 MB**
- In addition to uploading your presentation online, please bring a backup copy on a flash drive in PowerPoint or another Microsoft-compatible format. Presentation room screens will display slides in a 16:9 aspect ratio.

E. Rules and Guidance for Delivering Your Presentation

- Conference registration is mandatory** for all participants involved in live sessions. It grants access to the conference venue for on-site attendees or to Zoom meetings for virtual participants. **Without completed registration, access to any ICPHS 2026 session—on-site or virtual—will not be permitted.**
- All presenters are expected to **dress in professional or business-appropriate attire.**
- Virtual presenters** must participate from a **quiet, well-lit location** with a **plain, neutral-colored background.** Avoid having windows or bright light sources behind you to maintain good visibility. To ensure clear audio quality, use an **external microphone or headset**, as built-in computer microphones may not be sufficient.

F. Technical Arrangements on Presentation Day

The on-site technical team will ensure that all presentation files are preloaded and available on the conference room computers ahead of time. To guarantee a smooth presentation experience, all presenters are required to use the computer provided by ICPHS 2026 during their session.

A dedicated Speaker Room will be available at the venue, staffed with administrative and technical personnel to provide assistance as needed. Presenters may use this space to preview and test their presentations on equipment identical to that used in the session rooms.

For any questions or technical support, please contact the ICPHS 2026 Scientific Committee at: scientificicph@ff.unair.ac.id