

Thank you for contributing your expertise to the 3<sup>rd</sup> Vietnam-Korea Symposium on Power Electronics (VKSPE) and the 2026 Spring Workshop on Power Electronics Applications (SWPEA). To ensure a high-quality experience for all participants, please adhere to the following guidelines.

## 1. Presentation Schedule & Timing

- **Total Time Slot:** 20 minutes.
- **Presentation:** 10 minutes.
- **Q&A:** 10 minutes.
- **Punctuality:** Please join the online session at least 20 minutes before your scheduled session starts to test your audio, video, and screen sharing with the session moderator.

## 2. Technical Requirements

- **Platform:** The symposium will be hosted via **Google Meet**.
- **Meeting Link:** <https://meet.google.com/cao-oikp-ckt>
- **Internet Connection:** A stable, wired Ethernet connection is highly recommended. If using Wi-Fi, ensure you are close to the router.
- **Audio/Video:**
  - Use a dedicated headset or external microphone for clear audio.
  - Position your camera at eye level.
  - Ensure your face is well-lit from the front (avoid bright windows behind you).

## 3. Slide Preparation

- **Format:** 16:9 aspect ratio (Widescreen).
- **File Type:** PowerPoint (.pptx) or PDF.
- **Font Size:** Minimum 24pt for body text to ensure readability on small screens.
- **Visuals:** Use high-resolution images and simplify complex charts. Since this is a virtual session, avoid heavy animations that may lag over slow connections.
- **Backup:** Please email a copy of your slides to the organizing committee at [vkspe2026@ntu.edu.vn](mailto:vkspe2026@ntu.edu.vn) by **January 25<sup>th</sup>, 2026**, as a technical backup.

## 4. During Your Presentation

- **Screen Sharing:** Share your "Window" (the PowerPoint application) rather than your entire "Desktop" to prevent private notifications from appearing.
- **Engagement:** Look directly into the camera lens while speaking to maintain "eye contact" with the audience.
- **Environment:** Present from a quiet, professional environment. Use a neutral or symposium-branded virtual background if available.
- **Notifications:** Silence your mobile phone and turn off computer notifications (Email, Zalo, Slack, etc.) before starting.

## 5. Emergency Procedures

- If your connection drops, try to rejoin immediately using the same link.
- If you cannot reconnect, the Session Chair may move to the next presenter and return to you at the end of the session.
- **Contact Information:** For technical assistance before or during the event, please contact the Secretariat at:
  - **Email:** quyetnd@ntu.edu.vn
  - **Phone/Zalo:** +84 967193864 (Dr Nguyen Doan Quyet)

We look forward to your insightful presentation!

**The VKSPE-SWPEA 2026 Organizing Committee Nha Trang University**

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