

Zoom link of all session rooms can be found in Virtual Conference Program. Each session room has one volunteer, his is the "host" of this room.

Instructions for presenters

1. The presentation time of each paper is 20 minutes (15-minute presentation, 5-minute discussion)
2. An "in-person" presenter should copy his presentation files to the laptop which has been connected to the projector in the session room. He will share the screen in Zoom room and present his paper exclusively on this laptop.
3. An "on-line" presenter can ask the host to play his presentation or present in live stream. In case of live stream, the host will unmute him and allow him to share screen. After the presentation, he should stop sharing screen immediately so that the next presentation could start smoothly.

Instructions for participants

1. All participants will be muted when they enter the Zoom room.
2. An "in-person" participant needs to raise hand to ask questions.
3. An "on-line" participant needs to use the raise-hand icon to ask questions, the host will unmute him when raise-hand icon is seen by the session chair. One can also use chat function of Zoom to post his questions in text.
4. For online participants in Chengdu sessions, questions can only be asked in Zoom Chat.

Instructions for session chair/co-chair

1. A chair/co-chair is suggested to enter his session room or zoom room 5 minutes before the start of the session. Online chair/co-chair will be unmuted by the host when he enters the zoom room.
2. When questions are from online participants, the session chair/co-chair needs to ask the host to unmute an "on-line" participant with the raise-hand icon or read the questions in Chat box.
3. Chair/co-chairs must end their session on time, such that the next session can be started.

Instructions for volunteer (host)

1. The host needs to open the Zoom room 10 minutes before the start of a session.
2. The host should unmute the chair, the co-chair, the online presenters, and the participants with the raise-hand icon.
3. The host should permit an "on-line" presenter to share screen and stop sharing following the instructions of the session chair/co-chair.
4. After the last session ends, the host should close the zoom room and deliver "No Show" list.