



IFSR₂₀₂₆

INTERNATIONAL FORUM ON SPICE ROUTE

*Negeri Rempah Foundation, in collaboration with
the National Research and Innovation Agency (BRIN)*

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**“From Commodity Routes to Knowledge Commons: Reimagining the Spice Routes
in an Age of Climate Crisis, Digital Transformation, and Decolonial Futures”**

•
21-24 September 2026
Hybrid (online and offline)
Jakarta and Makassar, Indonesia

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PRESENTATION GUIDELINE – PRESENTERS / MODERATORS

GUIDELINE

INTERNATIONAL FORUM ON SPICE ROUTE will be hosted as a hybrid conference (online and offline). If you are a presenter, please submit your video files by **September 14, 2026**, to be replayed during the conference. Authors need to be available online after their videos are played to answer questions and participate in Q&A sessions moderated by the respective Session Chairs.

INSTRUCTIONS FOR VIDEO RECORDING

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Optionally, videos may contain a shot of the speaker's head for increased engagement (this should be thumbnail-sized and overlayed on the slide images). Many presentation software such as PowerPoint, Microsoft Teams, or Zoom, allow recording audio and video directly in the application and can export appropriate video files.

Video specifications:

1. File Format : MPEG-4 (.mp4) (use standard H.264 video and AAC audio codecs).
2. Video Size : HD (or use other “720p” settings).
3. Audio Quality : Make sure the audio is clear enough and can be heard properly.
4. Video Duration : **Full Presentation** - maximum **10 (ten) minutes**. Please note that if your video exceeds the time allotment, the committee reserves the right to cut the video according to the time slot.

Below are some links to instructions for recording a meeting on various common platforms. You are free to use any meeting software that you prefer as long as you obtain a good-quality recording and your final file is in the MP4 format.

- o Zoom: [Local Recording – Zoom Help Center](#)
- o Microsoft Teams: [Record a meeting in Teams - Office Support](#)
- o Powerpoint: [How to Make Video in Powerpoint](#)

INSTRUCTIONS FOR SUBMITTING VIDEO AND PRESENTATION SLIDE

1. Your video title should be in the following format: **Video_Presenter's last name.mp4** (e.g., **Video_Montgomery.mp4**).
2. Upload your video to any cloud storage, e.g., Google Drive, OneDrive, Dropbox, etc.
3. Please upload the presentation slide and the video URL to the IFSR 2026 committee at [IFSR 2026 Submission-Video & Slide Presentation](#) form no later than **September 14, 2025**. The committee only accepts slide and video links via this form. Please check the accessibility of the video before submitting the form. Make sure the file can be read and downloaded by only having a link, i.e., without having to go through a login or other permission request. A PowerPoint template is provided at [Template Slide Presentation](#)

INSTRUCTIONS FOR SUBMITTING FULL PAPER

1. Your paper title should be in the following format: **Panel number_Presenter's last name.docx** (e.g., **Panel 5_Montgomery.docx**).
2. Please upload your full paper to the IFSR 2026 Committee via <https://s.brin.go.id/ifsr> no later than **August 10, 2026**. The committee will only accept submissions through this form. Kindly note that authors who do not submit a full paper by the deadline will not be granted a presentation slot at the forum.

GENERAL TIPS FOR PARTICIPANTS DURING CONFERENCE

PREPARATION

Each Presenter, please check the presentation schedule in the program book.

10 minutes before the Session : The host will start the designated Zoom meeting.

2 minutes before the Session : The host will start the recording.

1 minute before the Session : The Session Chair/Moderator introduces the session.

Beginning of the Session : The Session Chair/Moderator will introduce the presenters.

The talk will be presented using the video recording submitted by the presenter.

The duration of a pre-recorded video presentation is 10 minutes, followed by an online live Q&A. Please observe the duration of the session when preparing video files of your talks.

Q&A SESSION

A live Q&A Session will follow each video, moderated by the Session Chair:

- o Participants will be muted, and they will need to submit questions during the presentation before the Q&A Session starts.

- o The Session Chair will select and ask the questions during the Q&A session. There may not be enough time to answer all questions. The Session Chair will make sure to ask related questions in the approximate order in which they were first submitted.
- o The Session Chair will have the ability to unmute participants if this is needed to elaborate on their questions (please note that due to the limited Q&A duration, participants may want to discuss with the author(s) off-line).

ZOOM TIPS:

- o Each session will have a host, a Session Chair/Moderator, presenters, and participants.
- o Host: This will be the user with a special icon by the side of the profile. This person facilitates the use of the technology. **(Host_Name)**.
- o Session Chair/Moderator: This person is present to coordinate the session and manage Q&A. **(Session Chair_Name)**.
- o For a stable connection to the meeting, please check the Zoom Webinar Best Practices and Resources.

HOW TO JOIN THE SESSION

1. Please register for the session by **September 13**. Session invitations will be sent by email by the IFSR 2026 Committee.
2. After registration, you can join the session by clicking the link provided by the IFSR 2026 Committee. You will be provided with the required credentials before the conference starts.
3. If you are joining the Session before the host has started the meeting, please wait in the waiting room until the host starts the Session.

DURING THE SESSION

The Session Chair/Moderator will mute your microphone during the entire Session.

HOW TO ASK QUESTIONS

You can join the discussion with other attendees by sending messages to “Everyone”.

At the end of the talk, the Session Chair/Moderator will select and ask the presenter to answer some of the questions in the order they were submitted within the allotted Q&A period, and will try to cover as many questions as possible, depending on the allotted time.

CONTACT

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