



**DCERP**



International Conference on  
Human Settlements Planning and Development  
*Pursuing Resilient and Sustainable Human Settlements  
amid Global Risks*

**October 20-22, 2021**

# **Oral Paper Presenter Guide**

# Guide for Parallel Session Presenters

Oral paper presenters are those who had contributed papers and assigned to a parallel session with other relevant paper presentations.

## Pre-conference

- All parallel sessions presentations shall submit a 15-minute recorded video of their paper to avoid technical problems during the presentation proper. The following are the format of the video recording:
  - mp4 video file format
  - landscape with aspect ratio, preferably 16:9
  - video and audio are in good quality
- All presentations must use the template provided by the conference organizer which will be sent through email.
- You may edit your videos (e.g. cutting, editing the audio, etc.)
- You may opt for a video that only shows your presentation with your speaking voice or a video that shows your presentation, a small video of your face, and your speaking voice. Please note that if you ever opt to show your face, ensure you wear business attire.
- Submit your videos to [hspdconf@up.edu.ph](mailto:hspdconf@up.edu.ph) by **October 11, 2021** with the email subject: Parallel Session Video.



# Guide for Parallel Session Presenters

## Conference Proper

- The presentation will be divided into two parts: presentation of the video and the question and answer portion.
- Video presentation is strictly limited to **15 minutes**.
- Each presentation will be allotted **5 minutes** for the Q&A which will be facilitated by the session moderator.
- A parallel session may have 3-4 paper presentations.
- Please ensure that you are in live attendance during your presentation to answer questions.
- Conference attire: business/ business casual.
- A copy of the program will be sent to all participants. Please consult the program for the schedule of your presentation.

## Post-Conference

- Your Certificate of Participation will be sent out after the conference.

Should you have any more questions, do not hesitate to email [hspdconf@up.edu.ph](mailto:hspdconf@up.edu.ph) or visit [ichspd.com](http://ichspd.com) for updates.

