Instructions to All Participants
ICADL 2022

1. General

- You should keep connected using Zoom, which is one of the main platform for ICADL 2022.

- To ensure the security of conference sessions, passwords for Zoom meetings will be sent to you ONE DAY before the conference.

- You can access all conference sessions through the links posted on the conference program section at ICADL 2022 page:

  https://icadl.net/icadl2022/program-details.html

- If you need any support, please contact us at: icadl2022@gmail.com

- "5-MINUTE RULE": if you encounter any unexpected technical issues, log back into the same zoom room in 5 MINUTES. We will not make any additional announcements.

2. Downloading Zoom

- Please download Zoom from

  www.zoom.us/download#client_4meeting

- More Zoom training videos:

  https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials

- Zoom privacy and security information:

  https://zoom.us/docs/en-us/privacy-and-security.html

3. Joining a meeting

ICADL 2022 provides virtual conference rooms: the links are available on the Program Section in ICADL2022 website:

https://icadl.net/icadl2022/program-details.html

You can simply click the link of a room, followed by redirecting to a Zoom Meeting.

You can also join a meeting by inputting the Meeting ID and Password, as shown in Figs. 1-4. Please rename yourself as: [Organization name]_[Full name] for the meeting.
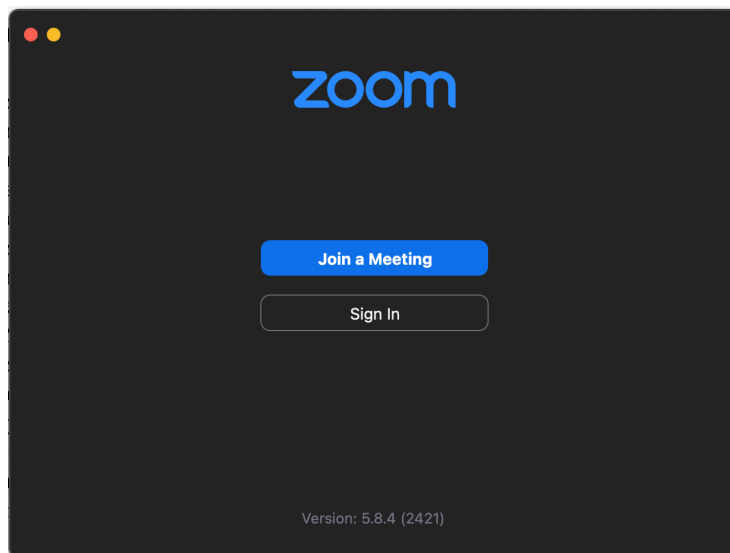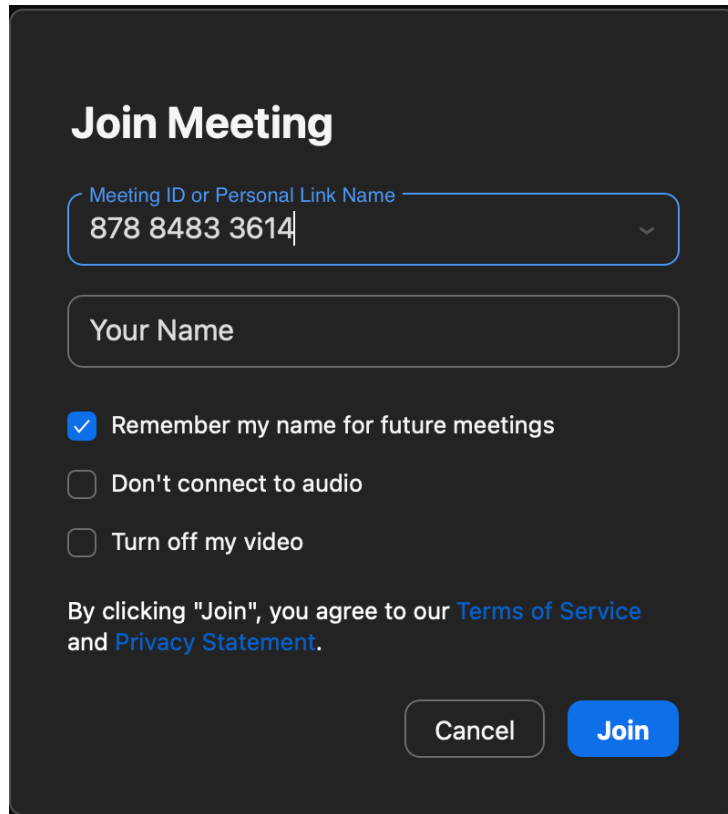

Fig.1 Zoom page for joining a meeting
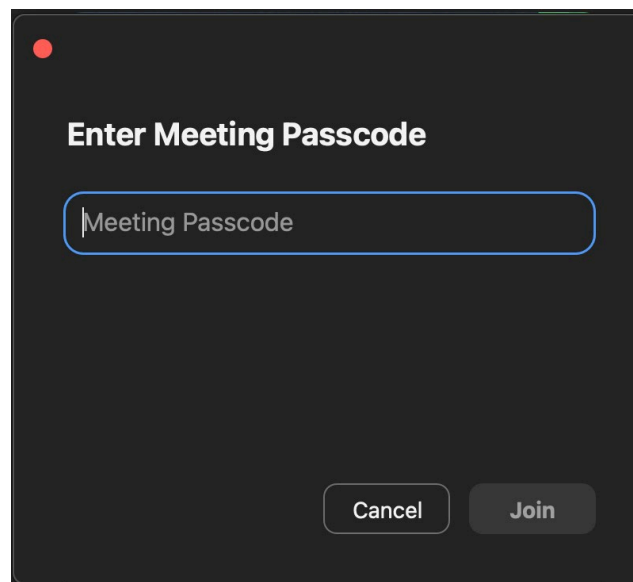
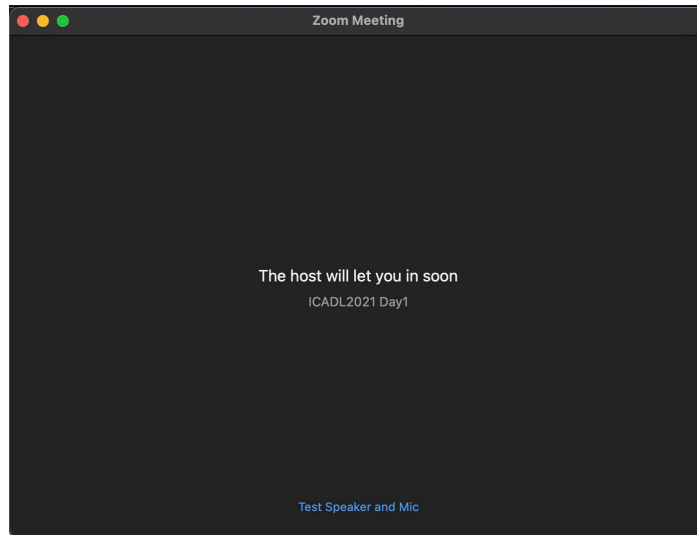Fig.2 Join a meeting with Meeting ID

Fig.3 Enter meeting passcode

Fig.4 The waiting room page before being admitted to the meeting

4. Audio and Video

After joining in the meeting, you will be asked to choose one of the audio

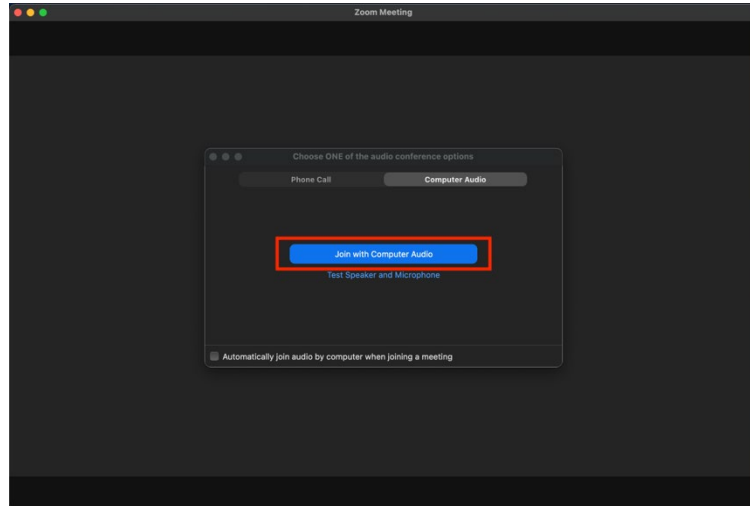options (see Fig.5). Generally, you can choose "Join with Computer Audio".

Fig.5 Audio and Video setting

Please verify that the correct devices have been selected for audio input and
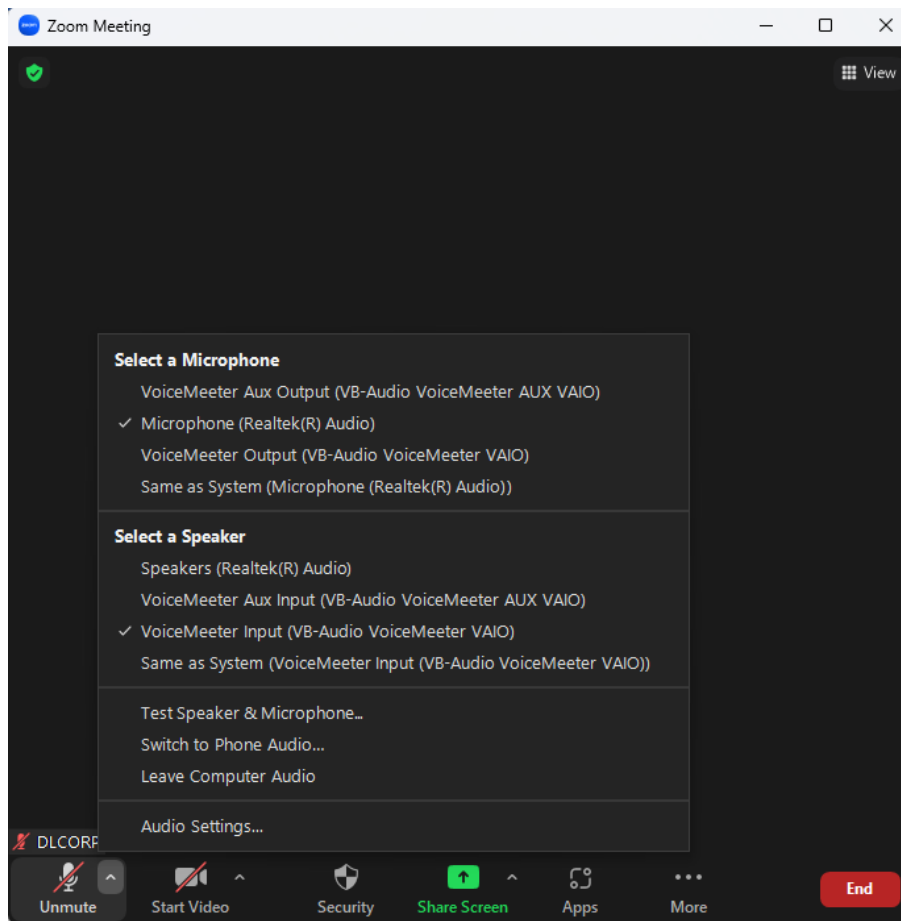
output.

Fig.6 Audio input & output verification and testing

Or you can test your Speaker and Microphone by choosing: "Test Speaker & Microphone…"

5. Overview of the zoom

After selecting the audio option, your screen will look like Fig.6. In this figure, there will be several control buttons at the bottom of your screen.

- Unmute: unmute yourself.

- Start Video: turn on your camera and start a video meeting.

- Participants: demonstrate the list of participants.

- Chat: Open the chat window.

- Share Screen: share your screen if you are going to share your slides

or video. It is up to the session chair whether you can share the screen or not.
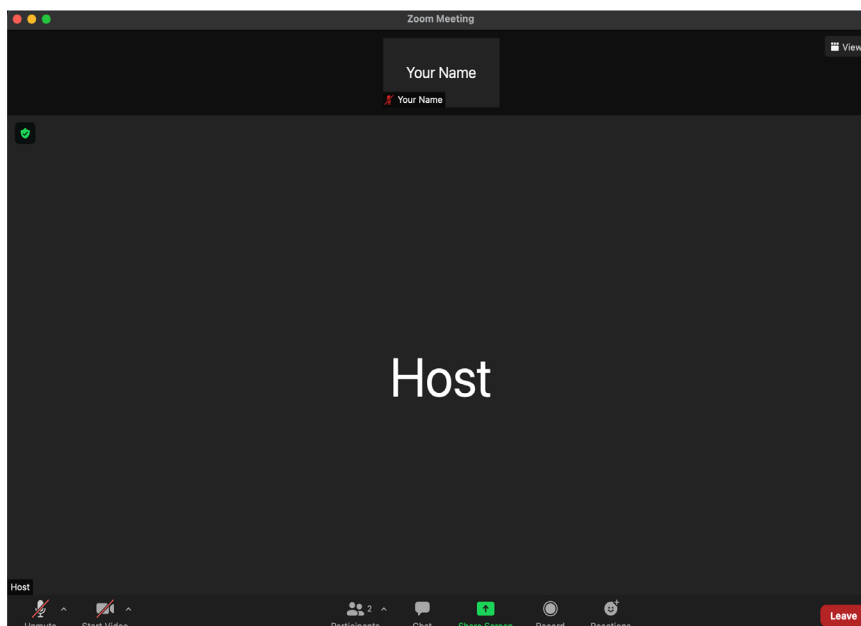
- <u>Leave</u>: leave the meeting.

Fig.7 Zoom Control Panel

6. **Unmute yourself**

By default, all participants will be muted upon entry and during the meeting. In the Q&A session, you can click "Unmute" or "Unmute Me" to unmute yourself. If failed, you can click "Raise Hand" to ask the session chair to unmute you (Fig.7).
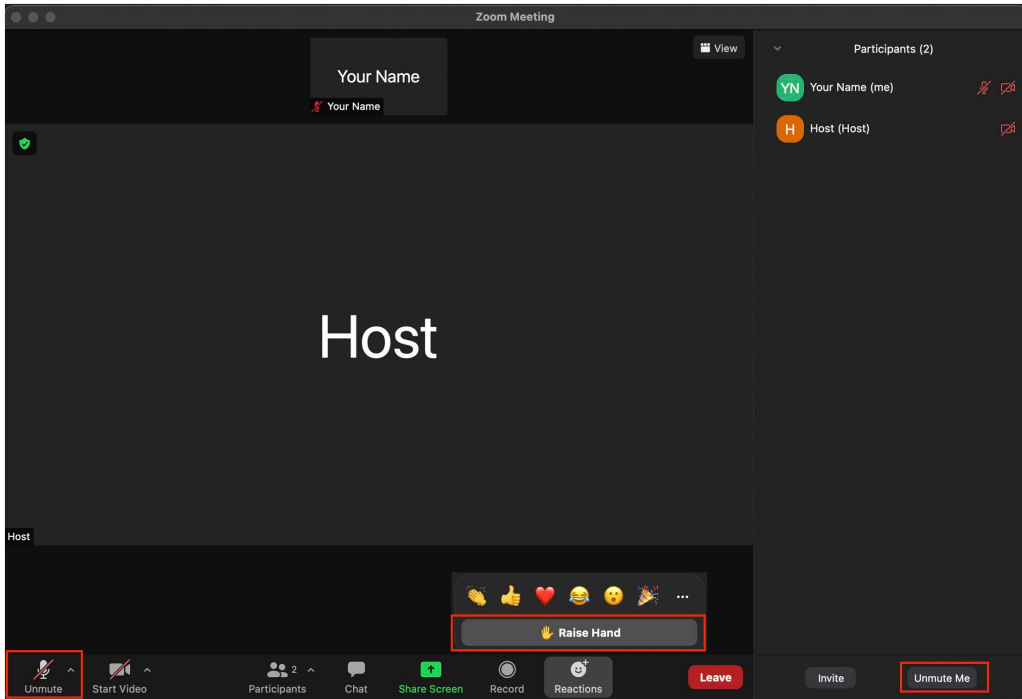
Fig.8 You can raise your hand by clicking "Raise Hand" button

7. Change your name

In the participants' list, put the cursor on your name, there will be a "More" option. By clicking "More", you can find the "Rename" option to change your name (Fig.8). Please rename yourself as: [Organization name]_[Full name].

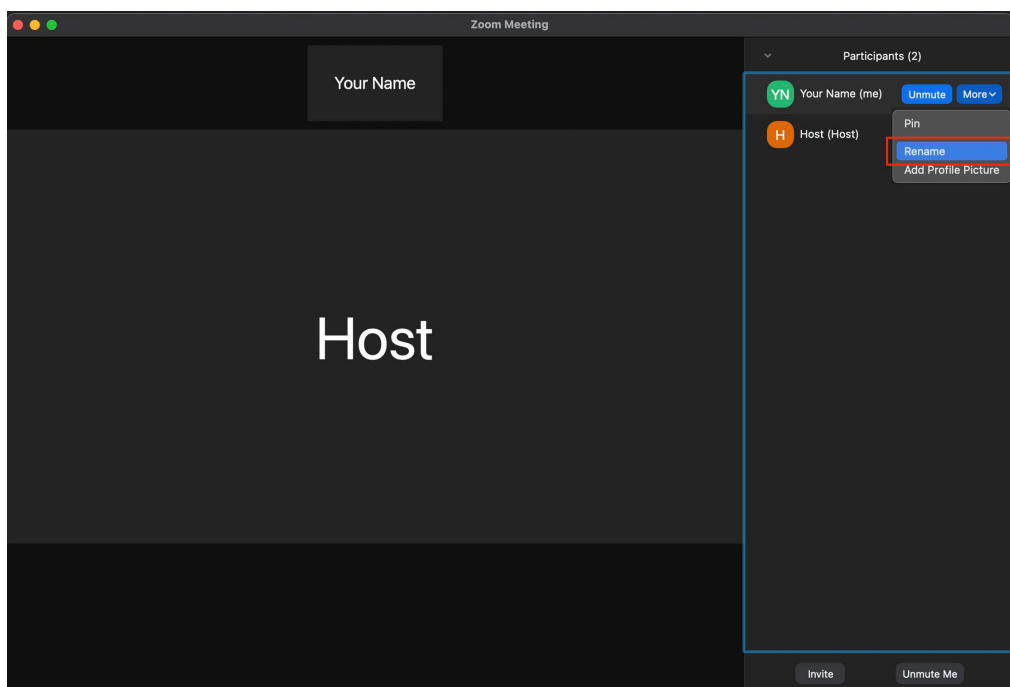Fig.9 Rename your screen name

8. Chat

By clicking "Chat" in the main window, you can start group chat (see Fig.9).
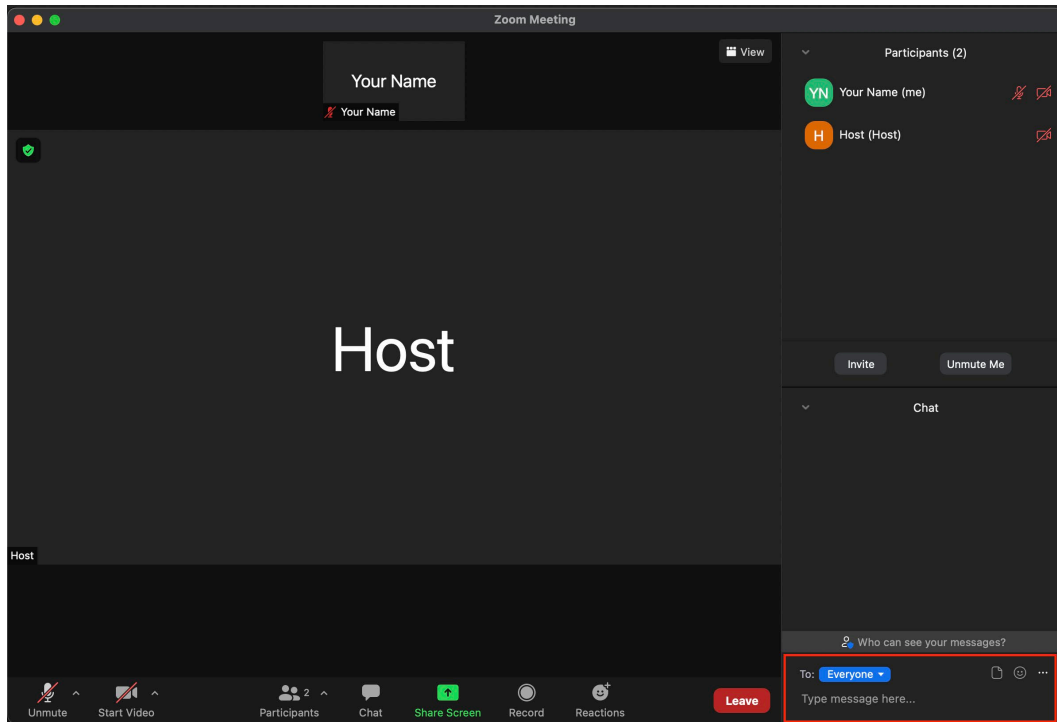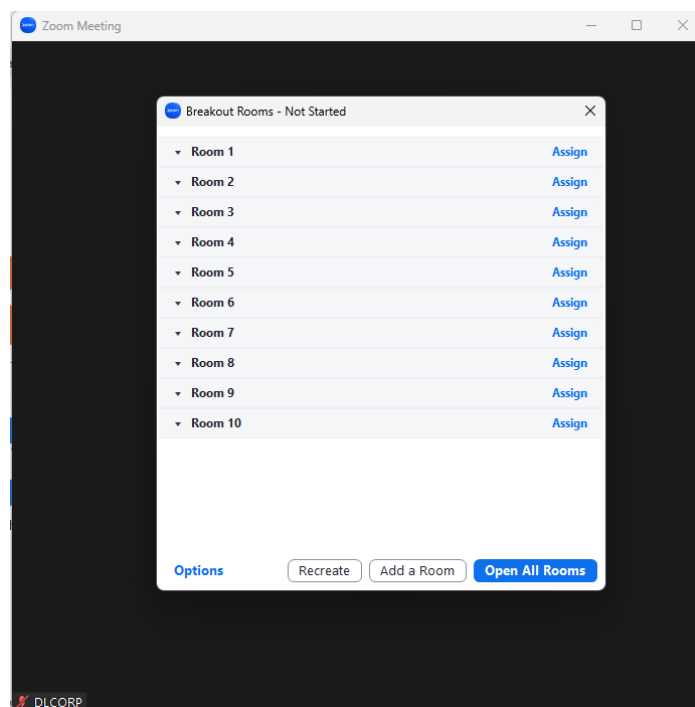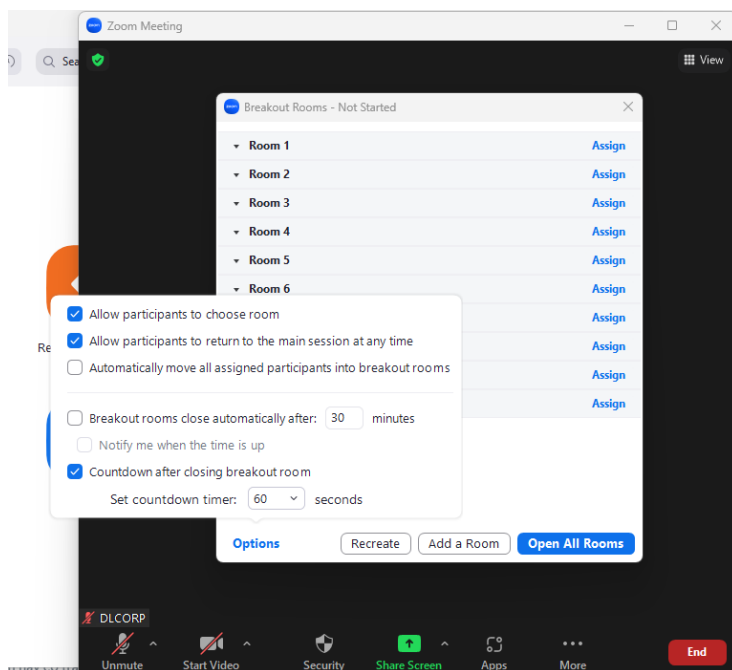

Fig.10 Chat publically to everyone or privately only with the chair

9. Poster exhibition

Participants will encounter a hybrid exhibition through a Zoom meeting for the first time during this session. On the VNU Campus in Hoa Lac, the poster presenters will be divided into breakout rooms where they will display their work both physically and via Zoom.

Participants are free to select the room that best suits your interests, and you are also free to leave and enter the main session at any moment.