1. Please make sure your **ZOOM app is updated** on your laptop/PC.
2. Possibly add an **image/picture to your profile** so that something shows when your video is OFF.
3. Please **use your name** when you join the meeting to allow the Chairs to be able to respond to your comments and questions easier.
4. You **will be muted** when you enter the Main Room, please stay muted if you’re not presenting to avoid sound feedback.
5. Use the **Chat function** to comment or ask questions **to the chair** who will raise the questions after each paper presentation.
6. You can use **‘Reactions’** to engage with the presenters, such as Applause, Thumbs Up and others if you have those options.
7. Upon entering the conference, you will be in ‘Room A’. You will then be assigned to ‘Room B’, please enter Room B. You can then switch back to ‘Room A’. You will have the option to go between the ‘Room A’ (main room) and ‘Room B’ at any time using only one device.
8. Presenters must make sure to be present in their respective Rooms ahead of the set time as the host will allow you to Co-host for you to share your presentations. Please contact the technical team on the WhatsApp group if you are experiencing technical challenges ahead of time so ALL the presentations run smoothly.
9. Your Power-point presentations must be set to **slide show mode** to give the full experience when presenting. Please keep slides to 10–15 as you are allowed 15minutes for your presentation and 5 minutes for any questions which the chair will raise from the chats.
10. Please Click on ‘Optimize for video clip’ tick when you **Share** a presentation that may have some videos with sound in them. This is at the bottom of the share screen when you are selecting what you would like to share.