

Instructions for Participants

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 Participants

■ 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://iee-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

■ **Ask Questions**

At any time during the session, please mute your microphone and you may ask questions by typing into the Zoom chat window. After the talk concludes, the session chair will be selecting the questions to be answered by the speaker of the talk.

At the end of each talk in the session, there will be a Q & A period, when you can feel free to ask questions, either by typing them in the Zoom chat window, or by unmuting your microphone and speaking directly.

■ **Enjoy the Conference!**

Thank you for attending the first virtual ICCC!