Oral & Poster Session Guidelines

All presenters, no matter your paper is accepted as oral or poster, you will attend the conference either in-person or virtually, please refer to the instructions below, and submit your video recording to Whova by Aug 15, 2023.

The MT Summit 2023 Whova Virtual session is an excellent opportunity for the Asian and global Machine Translation community to learn about your research. Our virtual meeting platform will allow you to **post your research highlights, poster/slides and a 15-20-minute pre-recorded video in advance of the conference** and so that you could **discuss your research virtually** with the other conference participants.

What do I need to do before the conference?

You will receive an email from MT Summit 2023 with a link to build your video recording in Whova, our virtual event platform, which must be completed by **August 15, 2023.** Your recording will be made available to conference attendees leading up to - and throughout - the conference, and after the conference. The video recording will be available for conference participants to view in Whova starting from 28 August till December 8, 2023.

Each virtual recording exhibit must include three components, which are explained in the following paragraphs:

- Research highlights.
- A 15-20-minute pre-recorded video summarizing your slides/poster and
- A PDF/PPT Slides/Poster file of your research.

Note that you can revisit your virtual slides/poster exhibit at any time to make updates prior to the **August 15, 2023** deadline.

1. Research highlights

In Whova, using the 'Description/Abstract' section of your video recording exhibit, provide a few highlights about your research. Highlights are three to five bullet points that help readers to efficiently grasp the nature and scope of your research. Keep each bullet point brief as it is not expected that readers capture the entirety of your research approach and conclusions in these highlights (max. 200 characters).

2. 15-20-minute video summarizing your research

The purpose of this 15-20-minute pre-recorded video is for conference attendees to watch an overview of your paper on demand, throughout the conference. Recording a video presentation is easy – all you need is a copy of your presentation slides/poster, a webcam, and a microphone. A well-lit, quiet location to record your video is highly recommended. The poster presenters can upload the video using slides. They do not have to stick to their posters for pre-recordings.

The following resources describe how to record directly in [PowerPoint [link; 6m44s]](link) or by using [Zoom [link; 1m35s]](link). If you record in PowerPoint, files must be exported and saved with a resolution of **HD (720P)**. Full or Ultra HD **must not be used,** which will exceed the file size limit in Whova.

Presenters must:

- Keep the introduction brief by stating your name, position, and affiliation.
- Ensure your video is no longer than 20 minutes.
- It is recommended to limit your presentation slides to 20 pages. (If you submit slides not a poster)

A video presentation is a fast-paced and fun way to share your research and encourage questions from the audience. Here are some tips as you prepare your video:

- Keep your presentation simple by limiting the number of slides (if you present slides not a poster) and displaying only key figures, summary graphics or a few bullet points.
- Make sure all images and text are legible.
- Explain your project rationale and research questions, what you did/plan to do, and what you found/expect to find.

- Include a 'hook' that captures the attention of the audience and leaves them wanting more.
- End your video by encouraging viewers to ask a question in the chat and visit you during your oral/poster session.
- Practice, practice, practice! and
- Have fun!

3. PDF/PPT Slides/Poster

In the 'Upload Document' section of your video recording, add a title and upload the PDF, it should be the slides/poster that you use for presentation in the conference.

For how to upload your slides/posters in Whova, please visit https://whova.com/pages/whova-app-artifact-center-presenter-guide/

What do I need to do on the conference Date?

During the virtual oral/poster session on 4-8 September 2023, you should expect that attendees will visit your video recording to learn more about your research, ask questions and share comments. Whova provides for each thematic topic also a Q&A forum, where authors and participants can interact via messages, and new thematic topics and meetings can be created by participants.