



Dear Participants of ICTED2024,

We are glad to meet you in ICTED2024 at the Faculty of Technology Management and Technopreneurship (FPTT), Kampus Teknologi, Universiti Teknikal Malaysia Melaka (UTeM). 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.utm.edu.my/conference-schedule.html>
2. The map to the location of the conference can be accessed via this link: <https://maps.app.goo.gl/rpVxw5GKjgnNrTX4A>
3. You need to register your attendance at the ICTED2024 Secretariat at the entrance of Seminar Hall, Level 4, Faculty of Technology Management and Technopreneurship (FPTT), Kampus Teknologi, Universiti Teknikal Malaysia Melaka (UTeM). Please ensure your name, paper ID number, and title of the paper are correct. The certificate for the presenter will be prepared according to the registration list.
4. For on-site 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) on 1<sup>st</sup> day of the ICTED2024 (16<sup>th</sup> December 2024) at Seminar Hall, Level 4, Faculty of Technology Management and Technopreneurship (FPTT), Kampus Teknologi, Universiti Teknikal Malaysia Melaka (UTeM).
5. The presentation for the on-site presenters will start on the 1<sup>st</sup> day of the ICTED2024 (16<sup>th</sup> December 2024) at 11.15 a.m. (Malaysia time, GMT + 8.0) at Seminar Hall, Level 4, Faculty of Technology Management and Technopreneurship (FPTT), Kampus Teknologi, Universiti Teknikal Malaysia Melaka (UTeM).
6. Parallel sessions for online presenters will start on the 2<sup>nd</sup> day of the ICTED2024 (17<sup>th</sup> 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](https://bit.ly/ICTeD2024DAY2_A)  
Link for Breakout Room 2: [https://bit.ly/ICTeD2024DAY2\\_B](https://bit.ly/ICTeD2024DAY2_B)  
Link for Breakout Room 3: [https://bit.ly/ICTeD2024DAY2\\_C](https://bit.ly/ICTeD2024DAY2_C)
7. 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.
8. Certificates for the presenters will be given after the presentation is completed.

We look forward to welcoming you to ICTED2024.

Thank you.

Best regards,  
ICTED2024 Secretariat