


TERM OF REFERENCE (TOR)
**INTERNATIONAL CONFERENCE ON INDUSTRIAL,
MECHANICAL, ELECTRICAL, AND CHEMICAL ENGINEERING
(ICIMECE 2023)**

Dear Author(s),

Welcome to ICIMECE 2023, We are delighted to invite you to participate in the 8th International Conference on Industrial, Mechanical, Electrical and Chemical Engineering 2023 (ICIMECE 2023), which will be held as hybrid conference (in-person and virtual) from October 30th 2023, with the physical conference conducted at Lombok, Nusa Tenggara Barat. The conference theme is *'Empowering Innovations Through Green Technologies for a Sustainable Future'*. The conference will address the energy harvesting and conversion, advanced materials for energy, electronic and mechanical system for energy conservation, renewable energy, smart city, intelligent systems for energy, green computing, and artificial intelligent. The implementation began with a keynote speaker panel session as a form of appreciation to all participant.

After the keynote speaker panel session, a parallel session will be held, where the speakers/presenters will be divided into several virtual classes. The paper presentation process is carried out by playing a video presentation from Mr/Mrs for a maximum of 10 minutes, after which a live question and answer session continues for 5 minutes guided by the moderator for each class. Therefore, we ask for the willingness of all presenters to make video presentations of their scientific papers using the guidelines that we have attached in table 1.

Best Regards,
Conference Chair


Joko Hariyono.

A. GUIDELINES FOR RECORDING VIDEO PRESENTATIONS FOR AUTHORS

Table 1 Guidelines for Making Video Presentation Recordings

No.	Item	Information
1.	Video Duration	10 minutes
2.	Views on video	<p>Presenter/speaker in frame with presentation material:</p> <ul style="list-style-type: none"> • Main screen: Presentation materials (power point or PDF) • Insert screen (in the corner): Face of the presenter/speaker
3.	Views of presentation	<ul style="list-style-type: none"> • Orientation: <i>Landscape</i> • Format name: IDNumber_Title • Use the virtual background provided by the committee Link Virtual background: https://drive.google.com/drive/folders/19DsyHi17h1-Qp6bze4HiQjlgIOFvE9U5?usp=sharing
4.	Outline the content of the presentation and allocation of presentation time	<ul style="list-style-type: none"> • Introduction and Literature review: 2 minutes • Research Method: 1 minute • Results and Discussion: 6 minutes • Conclusion and Recommendations: 1 minute • Q&A Session Details • Duration: 5 minutes and will be guided by a moderator • Process: Questions to be asked in the Zoom Zoom

5.	Recording technique	<ul style="list-style-type: none"> • Use an adequate application program to display presentation material on the main screen and the face of the presenter/speaker on the insert screen • Recommended to use Zoom or Gmeet for smaller files (guide to record presentations with zoom attached). • Recommended use of the device headset so that the sound can be heard clearly • The presenter/speaker is in a closed room with a relatively plain background (not many objects) and free from other sound interference, so there is no noise in the virtual background • Participants wear neat and polite clothing
6.	Video collection techniques	<ul style="list-style-type: none"> • Videos are uploaded to Google Drive ICIMECE 2023 via “Upload Video” in G-Form provided by the committee • The maximum file that can be sent is 100Mb. So make sure the participant's video size is under 100Mb • The ICIMECE 2023 committee will download the presenter video based on the Google Drive. • The maximum deadline for submission video to the committee is 28 October 2023

Important Note: All Times are in Lombok/WITA (Lombok GMT+8)

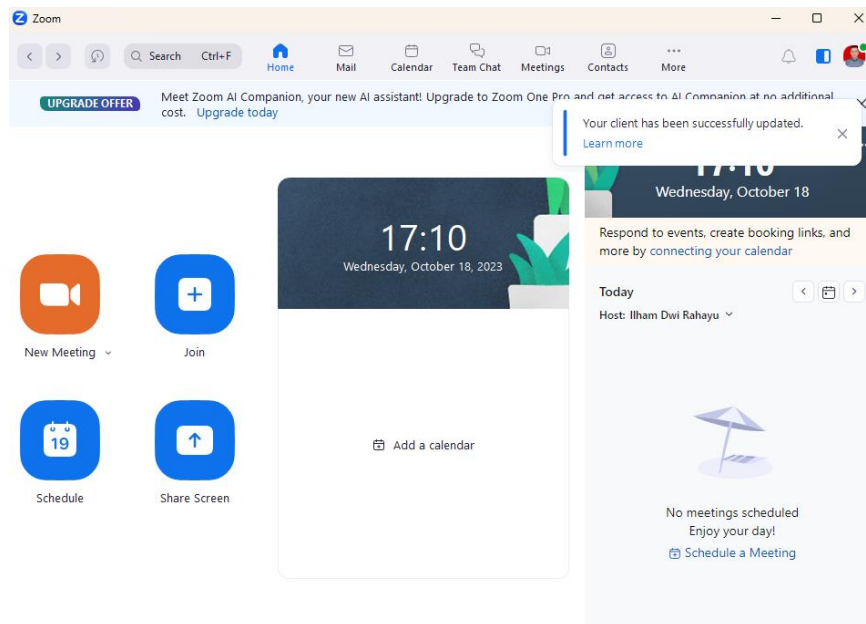
B. [ATTACHMENT Important Links for ICIMECE 2023

1. Google Form link for ICIMECE 2023 presentation video collection.

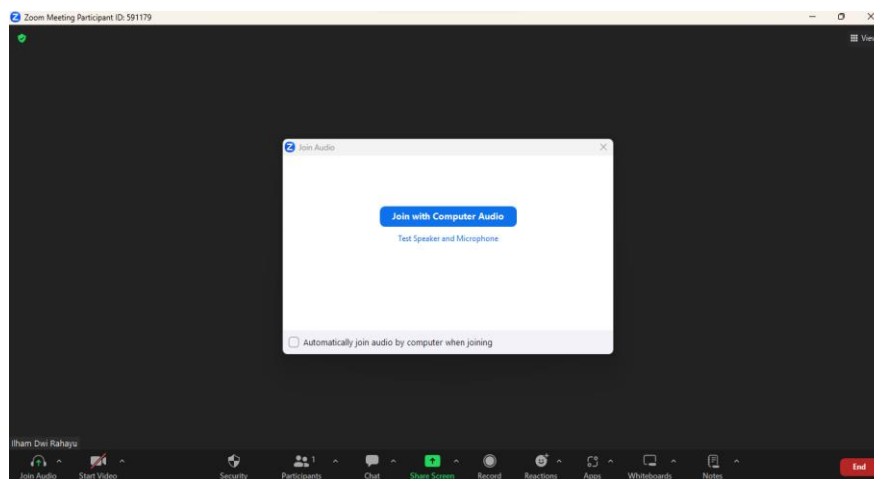
<https://forms.gle/7QtMJrqaA5aphuqJi6>

2. Procedures for recording using Zoom:

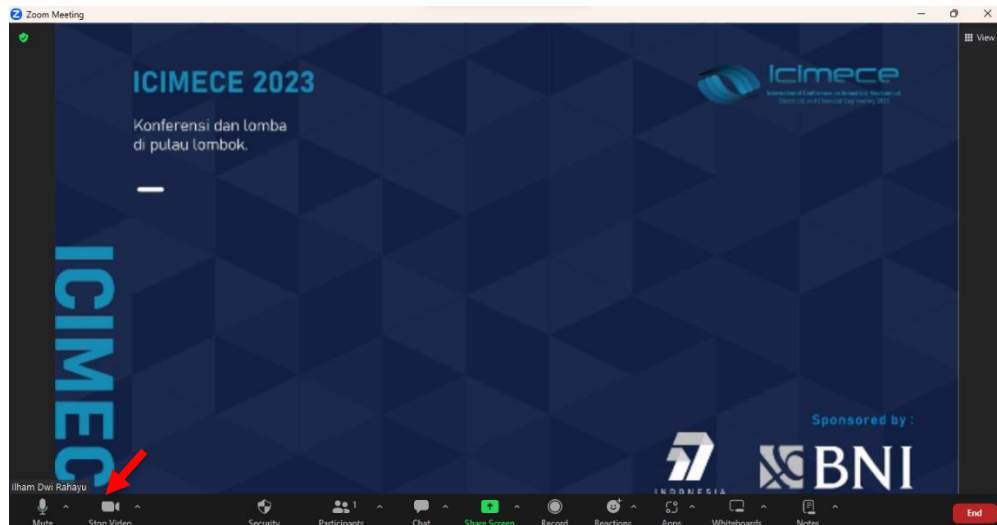
- a. Click the Zoom application
- b. Once it opens, click New Meeting



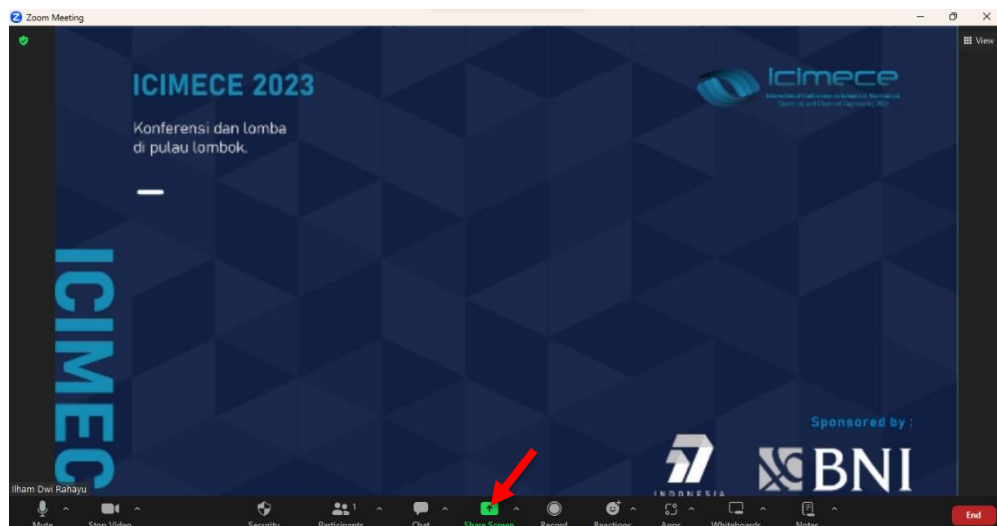
c. Do the Microphone and Speaker Test first



- d. Turn on Camera and Microphone

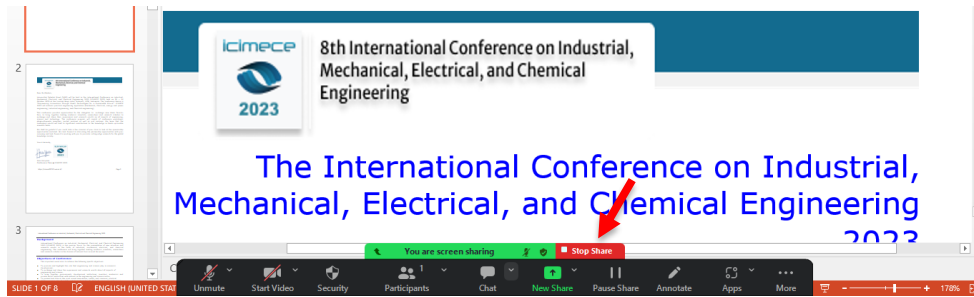


- e. Click Share Screen

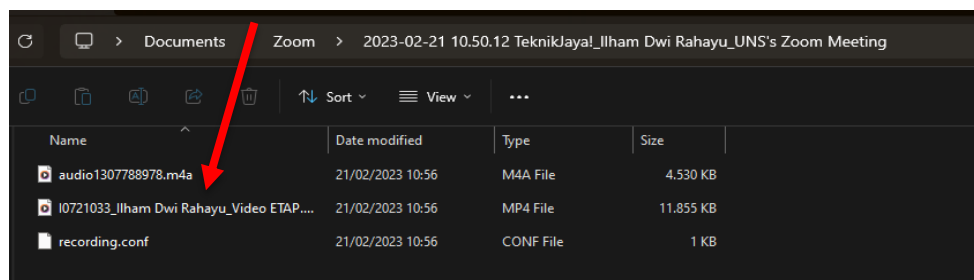


- f. Search for the Presentation File that you Created
- g. Click Record to start recording, use the arrows to move the presentation slides
- h. Record video for a maximum of **10 minutes**.

- i. After finishing the presentation, click stopped



- j. Click End, and click leave meeting.
- k. Your recording file is converted and directed to the video storage file.



- l. Select Video and save it to Google Drive. Make sure the file sharing settings are open

Contact Person:

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Virtual Conference				
13:00 - 15:00	Parallel Session I			
	Symposium I			
	Time	Zoom 1	Zoom 2	
	13.00 - 13.15	005	035	
	13.15 - 13.30	008	036	
	13.30 - 13.45	014	054	
	13.45 - 14.00	019	058	
	14.00 - 14.15	020	060	
	14.15 - 14.30	026	066	
	14.30 - 14.45	030	067	
	14.45 - 15.00	033	080	
	15.00 - 15.15	088	158	
	15.15 - 15.30	096	181	
	15.30 - 15.45	105	119	
	15.45 - 16.00	109	174	
	16.00 - 16.15	018	102	
	Symposium II			
	Time	Zoom 3	Zoom 4	Zoom 5
	13.00 - 13.15	007	127	150
	13.15 - 13.30	010	128	152
	13.30 - 13.45	013	134	153
	13.45 - 14.00	063	135	154
	14.00 - 14.15	078	136	155
	14.15 - 14.30	093	145	157
	14.30 - 14.45	122	147	160
	14.45 - 15.00	124	140	163
	Time	Zoom 6	Zoom 7	Zoom 8
	13.00 - 13.15	167	023	040
13.15 - 13.30	069	024	041	
13.30 - 13.45	179	025	043	
13.45 - 14.00	186	027	044	
14.00 - 14.15	001	031	045	
14.15 - 14.30	004	032	046	

	14.30 - 14.45	009	034	047
	14.45 - 15.00	015	038	048
	15.00 - 15.15	141	091	130
	15.15 - 15.30	017	092	164
	15.30 - 15.45	076	099	171
	15.45 - 16.00	090	107	176
	16.00 - 16.15	089	117	
15.00 - 17.00	Parallel Session II			
	Symposium II			
	Time	Zoom 3	Zoom 4	Zoom 5
	15.00 - 15.15	050	070	115
	15.15 - 15.30	051	071	116
	15.30 - 15.45	052	074	118
	15.45 - 16.00	055	082	121
	16.00 - 16.15	059	085	123
	16.15 - 16.30	061	094	125
	16.30 - 16.45	065	103	132
16.45 - 17.00	170	104	110	