

INFORMATION FOR PRESENTERS AND PARTICIPANTS

All presenters are kindly requested to submit pre-recorded presentation videos to the ICTM Secretariat (secretariat@ictmusic.org) **ONE WEEK** before the day of the scheduled session. Dropbox and WeTransfer links are preferred. The videos will be shared during the session by Carlos Yoder, who will act as the host of the Zoom sessions. This will help minimise problems caused by internet instability and to make sure that presenters keep to time. If you wish to test your presentations before the scheduled session, please make an appointment with Carlos Yoder.

Pre-recorded videos:

- PowerPoint slides will need to have **audio narration embedded**. **English translations** are required if the presentation is in another language. **Note:** Follow this step-by-step instructions on how to [record your audio in PowerPoint](#)
- Please send your videos in the MPEG-4 (.mp4) format. **Note:** Follow this step-by-step instructions on how to [turn a PowerPoint presentation into a video](#)
- You may use Zoom to prepare your video. Be sure to export your video, including all audio, as an **.mp4 movie file format** for submission

Presentations and live discussions via Zoom

All presentations and live discussions will be **recorded** and will be made available on the ICTM website for those who are unable to be synchronously present, and for contributors who wish to review responses and feedback.

Moderators and organizers of sessions are requested to provide **translations** or summaries during the live discussions of sessions using languages other than English.

For **time differences**, please check [this link](#). Note: The **session hours change** according to the time zones of the presenters.

An important meeting goal is to **promote diversity** and exhibit a **maximum of respect for differences**.

Please **be punctual**. The moderator and the contributors of all sessions should join the Zoom meeting 20 minutes before the presentation starts; all interested participants should join 10 minutes before.

Ensure that your microphone is **muted**, unless you have been invited by the moderator to ask a question or make a comment.

If you wish to speak, write a request using the **chat function** (write “question”, “comment”, or “other”, then your name), and wait for the moderator’s invitation.

Registration

All presenters and participants need to **register via the registration form linked to each session in the programme**. A Zoom link will be sent to your email address once you register. Registration is free.