

Instructions to participants (Please read the document attentively)

1. Before the webinar

1.1. Prepare your presentation

Each participant should prepare their presentation based on the submitted abstract, using the recommendations and dimensions of the [template](#) sent to them (also available [for download](#) on the WAIBIA website), then saving the presentation in the following formats:

- i. **PowerPoint** (or **PDF**)
- ii. **Audiovideo**¹ (for video recording follow one of the methods described in this tutorial: https://youtu.be/e2KyEk_17t4).

The duration of your presentation should not exceed **03 minutes (03 slides** at most, arranged in **landscape** format) for **e-posters** and **10 minutes** for **oral communications**.

Make sure that the sound of your video is **clearly audible** and that **your voice is clearly understandable**. The presentation can be made in **French** or in **English**.

1.2. Send your presentation

Save your two files (PowerPoint and video) by naming them using your Last name and the code of your presentation which will be communicated to you (**Name_Code**). Example: **Mentouri_CO1**

These two files should be sent **in the same email** **before 23/11/2021** for **e-posters** and **before 26/11/2021** for **oral presentations**, to the following mail: bioqual@umc.edu.dz.

In case the size of your video exceeds the limit allowed by your email, upload the file to a sharing service ([GoogleDrive](#), [DropBox](#), [Microsoft OneDrive](#), [Box](#), [WeTransfer](#), etc.) and send us **the download link** in the **same message**.

2. During the webinar

2.1. Sign in to Google Meet

Only communicating participant(s) are invited to sign in to Google Meet² video conferencing platform on which the whole webinar will take place. The sign in links will be communicated before December 1st, 2021. A Google account is required to sign in. It must **identify you clearly** by stating **your Last Name and First name (s)** (accounts with pseudonyms will be excluded from the videoconference).

Please note that the webinar will be recorded and live-streamed on the BIOQUAL laboratory [YouTube channel](#). A video tutorial on using Google Meet is available at the following link (please watch it and follow the instructions): <https://youtu.be/7113YtxGVO4>

¹ PowerPoint files with embedded audio narration are also accepted (see [tutorial](#)).

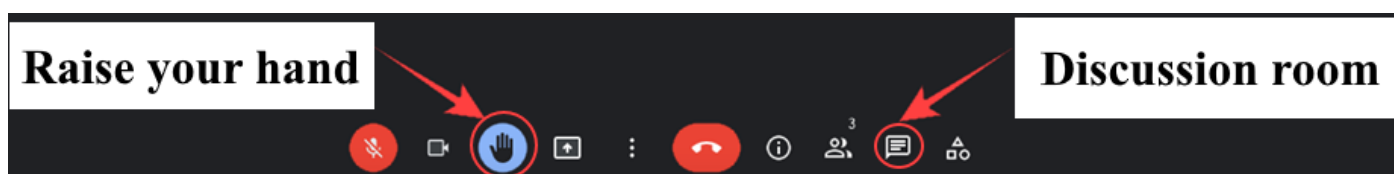
² From a [web browser](#) or on mobile via the [Android](#) and [iOS](#) applications.

2.2. Attend your presentation

It is an audio-video recording of your presentation that will be shared according to the Webinar schedule³. The participants are requested to **sign in to Google Meet during their session** (consult the program which will be posted before December 1st, 2021 on the [WAIBIA website](#)). They **have to be present** during the debate which will follow the presentations; **otherwise**, they will be considered **absent**.

2.3. Participate in the debate

You are invited to participate in the debate that will take place after the working sessions and to interact with the other presenters. In doing so, use **Google Meet chat room**. If you wish to intervene in **audio-video**⁴, use the button "**raise your hand**" and wait for the moderator of the session to give you the floor. It is important that you **turn off your microphone at all times** when you are not speaking.



2.4. Best Communication Award

At the end of the webinar, the prizes for the best **oral presentation** as with the best **poster** will be awarded to the most two notable scientific and technical presentations.

3. After the webinar

3.1. At the end of the webinar, please complete the WAIBIA2021 evaluation form available at the link: <https://tinyurl.com/evalwaibia2021>

3.2. Your certificate of participation will be sent to you **by email after the webinar**.

3.3. Publications. The collection of abstracts will be published in the [journal](#) ALGERIAN JOURNAL OF NUTRITION AND FOOD SCIENCES.

The best papers will also be published as articles in a special issue of the same [journal](#). The authors of the selected works will be contacted after the webinar by the journal's editorial board with more details.

We look forward to welcoming you “virtually”!

The WAIBIA2021 organizing committee

Website: <https://fac.umc.edu.dz/inataa/waibia/index-en.php>

Email: bioqual@umc.edu.dz

³ During your presentation, please do not share your screen on Google Meet, we will broadcast your video recording.

⁴ Depending on the speed of your connection and your preferences, you can activate your webcam or just listen to the sound from your microphone.