Manila International Research Conference 2025
MIRC 2025

PRESENTATION GUIDELINES

1. **Internet Speed Test**

To experience the best webcast viewing, it is recommended to have an Internet connection download speed of at least 2.5 Mbps. You can check your internet connected speed at https://www.speedtest.net/.

2. **Presentation Format**

All presentations will be via ZOOM (both for virtual and on-site participants) to allow everyone to join all sessions. Presentations must be on-site, hence, presenting authors are required to attend in person. However, certain presenting authors will be allowed to present virtually but subject to the approval of the Organizing Committee. For virtual speakers, you will use your own computer or laptop, while on-site participants will use the computer installed in each of the session rooms. A recorded back-up presentation must be submitted by virtual speakers.

Also, it is important that all participants must have an account in ZOOM (especially for Virtual participants) and use your Surname-Name-Affiliation Acronym as your ID when joining a meeting/session. The ZOOM links for each session will be provided to all the participants in a secured page.

Make sure that you are using the latest version of ZOOM.

Time allocation for speakers is as follow

   a. **Plenary Speakers 1 and 2** – 60 minutes (45 minutes presentation + 15 mins questions)
   b. **Plenary Speaker 3** – 45 minutes (35 minutes presentation + 10 mins questions)
   c. **Special Talks** – 15 or 30 minutes
   d. **Special Session for Policymakers** – 90 minutes (60 minutes presentation + 30 mins questions)
   e. **Special Session on AI** – 60 minutes per talk (50 minutes presentation + 10 mins questions)
   f. **Keynote Speaker** – 30 minutes (25 minutes presentation + 5 mins questions)
   g. **Oral Speaker** – 15 minutes (12 minutes presentation + 3 mins questions)
   h. **Poster Presentations** – 60 minutes per session

3. **How to Pre-record your Presentation (Back-up Presentation)**

   Below are some options on how to record your presentation, you have the option whether to record only your slides, yourself or both:
   - Microsoft PowerPoint instruction video (https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33?ui=en-us&rs=en-us&ad=us)
   - How to pre-record Your Screen and Yourself with ZOOM (https://www.youtube.com/watch?v=gk7l1FJB35s)
   - Prezi instruction for a video (https://support.prezi.com/hc/en-us/articles/360038795513)
   - PowerPoint Channel Tutorial (https://www.youtube.com/watch?v=f8u_QDZLqMs)
   - Tips from the pros for an improved video message (https://wistia.com/learn/production/how-we-directed-and-produced-a-video-remotely)

4. **On-site Presentations**

   a. Plenary, Special, Keynote, Oral Presentations
      - Presentations will be loaded on the computer dedicated to your session. **You must send us a copy of your presentation (link to the submission portal is at the end of this document)**. During coffee breaks, registration, or lunch breaks before the start of your session, you may check your presentation/s loaded on the computers.
      - Files will be deleted after the conference.
      - During your talk, the presentation loaded on the "on-site" computer will be projected via the Share Screen option of ZOOM.
      - Questions will be entertained using the Chat-Box of ZOOM, the Chair will select the questions. On-site questions is possible by writing them down on a piece of paper or by sending them via ZOOM Chat.

   b. Poster Presentation
      - Poster must be in portrait-oriented layout.
      - The maximum size of your poster is 5 feet (length) x 2 feet (width) or 1524 mm (length) x 610 mm (width).
      - During the poster session, one of the authors must be present at the specified time to answer questions of attendees.
      - Since this is a hybrid conference, on-site presenters must also submit a PDF copy of their poster for virtual participants.
      - Maximum size of poster PDF is 10 MB.

5. **Virtual Presentations**

   a. Plenary, Invited, Oral Presentation
      - Presentations will be live via ZOOM, however, pre-recorded presentations will be played during your session in case of connection problems. We will only play the YouTube video from the link you will be providing.
      - For those who prefer to go Live on ZOOM, you can share your presentation via the Share Screen option, just make sure you are ONLINE during the time of your presentation as the conference schedule will be followed thoroughly.
      - After the playing of your video or after your Live ZOOM presentation, the Moderator /Chair of the Session will ask the questions from the Chat-Box of ZOOM, the Chair will select the questions.

6. **Uploading your Pre-recorded Talk on YouTube**

   Your pre-recorded talk should be uploaded in your personal YouTube account. You can control who can access the content of your presentation. You only must submit to us the URL link to your presentation.

7. **Presentation Submission**

   Please submit your **PowerPoint Presentation** and/or **pre-recorded presentation** and/or **PDF copy of your poster** not later than **05 September 2025.**

   IMPORTANT: Non-submission will be considered as withdrawal from MIRC 2025.

UPLOAD YOUR PRESENTATION HERE: **https://forms.gle/jWdDTo9WfNER5sa28**