

Guidelines for Speakers and Audience

To the speakers:

PowerPoint file

- Prepare a small presentation file (e.g., <5 MB) and do not add video in the presentation file, to make it easier to share it.
- Animation may not be correctly and smoothly displayed on the shared screen.
- Be cautious about copyrighted works.

Environment

- Please make sure that the Zoom platform of the latest version is installed in your PC. In general, you need to update Zoom manually.
- Set up your Zoom Name in your Zoom application, which must be the same as the name you used for registration, to prevent any unregistered participants from entering our symposium rooms.
- Keep your video camera off and microphone on mute, except you are allowed by the Organizers or Session Chair to turn on the video camera or unmute the microphone.
- Make sure that the presentation is made in an environment free of any other disturbances from the surrounding (e.g., telephone ringing).

Presentation

- Have your presentation file ready to share before you are called to present, to prevent wasting the audience's time.
- Turn on your video camera and unmute your microphone as soon as the Session Chair introduces you.
- After you are introduced, click on the "share screen" button of Zoom, and start your presentation.
- If you are having trouble presenting at the allocated slot, the organizers might change your presentation to the end of the session.
- When the Q&A is over, turn off your video camera, mute your microphone, and close your share presentation by clicking the "stop sharing" button of Zoom.
- Each presentation is allocated 10 minutes for presentation and 2 minutes for Q&A.
- The organizers will record the symposium for the sole purpose of giving all participants limited-time asynchronous access to all presentations.

To the audience:

Environment

- Please make sure that the Zoom platform of the latest version is installed in your PC. In general, you need to update Zoom manually.
- Set up your Zoom Name in your Zoom application, which must be the same as the name you used for registration, to prevent any unregistered participants from entering our symposium rooms.
- Keep your video camera off and microphone on mute, except you are allowed by the Organizers or Session Chair to turn on the video camera or unmute the microphone.

Important notice

- If you have a question during the Q&A, click on the "raise hand" button of Zoom, or speak directly by unmuting your microphone, or leave questions on the chat. In any case, please follow the instructions of the Session Chair. Be concise with the question.
- The organizers will record the symposium for the sole purpose of giving all participants limited-time asynchronous access to all presentations.
- Do not interfere with the management of the session with any unwanted activities.