

# Instructions for Authors

## General Tips

### ■ Basic Session Structure

- **10 minutes before the Session:** The host will start the designated Zoom meeting
- **1 minute before the Session:** The Session Chair will introduce the session
- **Beginning of the Session:** The Session Chair will introduce the presenter. The talk will be presented using the video recording submitted by the presenter.

### ■ Zoom Tips

- Each session will have a host, two Session Chairs, and participants
- **Host:** This will be the user with a special icon by the side of the profile. This person facilitates the use of the technology. (NAME: Host \* ).
- **Session Chair:** This person is present to coordinate the session and manage Q&A. (NAME: Chair \*).

## Detailed Zoom Guide for Authors

### ■ Install Zoom

If you have not yet, install Zoom (<https://www.zoom.com.cn/download>) in advance.

### ■ Enter Zoom Meeting

1. Sign in to the online conference website (<https://ieee-iccc.info/>) on schedule;
2. Go to the session you will attend, and click the "**Enter Zoom**" button.



### ■ **Zoom Problems?**

If for any reason you are not able to enter a Zoom meeting, or if the video quality is low due to any technical difficulties, you may use the “**Watch live stream**” button in the website to attend the same session without entering Zoom.



Watch live stream

### ■ **Answer Questions**

At the end of each talk in the session, there will be a Q & A period, the session chair will be selecting the questions to be answered by the speaker of the talk.

Please **unmute your microphone** while answering questions.

### ■ **Enjoy the Conference!**

Thank you for attending the first virtual ICCC!