

RULES AND REGULATIONS ORAL PRESENTATION

2nd FALETEHAN INTERNATIONAL CONFERENCE 2025

These guidelines ensure a smooth, professional, and engaging experience for all oral presenters and attendees.

1. Presenters are required to enter the designated Zoom meeting room (details will be provided one day before the event) **30 minutes before their scheduled presentation time.**
2. Please rename your Zoom account using the format: **[Your Name]_[Your Institution]**.
For example: Fairus Sintawati_ Universitas Faletahan.
3. Presenters and participants **must keep their microphones muted** when not speaking to prevent background noise and ensure clear audio for the active speaker.
4. Presenters **must use the virtual background provided by the committee.** Please ensure your lighting is adequate for the virtual background to display correctly.
5. Presenters are required to **fill out the attendance list** shared by the committee during the conference.
6. Presenters are expected to **dress neatly and professionally**, as you would for an in-person conference.
7. Oral presentations must be delivered **in English** and should be **10 minutes in length.** Please practice to ensure you stay within the time limit.
8. Each presentation will be followed by a **5-minute Q&A session.** The session moderator will facilitate questions from the audience.
9. Presenters **must keep their camera turned on throughout their presentation** and during the Q&A session. This helps maintain engagement and connection with the audience.

PARALLEL SESSION PRESENTATION GUIDELINES:

1. All presenters must use the virtual background provided on the WhatsApp Group.
2. The presenter must be one of the authors of the paper.
3. Presentations may be delivered in either English or Indonesian.
4. Presenters must prepare a **PowerPoint presentation file with a maximum of 10 slides.**
5. The parallel session will be led by a Moderator/Session Chair appointed by the committee.
6. The presentation material will be screen-shared by either the host or the presenter.
7. The presentation should be conducted in **a maximum of 10 minutes, and 5 minutes for discussion session.**
8. Due to the limited time, each presenter is encouraged to manage their time effectively and focus on the research findings, discussion, and the urgency of their study.
9. To assist with time management, a timer will be displayed during the presentation. Presenters are expected to pay attention to the timer to ensure their presentation does not exceed the allotted time.
10. The moderator has the right to cut off the presentation or discussion if it exceeds the allotted time.