

# Instructions for KKV-IENC2021 Presenters

1. Speakers must login to their Zoom conference room at least 10 minutes before the session start time (not your time slot, but the session time slot).

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 (10-12 minutes for presentation and 3-5 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 presentation session, date & time in e-Proceeding, or in the conference website.

3. Please prepare your presentation materials for the online presentation. Microsoft PowerPoint or Adobe Acrobat is preferable for the presentation tool. Please follow the Zoom instructions in section 6 to share your presentation materials.

4. Your presentation should be performed on a computer where multiple files can be used. All types of media such as figures, images, videos and animation are allowed. It is also possible to run computer software for demonstration and use websites during the presentation. Speakers can perform conventional or unconventional presentations as long as they are strict with the allocated 15 minutes.

5. It is also possible to run computer programs or show videos or other media types during Q&A as long as the speakers are strict with the 5-minute Q&A time.

6. In cases that there may be problems with communication between non-native English speakers, it is possible to use the chat feature on ZOOM instead of speaking during Q&A.

7. All papers must be presented in person at the conference in order to be included in the conference proceedings.

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

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 Presenters

Please arrive at your room using the respective Zoom meeting link at least 10 minutes before the session.

(2) Rename yourself as described above. Appropriate rename is indispensable to set you as presenter in Zoom.

(3) The assistant will help test the share screen function of Zoom with you; please also read Section 6 of this instruction for more information on how to share screen in Zoom.

(4) When the session chair let you a presenter, please share your screen and start your presentation.

### 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.

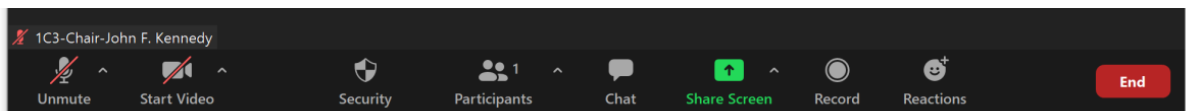


Fig. 2 Bottom Control Buttons of Zoom

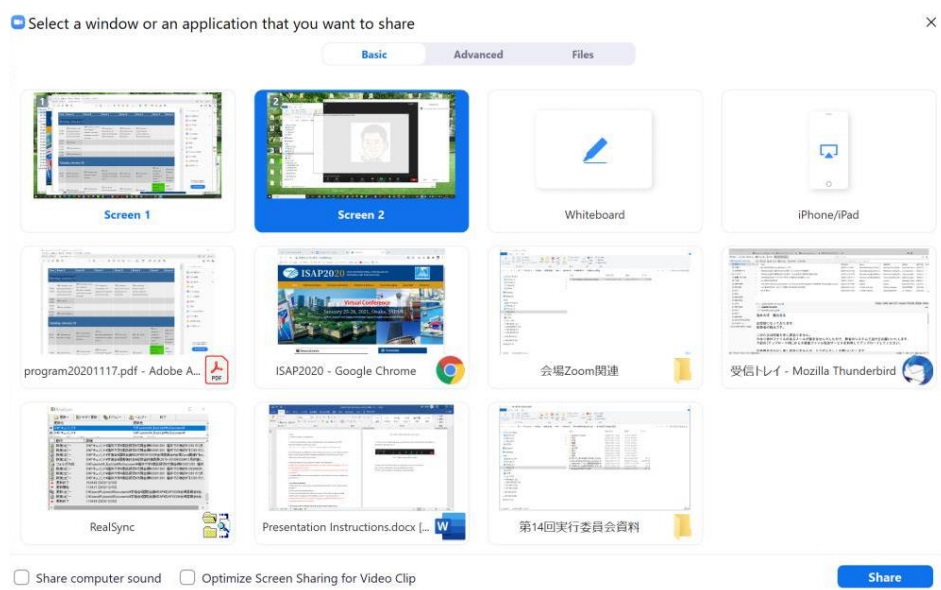


Fig. 3 Pop-up window to select the screen/application to share