

Recommendation for the on-line presenters



Instruction for participating in the conference

1. The on-line tool for presentation is **Zoom**. Presenters are responsible for ensuring that your device meets the system requirements for on-line live presentation.
2. Presenters enter your session's conference room **with the microphone turned off**. **Open (enable) your microphone only when the session moderator invites you**.
3. Presenters must ensure that you are on-line at least 15 minutes before the session starts.
 - For example, the session will start at 9.00 a.m.; presenters should enter the on-line conference room at 08.45 a.m.
4. The on-site in action moderator will ask presenters to test and check the camera and microphone once they enter the conference room.
5. The "mute/unmute" or "raise hand" functions will be used by the on-site in action moderator to organize the conference session.
6. Presenters will be asked to open the camera for the screen's snapshot at the end of the session.

Guidance for oral presentation

1. Each oral presentation has an allocation of 15 minutes (10-12 minutes talk plus 3-5 minutes for Q&As)
2. During the session, the on-site action moderator will indicate the time according to the following schedule:
 - **The first bell**.....12 minutes into the talk
 - Room assistant shows the "end of the talk" card
 - On-site in action moderator will ring the bell once (with microphone)
 - **The second bell**.....15 minutes into the talk
 - Room assistant shows the "end of the session" card
 - On-site action moderator will ring the bell twice (with microphone)
3. All presentations will be stopped when the allocation of 15 minutes is up even if the presenter has not finished.
4. Please ensure that you finish your talk promptly when the first bell rings/ the "end of the talk" card is shown. This will allow for sufficient time for Q&A and ensure that the session will be kept the schedule on track.
5. If technical assistance is needed during the session, please notify the on-site action moderator to assist with the problem.

6. The session moderator will coordinate transitions between presentations to keep the session on time. However, the session moderator is flexible if technical problems occur.
7. Important Notice: A presentation files or slides must be upload to the system by 10 Jan 2021 as a backup copy.

Guidance for poster presentation

1. All posters will be displayed throughout the conference, 11 – 12 January 2021.
2. During the conference, we will provide the list of poster presenters with e-mail addresses. Any participants who would like to exchange or are interested in your research work will contact you directly by e-mail. Please respond to all questions via e-mail.