Participation Guidelines for Attendees

We encourage all the attendees to use headphones to join Zoom meetings, since external speaker may cause echoing problem. Please make sure that you have a working microphone and camera as well. To maximize the conference experience, we suggest <u>turning on your camera in meetings</u> and <u>only unmute your mic when talking</u>.

We recommend using the standalone Zoom software (or app) to join conference sessions to have a better experience.

Navigating through Whova:

- Open your Whova Mobile App on your mobile or enter the following URL https://whova.com/portal/webapp/imcom_202101/ in your browser address bar. If you are registered, after logging in, the IMCOM 2021 conference will automatically appear in your home page.
- All the sessions and presentations in each session can be found in the Agenda menu (Guidelines: https://whova.com/pages/whova-app-user-guide/#explore agenda) – Figure 1.

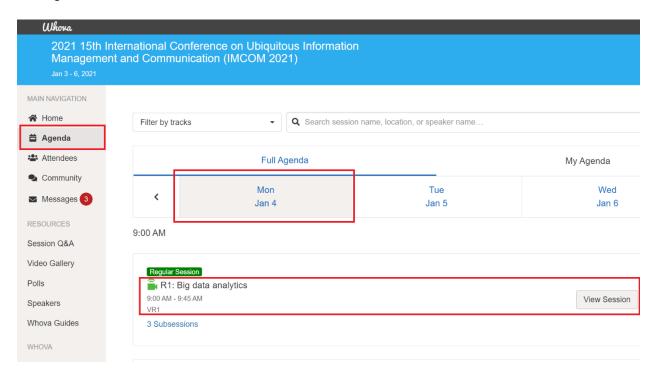


Figure 1. IMCOM 2021 Attendee Interface.

 At the conference days, please access the live stream of the session you wish to join (Guidelines: https://whova.com/pages/whova-app-user-guide/#join_stream). The live stream will appear in a black rectangular (similar to Figure 2)

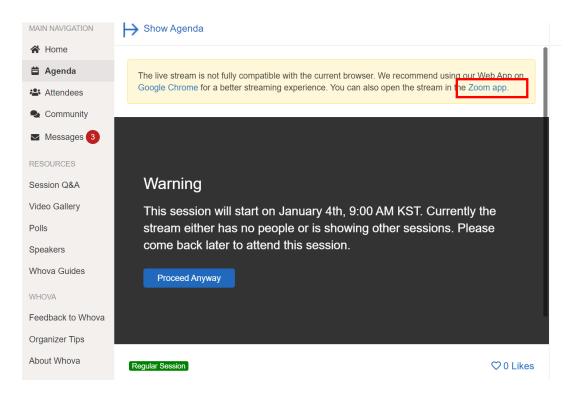


Figure 2. Live stream window. You can proceed to join.

- When joining the **live stream**, you can choose either through Zoom app or through the integrated Zoom in Whova.

Recommended web browser in desktop: Chrome.

A very detailed instruction on how to sign in, participate in a session, and network with other attendees can be found here: Whova App User Guide - Whova. Please check out the tutorial and get familiar with the conferencing platform.

Attending Regular/Short Oral Sessions:

1. Before the session

 Join the Zoom meeting for your designated session. Be sure to enter the right session. The host will display a slide in Zoom showing the coming session's agenda (Figure 3).



Figure 3. Session information.

b. Get known by the session chair. [For Presenter] The chair will check your presence when the following slide shown up (Figure 4) a few minutes before the session.

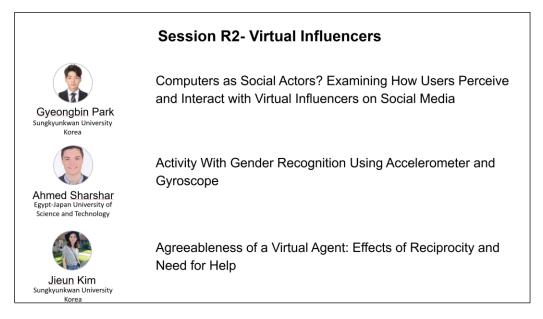


Figure 4. List of presenters and their presentation titles.

Note: Be sure that you are unmuted before talking. If you cannot unmute yourself, then click on "Raise Hand" to get the chair/host's attention.

2. When the session starts:

a. The chair will announce the participation guidelines to all attendees (Guidelines as in Figure 5 will be displayed).

Participation Guide

- All attendees will be muted by default
- Presentation videos will be played one by one
- After each video playback is the Q&A
- Use "Raise hand" to ask question
- For each presentation, at most two questions will be selected to ask the presenter

Figure 5. Participation guidelines.

b. The session chair will introduce the paper (Figure 6), and the staff will play the pre-recorded video.



Figure 6. Introducing the presentation playback.

Please stay muted until the Q&A period for your paper. This is to prevent unwanted sound during the meeting.

c. Q&A: **[For Presenter]** Make sure that you are unmuted before answering questions. **[For Non-Presenter]** Raise hand to ask question. The host/chair will request you to unmute your Zoom client (Guidelines: Raise Hand in Zoom).

3. When the session ends

You can stay in the meeting to join the next oral session.

Note: If the next session is Lightning Paper session, you must exit the Zoom meeting to join a separate chatroom created for each of the Short Oral Presentations.

For Lightning Session:

Lightning Session will be organized separately for each paper. **[For Presenter]** All presenters are required to stay in their paper presentation's sub-session for possible Q&A. **[For Non-Presenter]** The other attendees can visit the sub-session and ask questions:

Both presenters and attendees can navigate to the lightning paper sub-session by clicking on Agenda => View Session => View Details of the lightning paper. The Q&A box will appear as in Figure 7. The attendees can ask question in the Q&A chat box, and the presenter can answer them in the same place.

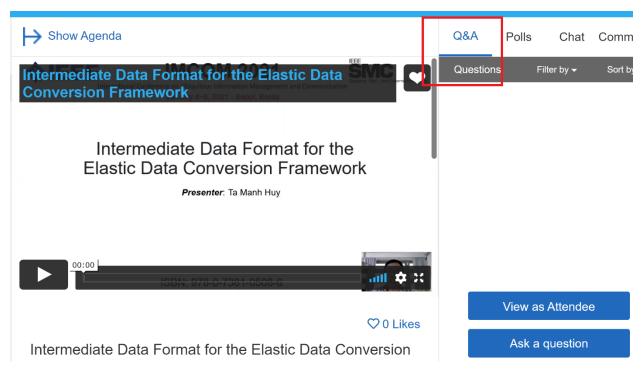


Figure 7. Details view of a lightning paper: Recorded presentation, Q&A box.