

## **Types of presentation:**

### **1) Oral presentation**

Oral presentations will allow participants to share the findings of their research with all participants present.

### **2) Poster presentation**

Poster presentations will allow the interested participants to share the findings of their research in the Conference in the form of poster.

## **ORAL AND POSTER PRESENTATIONS GUIDELINE**

### **1) Oral presentations**

Oral presentations can either be pre-recorded or presented live during the conference. Each presenter is allotted 15 minutes to present his/her paper. Those who opt for pre-recording should be virtually present for their entire session to answer any questions and participate in the discussion afterward. There will be a dedicated period (about 15 minutes) for questions and discussion after every four presentations. Participants will be able to ask verbally during the Q&A session or use a chat box provided in the conference apps. The session's chairperson will select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session. The presenter will also be able to answer any remaining questions through the Q&A box.

The pre-recorded presentations must be submitted to [cafei2023\\_technical@upm.edu.my](mailto:cafei2023_technical@upm.edu.my) by **30 June 2023** with the Subject: **CAFEi2023 (Paper ID) Title of the Oral Presentation.**

### **2) Poster presentations**

For poster presentations, authors must prepare a 5-minute pre-recorded presentation (by using any preference software) AND a poster. Posters should be created in the same format as would be used on-site and saved as a PDF.

The poster should be self-understandable and conform to the following format:

- a) A1 poster size (33.11" x 23.39" or 59cm x 84cm).
- b) Orientation – portrait layout.
- c) Content layout – freestyle.

The general content shall include:

- a) Title; Author's Name(s) and Affiliation(s).
- b) Introduction / Objectives / Aims / Problem / Goal.
- c) Materials and Methods.
- d) Results and Discussion.
- e) Conclusions.
- f) References.
- g) Acknowledgments.

The pre-recorded video should contain a prominent view of the poster along with audio (in English) of the presenter. The video may also contain a small headshot of the presenter.

Please send your pre-recorded video to [cafei2023\\_technical@upm.edu.my](mailto:cafei2023_technical@upm.edu.my) by **30 June 2023** with the Subject: **CAFEi2023 (Paper ID) Title of the Poster Presentation.**

The authors should be available at the allocated poster session (which will be informed later), to interact with viewers. There will be a Q&A and chat function via the conference apps where participants will be able to communicate with the authors.

## **CAFEi2020: AWARD CATEGORY**

This year CAFEi2020 awards offers three (3) main categories including Best Paper Award, Best Presenter Award and Best Poster Award. The award categories are grouped in two focus areas mainly Agricultural Engineering and Food Engineering.

### **Category A: BEST PAPER**

Best Paper (Agricultural Engineering)  
Best Paper (Food Engineering)

### **Category B: BEST PRESENTER (Oral)**

Best Student Presenter (Agricultural Engineering)  
Best Student Presenter (Food Engineering)

### **Category C: BEST POSTER**

Best Poster (Agricultural Engineering)  
Best Poster (Food Engineering)

Best Innovation Poster Award (Agricultural Engineering)  
Best Innovation Poster Award (Food Engineering)