How to join a session

✓ Please install the latest version of Zoom Client for Meetings in advance.
  https://zoom.us/download

✓ Please use the Zoom links, IDs, and passcodes provided to you via e-mail.

✓ Waiting rooms are not set for this conference. In/out of each audience is not shown on your display.

✓ Please show your full name in the Zoom as shown on the program or registration so that everyone can identify you in the sessions.

✓ At the beginning, your microphone and video are set on mute. Please unmute as appropriate.

✓ If you leave Zoom on, please make sure that your microphone and video are muted during your leave.

Notes

✓ The allocation of session time is 25 minutes for each presentation, 10-12 minutes for each discussion, with the remaining time to be used by the author for rebuttal and for Q&A from the audience.

✓ The organizers do not provide the recording of sessions and keynote speech after the conference. Also, please refrain from recording and reproducing by yourself.

For presenters and discussants

✓ Please access the session room 15 minutes before the scheduled start for preparation. This also holds for the session chairs.

✓ Please make sure you enabled the webcam upon entry, during your presentation, and when you are answering questions; during the presentations of others, you can disable it.

✓ The number of audience may be around 200 at a maximum.

For session chairs

✓ Please access the session room 15 minutes before the scheduled start for preparation. This also holds for the presenters and discussants. DBJ-RICF staff (session host and technical moderator) will make you a co-host.

✓ Please make sure you enabled the webcam before, between, and after the presentations.

✓ Please be mindful of the session time limit. We cannot introduce delays in one session as it will push others behind.

✓ When introducing the session, explain to the participants that they can ask questions during the presentation and discussion in the chat, but also live during the Q&A time after the presentation and discussion.

- ✓ During the presentation, please keep track of the questions on the chat panel.
- ✓ You can manage the attendee by clicking on the "View all attendees" link under the participants' panel.
- ✓ The number of audience may be around 200 at a maximum.

For audience

- ✓ Audience are also allowed to speak, chat, raise hands and share screen by themselves in each session. Please use these functions appropriately. When asking a question, please turn on your webcam.

Zoom navigation

- ✓ If you are not familiar with the Zoom usage, we recommend that you try at least your microphone and webcam before joining the conference.
  https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

  https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

- ✓ Chat navigation:
  https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat

- ✓ 'Raise Hand' navigation:
  https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting