

MAIDEN EDITION

SJMCC2026

School of Journalism, Media and Communication Conference

15–16 July 2026 • Virtual (Zoom) • UniMAC/ IJ, Accra

PRESENTE4RS GUIDELINES- *Fully Virtual Edition*

1. Conference Overview

Welcome to the inaugural edition of the SJMCC – The School of Journalism, Media and Communication Conference, hosted by the School of Journalism and Media Studies(SOJAMS) of the University of Media, Arts and Communication Institute of Journalism (UniMAC/IJ). This landmark event brings together students and faculty in a fully virtual setting, fostering intellectual exchange, media innovation, and professional development across two dynamic days.

Conference Name	SJMCC 2026 – Maiden Edition
Organiser	SOJAMS -UniMAC / IJ, Accra, Ghana
Dates	Wednesday 15 – Thursday 16 July 2026
Time	GMT
Format	Fully Virtual – Zoom
Official Website	www. unimac.edu.gh

2. Minimum Technical Requirements

Because SJMCC 2026 is conducted entirely on Zoom, every Presenter must meet the following minimum technical specifications before joining any session. Failing to meet these requirements may result in disruptions to your participation.

2.1 Device

- A laptop, desktop computer, or tablet is strongly recommended.
- Smartphones are permitted but may limit your ability to view shared screens,

polls, or breakout rooms effectively.

- Ensure your device is fully charged or plugged into power before each session.

2.2 Internet Connection

- Minimum speed: 5 Mbps download / 3 Mbps upload for stable video and audio.
- Recommended: 10 Mbps or above for HD video and screen sharing.
- Use a wired (Ethernet) connection where possible; if using Wi-Fi, sit close to your router.
- Avoid sharing bandwidth-heavy tasks (downloads, streaming) during sessions.
- You can test your internet speed at speedtest.net before the event.

TIP

If your connection is unstable, turn off your camera to preserve bandwidth and prioritize audio quality.

3. Guidelines for Presenters & Panelists

- We'd prefer that you use a laptop.
- If you'd use a phone, please place it at a static position.
- Please be in a well-lit room so we can see your face properly.
- Please turn on your phone's auto-rotate and set up in a landscape mode.
- Sit in the middle of the frame.
- Don't leave too much space
- Submit your presentation slides in PowerPoint format to the organisers by 12 July 2026.
- Presentations must not exceed the time allocated to you in the programme – respect time limits.
- Screen sharing will be enabled by the host at the appropriate time – do not share your screen without permission.
- Ensure your slides are readable: minimum font size 24pt, high contrast colours.
- Practice your presentation on Zoom before the event to confirm screen share and audio work correctly.
- Prepare for a brief technical check with the organising team on 14 July 2026 (schedule to be communicated separately).

3.1 Zoom Requirements

- Install the Zoom desktop client (not the browser version) for the best experience.
- Minimum Zoom version: 5.10 or later (update to the latest version before the event).
- Download Zoom at: zoom.us/download
- Log in with your registered email address before joining any session.

3.2 Audio & Video Equipment

- A working microphone is mandatory – built-in laptop microphones are acceptable.
- Headphones or earphones are highly recommended to reduce echo and background noise.
- A working webcam is required for panel presentations and interactive sessions.
- Test your audio and video on Zoom before 15 July using the Zoom Test Meeting feature at zoom.us/test.

3.3 Environment

- Participate from a quiet, well-lit space free from background distractions.
- Ensure your background is professional – use a virtual background if needed.
- Notify those around you of your conference participation to minimise interruptions.

4. Registration & Access

- All presenters must register via the official link published on unimac.edu.gh.
- Registration closes on 10 July 2026. Late registrations will not be guaranteed a Zoom link.
- Zoom meeting links will be sent to your registered email address by 13 July 2026.
- Do not share your Zoom link publicly. It is personal and non-transferable.
- Faculty supervisors coordinating student groups should register individually and ensure each student registers separately.

NOTE

Presenters who do not receive their Zoom link by 14 July 2026 should contact the conference team via the official email or the contact page on unimac.edu.gh.

5. Joining Sessions

- Join each session at least 10 minutes before the scheduled start time.
- Use your real full name as your Zoom display name (e.g., “Kofi Mensah – Student” or “Dr. Ama Asante – Faculty”).
- Presenters with unrecognisable display names may be removed from the waiting room.
- Mute your microphone on entry and unmute only when invited to speak.

6. Code of Conduct

SJMCC 2026 is an academic and professional environment. All Presenters are expected to uphold the following standards throughout the conference.

- Treat all speakers, panellists, and fellow participants with courtesy and respect.
- Discriminatory, offensive, or disruptive language or behaviour will result in immediate removal from the session.
- Do not record any session without explicit written permission from the conference organisers.
- Respect intellectual property: do not share, reproduce, or distribute presentations or materials without permission.
- Maintain professionalism in your appearance, language, and conduct on camera.
- Any form of Zoom-bombing, spam, or deliberate disruption will be reported and appropriate action taken.

7. Two-Day Programme Snapshot

Detailed session schedules will be published on unimac.edu.gh. The general structure is as follows:

Day	Day 1 – 15 July 2026	Day 2 – 16 July 2026
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Morning	Opening Ceremony & Keynote Address	Breakout Sessions & Paper Presentations
Morning	Opening Plenary	Breakout Sessions & Paper Presentations
Afternoon	Roundtable Panel Discussion and interactive	Closing Ceremony

INFO

Full session times and Zoom room assignments will be published on unimac.edu.gh and emailed to all registered participants by 13 July 2026.

8. Technical Troubleshooting

In the event of a technical difficulty during the conference, please follow these steps:

1. Rejoin the session using the same Zoom link sent to your email.
2. If you cannot hear audio, check your Zoom audio settings (Audio > Test Speaker).
3. If your camera or microphone fails, exit Zoom fully and relaunch the app.
4. For persistent issues, contact the conference support team via the official WhatsApp/email contact shared during registration.
5. As a last resort, switch to the Zoom mobile app on your smartphone.

9. Contact & Support

For enquiries, technical issues, or further information, participants should contact the SJMCC 2026 Secretariat. Email: sjmccsecretariat@unimac.edu.gh

We look forward to an inspiring and seamless conference experience.
WelcometoSJMCC2026—Your Voice. Your Media. Your Stage.

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