

Instructions for KKU-IENC2021 Session Chairs

1. Session Chairs should log in to the Zoom conference room 15 minutes before the session starts. You can login the Zoom room from the link sent by the conference organizing team.

Once you login Zoom meeting room, please follow the steps provided in Zoom Instructions.

The duration of online presentation is as follows:

Invited papers: 30 minutes including Q&A

Presentation sessions: 15 minutes (10 minutes for presentation and 5 minutes for Q&A)

The assistant for the session will give a reminder to the presenter (bell sound) two times. **First**, the reminder sound will be ringing at 3 minutes before the presentation ends and, **second**, once the presentation time is over.

2. You may find your chaired session, date & time in the e-Proceeding, or in the conference website.

3. Presentation will be followed by Question & Answer (Q&A) session. The length of Q&A session will be determined by you (and the co-chair if any), depending on the progress of the session. You should control the Q&A session time so that it will not exceed 5 minutes.

4. Even if the presentation is no show, do not move up the next presentation. The rest of the presentations time slot should not be changed. Please keep the presentation to the allotted time slot.

5. For more details about using Zoom, please see the Zoom Instructions.

6. After the session was closed, please make a session chair's report via web site indicated below.

Or you can download the instructions by clicking [here](#).

Zoom Instructions

1. Download Zoom: <https://zoom.us/meetings>
2. When you login Zoom meeting room, please change your name immediately. You can change your name by right click on the Zoom window.

The name of participants must be changed as:

Session chair: **SS**-Chair-**NN**

Session assistant: **SS**-Assist-**NN**

Presenter: **SS**-**T000**-**NN**

Audience: Audience-**NN**

SS refers to **Session Code**, * please see in Table A.

NN refers to **Your name in English**

T refers to **Topic Code**, * please see in Table B.

000 refers to **Paper ID**,

Table A: Session Codes

Session	Code
Session 1	S1
Session 2	S2
Session 3	S3
Session 4	S4
Session 5	S5
Session 6	S6

Table B: Topic Codes

Topic	Code
Topic A	A
Topic B	B
Topic C	C
Topic D	D
Topic E	E
Topic F	F
Topic G	G
Topic H	H
Topic I	I
Topic J	J

Example:

You are the session chair of Session 1 (S1) and your name is Tony Stark, then, please change as “**S1**-Chair-**Tony Stark**”.

Or if you are the presenter, you have to change your name to “**S1**-**A124**-**Tony Stark**”

3. Zoom Instructions for Session Chairs

(1) Please arrive at your room using the respective Zoom meeting link at least 15 mins before the session.

(2) Rename yourself as described above.

(3) The assistant will give you a brief information of the session with a PDF slide; This slide will be displayed before ten minutes of the session starts.

(4) The assistant will also make you “co-host” so that you can share your screen when you want to present or help manage the session. Please also read Section 6 of this instruction for more information on how to share the screen in Zoom.

(5) When the session starts, the assistant will mute the rest participants.

(6) During the Q&A, you can encourage audiences to “raise hand” to make a question; please choose an audience and unmute him/her.

4. Instructions on How to Share Screen

(1) When you are in a Zoom meeting, you can share your screen by clicking “Share Screen” button on the bottom of Zoom (see Fig. 2).

(2) A pop-up window will appear to let you choose the screen to share (see Fig. 3).

(3) Please select the window containing your presentation slides.

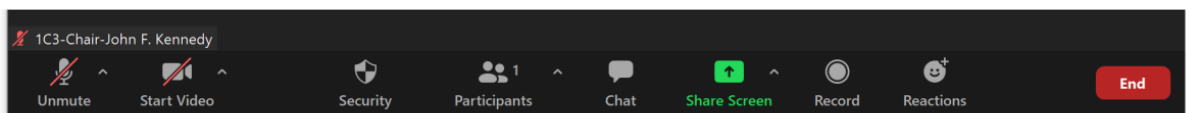


Fig. 2 Bottom Control Buttons of Zoom

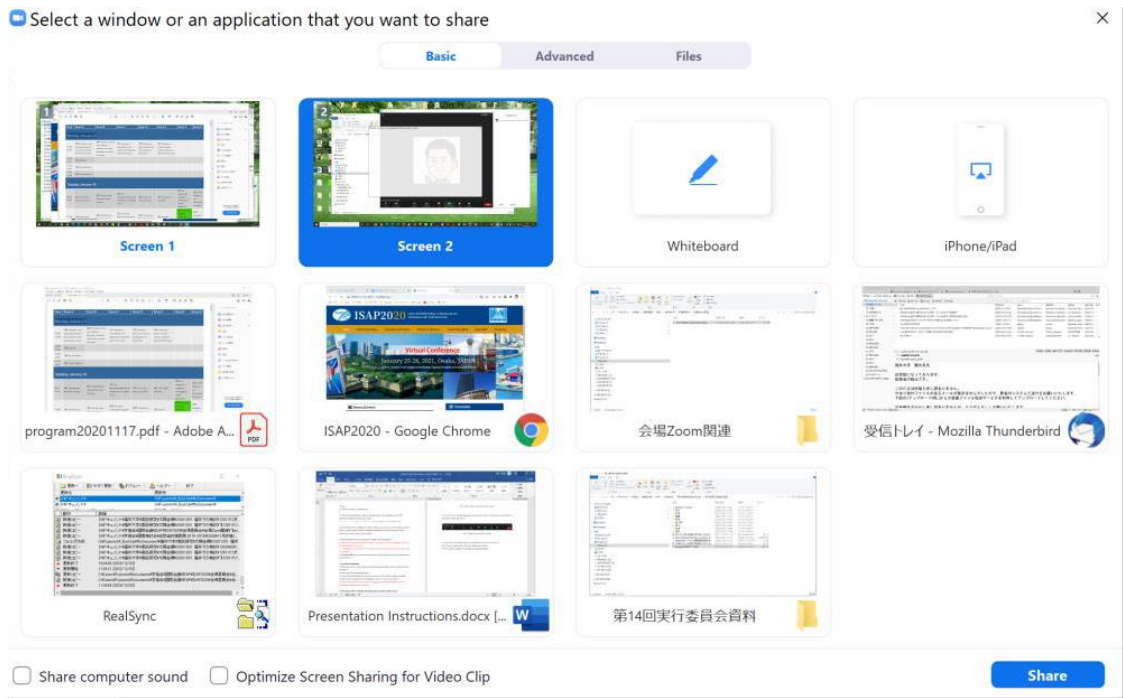


Fig. 3 Pop-up window to select the screen/application to share