

Instructions for Keynote Speakers/Instructors

■ Install Zoom

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

■ Enter Zoom Meeting

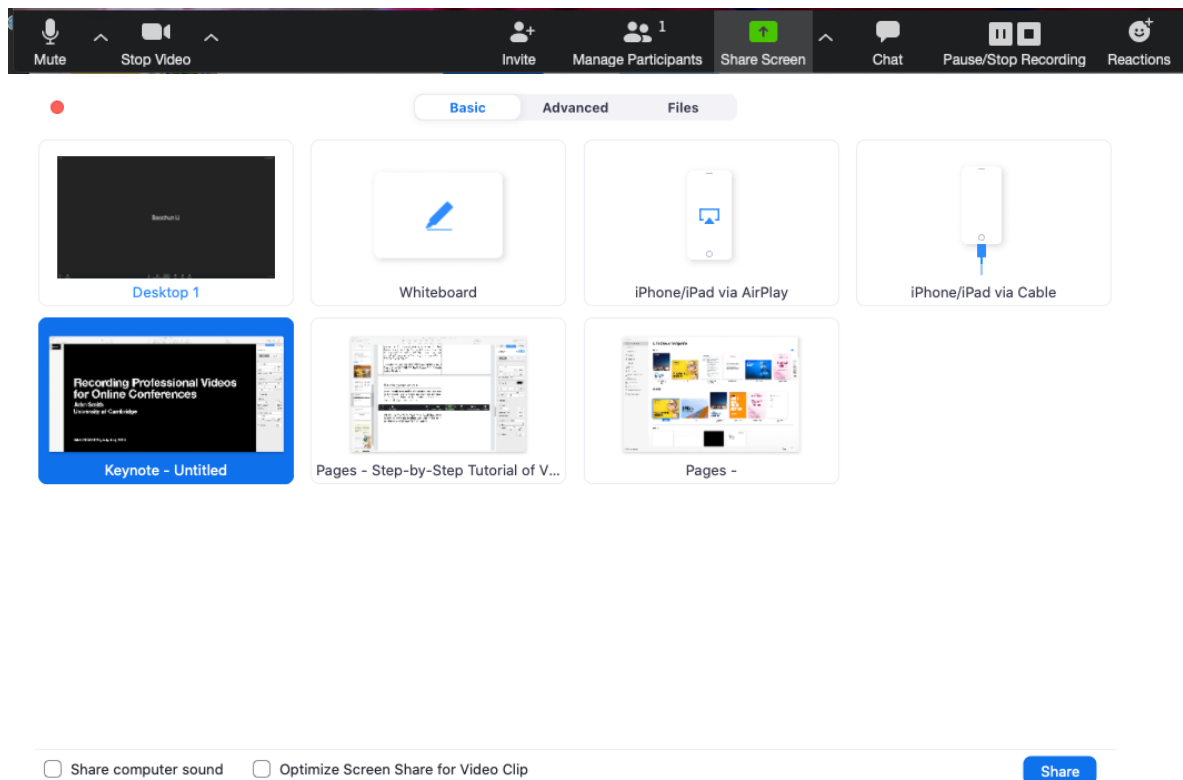
1. Sign in to the online conference website (<https://iee-iccc.info/>) on schedule
2. Go to the session you will attend, and click the "Enter Zoom" button.



■ Sharing Screen While Starting Presentation

As you give a presentation in Zoom, make sure that your microphone is not muted. Then click **Share Screen** to start to share the window with your presentation application, such as PowerPoint or Keynote.

Note: It is not necessary to share the entire desktop; just share the window with PowerPoint or Keynote.



- **After Presentation**

At the end of your presentation in the session, there will be a Q&A period. You can discuss with the attendees who ask questions by using Q&A panel on the right side-panel of the Zoom window.