



UNIVERSITAS
HAYAM WURUK
Perbanas Surabaya



Guideline to



The 6th International Conference on Business and Banking

Virtual | July 28, 2021



bankjatim
yang terbaik untuk anda

 **BANK MASPION**



PERUSAHAAN UMUM DAERAH AIR MINUM
TIRTA AMPERA
KABUPATEN BOYOLALI

THE 6TH ICBB GUIDELINE

CONFERENCE DESIGN

The 6th ICBB 2021 will be held entirely virtual on July 28, 2021, through the Zoom meeting platform. The session link will be sent to the presenters and participants through email a day before the program. Presenters and participants are invited to attend the conference from the beginning. At the end of the conference program, presenters and participants have to fill an evaluation form before leaving the Zoom meeting.

PARALLEL SESSION DETAILS

Presenters must fill a Google form on <http://bit.ly/ICBBpresentersession> by **July 26, 2021**. For the virtual conference to run on time, presenters are recommended to prepare and submit a 15 minutes presentation. The video link must be submitted by **July 26, 2021**, along with filling out the Google form. The presenters will replay the videos during the parallel sessions. *However, live presentations are still allowed.* The live presenters must also fill the form before the deadline.

The presentation slides view should apply ICBB 2021 **slide template** that can be downloaded from <http://bit.ly/ICBBslidestemplate>. Each paper presentation will be allocated **20 minutes** with the detail below:

- Playing the recorded presentation video (or delivering a live presentation) = **15 minutes** (not less than 10 minutes and not more than 15 minutes)
- Live Q&A = **5 minutes**

Presentation Using Video

Authors **must be available online** during their parallel sessions on July 28, 2021, based on the schedule and room allocation. After playing the recorded videos, presenters need to answer a live Q&A session with the participants that the respective Session Chairs will moderate. All communication, both during the (recorded) presentation and (live) Q&A, **MUST** be in English.

Live Presentation

Authors **must be available online** during their parallel sessions on July 28, 2021, based on the schedule and room allocation. Presenters who present live the paper should present and follow the Q&A session directly on the schedule. Make sure the internet connection is good during the session. All communication, both during the presentation and Q&A, **MUST** be in English.

INSTRUCTIONS FOR VIDEO RECORDING

The recorded presentation should follow below requirements:

1. Videos should contain an outline view of the paper along with audio of the oral presentation
2. Presenters are only allowed to upload and submit one video for the presentation (please do not send multiple short videos)
3. The videos may better contain a shot of the speaker's face to increase engagement (*optional*)

The video specifications are below:

1. Video View: using the ICBB slide template provided on:
<http://bit.ly/ICBBslidestemplate>
2. Video Orientation: Horizontal
3. Video Size: High Definition / HD (or use other 720p settings)
4. Audio Quality: make sure the audio is clear enough and audible

INSTRUCTIONS FOR SUBMITTING VIDEO LINK

1. Upload the presentation video to Youtube. The video visibility has to be set ***Unlisted*** (*only viewable by those with a link*). Make sure that the video is **not** in the Public or Private setting.
2. The video should be titled in the following format: *Paper ID_Last name of the presenter*. Example: **800-100_Alyssa**.
3. Send the Youtube video link to the ICBB committee via Google form with the link: <http://bit.ly/ICBBpresentersession> by **July 26, 2021**. The committee only accepts

video links via this form. Please, check the accessibility of the video before submitting the form.

OUTLINE OF THE PARALLEL SESSION

- Each room will consist of 5 presenters.
- The Session Chair and presenters will join the meeting 10 minutes before the session. The host will open the Zoom meeting break-out rooms; thus, the presenters will move from the main room to the respective room.
- At the beginning of the session, the Session Chair will open the session and introduce the authors.
- During the session, the presenters play the presentation video (or deliver a live presentation). Presenters with video are allowed to inform the Session Chair if there is a problem with playing the video.
- After the presentation, Session Chair will moderate the Q&A session. The audience and Session Chair can ask or recommend the presenter for the paper.
- At the end of the session, Session Chair will close the session.
- Presenters and audiences back to the main room after the session are closed.

CONFERENCE PROGRAM

Time	Duration	Activity	Venue/Information															
07.30-08.00 a.m.	30'	Participants join the Zoom	Main Room															
08.00-09.15 a.m.	75'	Opening	Main Room															
	5	Singing national anthem: Indonesia Raya																
	15	Welcoming speech: 1. Chairman of conference 2. Hosts of conference																
	10	Community services videos																
	15	Campus tour videos (hosts and co-hosts)																
	25	Introduction of the conference co-hosts																
	5	Praying																
09.15-09.20 a.m.	5'	Preparation for keynote speech	Main Room															
09.20-10.50 a.m.	90'	Keynote speech	Main Room															
	30'	1. Associate Prof. Dr. Evan Lau Poh Hock (<i>Editor-in-Chief in International Journal of Business and Society - IJBS</i>)																
	30'	2. Associate Prof. Wan Azman Saini Wan Ngah, Ph.D. (<i>Associate Editor of International Journal of Economics & Management - IJEM</i>)																
	30'	3. Prof. Okid Parama Astirin, M.S. (<i>Chairman of Lembaga Penelitian dan Pengabdian Masyarakat Universitas Sebelas Maret, Indonesia</i>)																
10.50-10.55 a.m.	5'	Preparation for parallel session	Moving to Parallel Room															
10.55 a.m. - 12.55 p.m.	120'	Parallel session (each presenter has 15' presentation and 5' discussion) <i>*50 research papers and 15 community service papers</i>	<table border="1"> <tr> <td>Room A: 5 research papers</td> <td>Room B: 5 research papers</td> <td>Room C: 5 research papers</td> </tr> <tr> <td>Room D: 5 research papers</td> <td>Room E: 5 research papers</td> <td>Room F: 5 research papers</td> </tr> <tr> <td>Room G: 5 research papers</td> <td>Room H: 5 research papers</td> <td>Room I: 5 research papers</td> </tr> <tr> <td colspan="3">Room J: 5 research papers</td> </tr> <tr> <td>Room K: 5 community service papers</td> <td>Room L: 5 community service papers</td> <td>Room M: 5 community service papers</td> </tr> </table>	Room A: 5 research papers	Room B: 5 research papers	Room C: 5 research papers	Room D: 5 research papers	Room E: 5 research papers	Room F: 5 research papers	Room G: 5 research papers	Room H: 5 research papers	Room I: 5 research papers	Room J: 5 research papers			Room K: 5 community service papers	Room L: 5 community service papers	Room M: 5 community service papers
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12.55-01.55 p.m.	60'	Break	Off Camera															
01.55-02.30 p.m.	35'	Best papers and presenters awards announcement	Main Room															
02.30-03.00 p.m.	30'	Closing	Main Room															
03.00-03.10 p.m.	10'	Participants leave the Zoom	Main Room															

PARALLEL SESSION ALLOCATION

To be announced a day before the program along with the Zoom meeting link through email.