PRESENTATION AND VIDEO MESSAGE GUIDELINES

The SDPI’s Twenty-third Sustainable Development Conference (SDC) will be held from 15 – 17 December 2020 in Islamabad, Pakistan. The overarching theme of this year’s Conference is Sustainable Development in the Times of COVID-19. The SDC has been converted into a virtual conference, which will be held using a virtual platform.

We thank you for agreeing to join the SDC 2020 as our Distinguished Speaker and welcome you to the virtual mega-event. The following guidelines will help you deliver your presentation as part of the session in which you have been invited. In your presentation, you are requested to maintain a focus on the overarching theme which can be viewed at: www.sdpi.org/sdc/ and address the key questions of the particular session’s sub-theme you are presenting in. The Conference sessions will be live-streamed and are expected to be viewed by viewers from around the world.

Deadline for submission of the Presentation: 15 November 2020

Submit it to: Your panel organizer, the SDC Senior Coordinator, Imrana Niazi, imrana@sdpi.org and SDC Assistant Coordinator, Tayyaba Hanif, tayyaba@sdpi.org in CC.

Web upload: All SDC session videos will also be made available on the SDC website after the Conference such as abstracts, and our Conference anthology after its publication. All copyrights of the presentations in the videos will remain with the author and shall not be transferred to the SDPI.

Presentation Guidelines:
There are 3 options for submitting your presentations. Guidelines are shared below.

1. PowerPoint Guidelines:
For those who have an excellent WiFi connectivity may submit a PowerPoint Presentation which will be shared live during the session.

Keep your PowerPoint presentation to a maximum of 8 slides. Kindly ensure that one of your slides lists down key policy recommendations in the light of your sub-theme designed under the umbrella of “Sustainable Development in the Times of COVID-19”, as well as within the context of the panel’s sub-theme that you are presenting in.

Each panel will have up to 5 participants. The presentations should not exceed 10 minutes thus leaving 5 minutes for comments from the discussant(s) followed by the question-and-answer session. Time management would be crucial during your presentation to ensure that every speaker of the panel is equally heard.
2. **Recorded Video Guidelines:**
Speakers also have the option of submitting a recorded video presentation which can be displayed by SDPI IT Team. The speaker should be present to take the questions and participate in the discussion based on the recorded video.

Based on your paper, your recorded presentation should have key points from your study. You may discuss the topic by introducing your key concepts and role of your sector, followed by key findings, challenges and key recommendations which can be put forward by the organizers to the relevant ministries. While recording the video message, please be mindful of the background, light in your room, audio quality (use mic if required) and the duration of the message. If you wish to incorporate images, videos and slides in your video message, please choose good quality media and add due credit.

3. **Voice-over PowerPoint Presentation:**
You may submit a pre-recorded presentation, i.e. voice over PowerPoint and be present to take the questions and participate in the discussion based on this presentation.

The presentation recording should:
- Be 10-minute in length
- Set for HD format (1280 x 720 or other "720p" setting)
- Use simple and large fonts (30+)
- Avoid using hi-resolution images
- Do not include embedded videos
- Saved as MPEG-4 (.mp4) file using the session ID and first name as the file name.
  For example: “A1-W. Iftikhar-$date$”

**Important Note:**
- The submission deadline for PowerPoint presentation, video recorded message and voice-over presentation is 15 November 2020
- Please thoroughly check the voice quality of your voice-over presentation before submission. You may use an external microphone if required.
- You can share your video/presentations using “google drive” or “we transfer”

*For further information, please contact:*

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