

# 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, videorecording, 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 are 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. Otherwise, follow the instruction from the chair.

## 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.