

TECHNICAL GUIDELINES AND GENERAL RULES

Technical Guidelines and General Rules

1. This international conference uses Zoom. Please make sure that the Zoom application is installed on your device.
2. Participants should join the Zoom meeting 10 minutes before the conference start.
3. Link Zoom and passcode for this conference are valid for one registered presenter/non-presenter participant.
4. Use the format of First Name (example: Anton) for non-presenters and the format of Room Number_First Name (example: 1_Lucia) for the participant as a presenter.
5. Participants must fill out the attendance link. The attendance link will be posted to the zoom chat box during the event.
6. Participants activate the microphone after the moderator's invitation during the question-and-answer session.
7. Questions can be delivered orally or written in the Zoom chat box.
8. Participants will receive a certificate if they attend the conference from the beginning to the end of the conference.

Technical Guidelines and Rules for the Parallel Session

1. Presenters should upload their presentation files at: p3mstfwidyasana@gmail.com
2. Presenters will be grouped into “Zoom Breakout Room” based on the predefined “Zoom Room” number.
3. Presenters must be ready 15 minutes before the scheduled time to attend the parallel session in the “Zoom Breakout Room” with the correct username format, so the operator can assign presenters to the “Zoom Breakout Room” accordingly.
4. The presentation order will be determined based on the schedule in the Book of Programme.
5. Each presenter will be given 15 minutes for presentation.
6. The presenter can present the material using a ppt or pdf file.
7. A question-and-answer session will be conducted for 30 minutes after all presenters finish their presentations.
8. Questions for the presenter can be delivered orally or written in the Zoom chat box.
9. When the parallel session ends, participants can leave the breakout room and back to the main room for the next schedule.

Technical Guides for Entering and Leaving the Zoom Room

1. Please make sure that the username format is correct:
Non-Presenter format: First Name (Example: Anton)
Presenter Format: Room Number_First name (example: 01_Lucia)
2. Participants should wait for the Operator to divide into Parallel Session Rooms.
Please wait until the following Pop Out appears, then click “Join”.
3. After clicking “Join”, participants will join the parallel session.
4. If participants want to leave the breakout room or return to the main room, click “leave the room” and select “leave breakout room.