Guidelines

General Information

➢ The conference will be conducted live by using Zoom Meeting. Please familiarize yourself with Zoom beforehand.

➢ Information about meeting ID will be emailed to the registered participants by one day before the conference. Only the registered participants are allowed to access to the conference.

➢ You can enter the session room from 15 min prior to the session.

➢ Recording, videotaping, photographs and screenshots of any presentations and forwarding presentations to anyone are prohibited.

➢ All participants are advised to wear headsets.

➢ In the session room, keep the mic and camera off, except when you give your presentation and ask questions.

➢ In each session two chairs and a host have been assigned to run the session. All participants are requested to follow their instructions for smooth operation.

➢ Sharing the screen without permission from the chair is prohibited.

➢ It is understood that all participants agreed to follow the guidelines described here.

To Presenters

➢ You have 12 min for presentation followed by Q&A for 3 min. Keep your allocated time.

➢ Presentation will be conducted by using PPT or PDF, which you will show by sharing the screen.

➢ Use a headset.

➢ Enter the session room by 10 min before the start of the session.

➢ After you enter the room, change your display name to your presentation number followed by your name in English. Click on "Participants" → go to your name in the participants list → click on "Rename".

➢ The host will ring the bell to let you know the time; one bell at 10 min, 2 bells at 12 min, 3 bells at 15 min.

➢ Presentations are conducted according to the schedule. When a presentation is cancelled, next presentation will not start till the assigned time.

To Audience

➢ In the session room keep the mic and camera off.

➢ During Q&A if you have a question, use "Raise Hand" function in Zoom or speak up.

➢ When you ask a question, tell your name and affiliation first.