



GUIDELINES FOR THE TEACHERS' BEST-PRACTICE SESSION

General Guidelines

1. Presenters and participants will receive CONAPLIN 16 Zoom link on Friday, July 14, 2023, through email.
2. When entering Zoom, all participants and presenters must display the same name as they registered on CONAPLIN 16 website.
3. You can choose to join any online parallel sessions you wish to attend.
4. The Breakout room will be set so that all participants can choose any room/session without being assigned by the host.

Presenters

1. Each presenter should check and follow the CONAPLIN 16 schedule.
2. Each presenter should submit the pre-recorded presentation no later than Friday, July 7, 2023.
3. Presenters of Teachers' Best-Practice Session will be divided into several rooms
4. The Teachers' Best-Practice Session is scheduled for 60 minutes.
5. There are 4 presenters in one room.
6. Each virtual presentation is limited to 15 minutes (10 minutes presentation + 5 minutes Q&A). Please ensure that your pre-recorded presentation duration does not exceed 10 minutes.
7. Presenters should strictly follow the requirements for equipment and environment:
 - Laptop/desktop with webcam and microphone/headset.
 - Good and stable internet connection (wired connection recommended).
 - A bright and quiet environment with a professional background.
8. All virtual presenters must be in their virtual room throughout his/her scheduled presentation session.
9. There will be a room keeper who will show the pre-recorded presentation and help if there are any technical problems.