Preparing a Transcript

Each presenter should include a transcript of any type of presentations he/she makes.

The presenters who are going to give their live presentations on the day of the conference should submit a transcript of what they are planning to say.

On the other hand, the other presenters who will be recording their presentations should submit a full transcript of these presentations.

The transcript should include the name of the presenter, the date, and the title of these presentations.

If the presentation includes slides, presenters should preferably organize their transcript in categories, such as introduction, body, and conclusion.

For example, the transcript paper has to include a transcript under the Introduction, another transcript under Slide 1, and a last transcript and under the Conclusion.

In addition, please include any alt-text, image, video descriptions in the transcript.