



Dear Online Participants of ICTED2024,

We are glad to meet you virtually in ICTED2024 on the Microsoft Team platform. To ensure a smooth process, we hope that all participants can follow the information and guidelines accordingly.

1. The presentation schedule can be downloaded from the ICTED's website by clicking this link: <https://icted.utem.edu.my/conference-schedule.html>
2. Please register your attendance via this link: <https://forms.office.com/r/pXTaT1L04C>
Please ensure your name, paper ID number, and title of the paper are correct. The e-certificate for the presenter will be prepared according to the data given in the link.
3. For online participants, the opening ceremony will start at 9.00 a.m. (Malaysia time, GMT + 8.0) and the presentation of the Keynote speaker will start at 9.15 a.m. (Malaysia time, GMT + 8.0). The link for the 1st day of the ICTED2024 (16th December 2024) can be accessed by clicking this link: <https://bit.ly/ICTeD2024DAY1>
4. The presentation for the on-site presenters will start on the 1st day of the ICTED2024 (16th December 2024) at 11.15 a.m. (Malaysia time, GMT + 8.0). Online participants can join the conference by clicking the link: <https://bit.ly/ICTeD2024DAY1>
5. Parallel sessions for online presenters will start on the 2nd day of the ICTED2024 (17th December 2024) at 9.00 a.m. (Malaysia time, GMT + 8.0). The link can be accessed by clicking the Breakout Rooms tab on Microsoft Team.
Link for Breakout Room 1: https://bit.ly/ICTeD2024DAY2_A
Link for Breakout Room 2: https://bit.ly/ICTeD2024DAY2_B
Link for Breakout Room 3: https://bit.ly/ICTeD2024DAY2_C
6. Please be ready 15 minutes before your presentation session. You are given 12 minutes for oral presentation, including 10 minutes for the presentation and 2 minutes for the Q&A session. For presentation purposes, please use the same slides that you uploaded in the EDAS system.
7. You are advised to use the official ICTED2024 virtual background during the conference. The virtual background can be downloaded here: <https://icted.utem.edu.my/download/presentation-schedule/11-virtual-background-icted2024/file.html>
8. E-Certificate for the online presenter will be given through the registered email after the presentation is completed.

We look forward to welcoming you to ICTED2024.

Thank you.

Best regards,
ICTED2024 Secretariat