

Instructions to Session Chairs/Organizers/Presenters ICADL 2022

1. General

- Session chair(s) will have control of your session(s) as co-host access.
- Session chair(s) are required to bring your laptops.
- The conference organizer will set a “Session Support” staff for each session. Session Support will set up the Zoom meeting room for you and provide technical support (e.g. play paper videos, handle unexpected technical issues) throughout your session.
- On-site presenter(s) will be provided with a laptop for powerpoint sharing; therefore, please send your powerpoint presentation(s) to the organizer at: icadl2022@gmail.com or create a downloadable link(s) for large size files (Google drive is recommended)
- Zoom meetings will begin 30 minutes in advance; please arrive no later than 10-15 minutes before to settle in and get ready.
- 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.

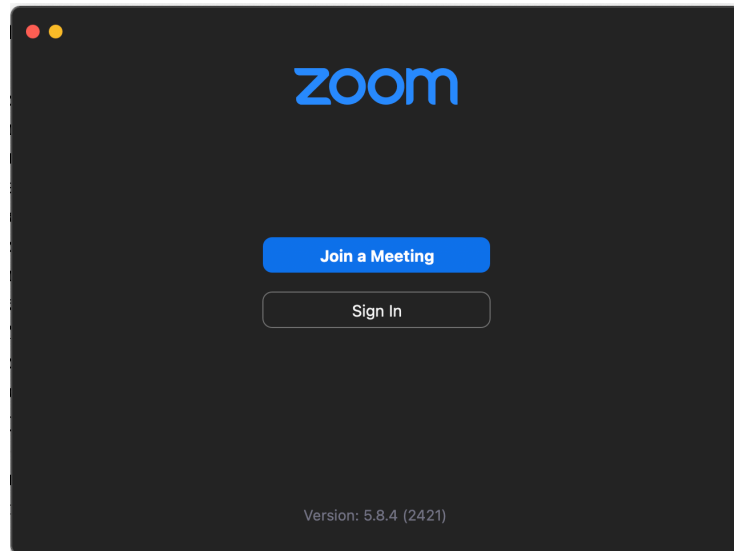


Fig.1 Zoom page for joining a meeting

A screenshot of the "Join Meeting" dialog box in the Zoom application. The dialog has a dark gray background. At the top is the title "Join Meeting" in white. Below it is a text input field with the placeholder "Meeting ID or Personal Link Name" and the text "878 8483 3614". Below the input field is another text input field with the placeholder "Your Name". Below the "Your Name" field are three checkboxes: "Remember my name for future meetings" (checked), "Don't connect to audio", and "Turn off my video". Below the checkboxes is a line of text: "By clicking 'Join', you agree to our [Terms of Service](#) and [Privacy Statement](#)." At the bottom right are two buttons: a white "Cancel" button and a blue "Join" button.

Fig.2 Join a meeting with Meeting ID

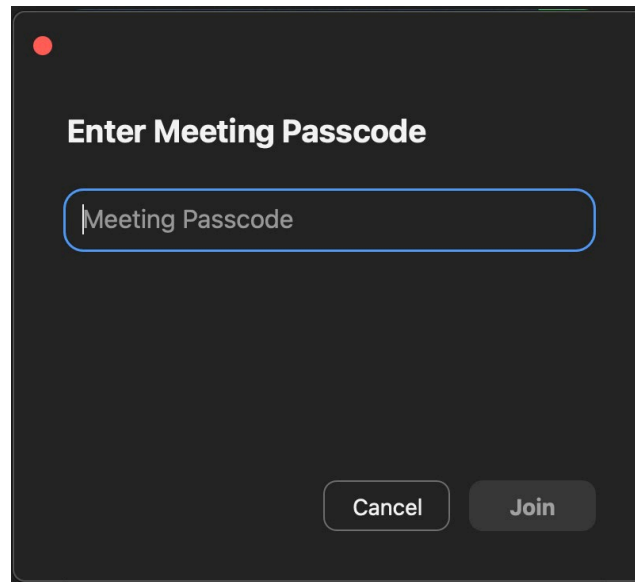


Fig.3 Enter meeting passcode

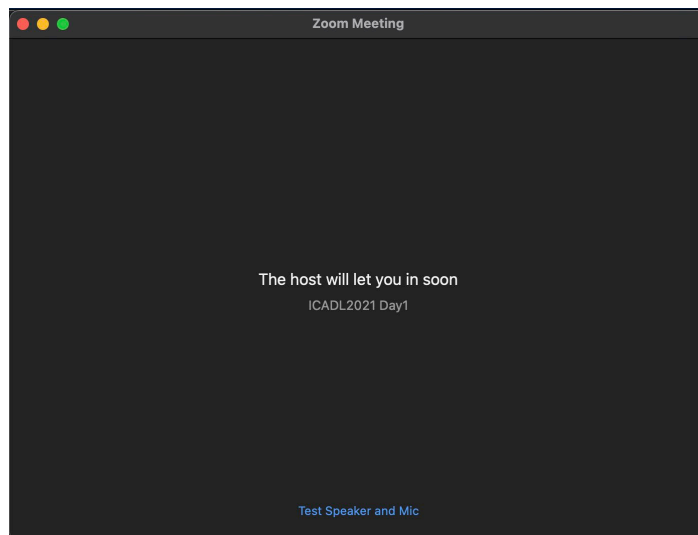


Fig.4 The waiting room page before being admitted to the meeting

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".

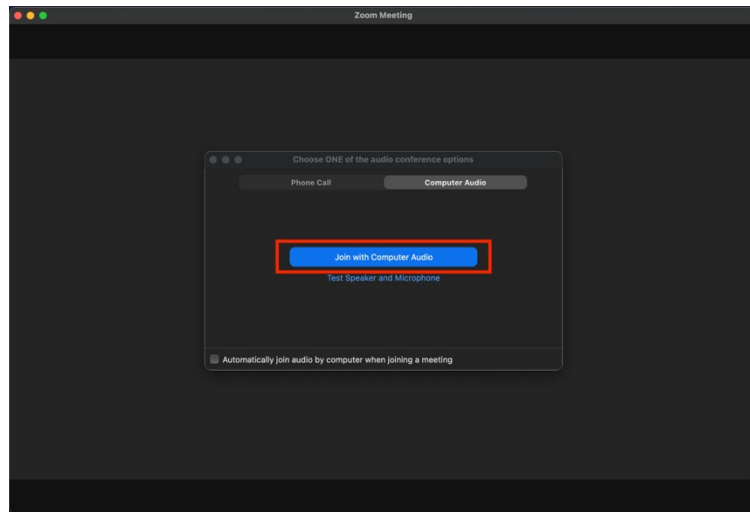


Fig.5 Audio and Video setting

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

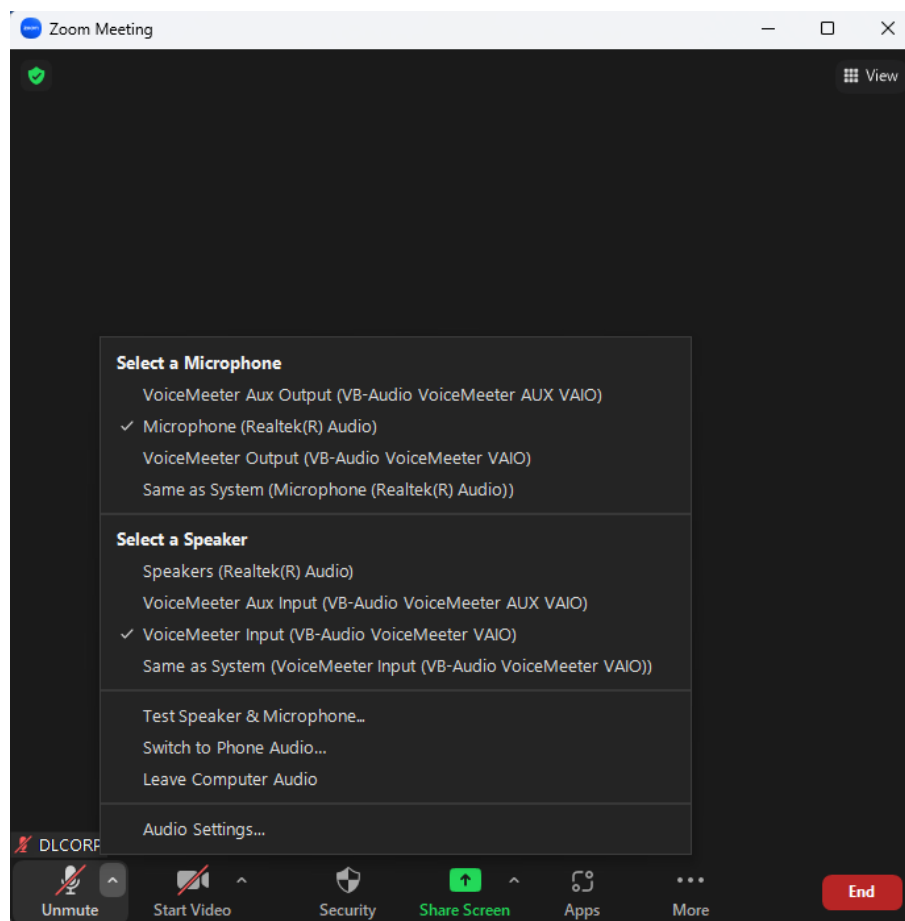


Fig.6 Audio input & output verification and testing

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.
- Leave: leave the meeting.

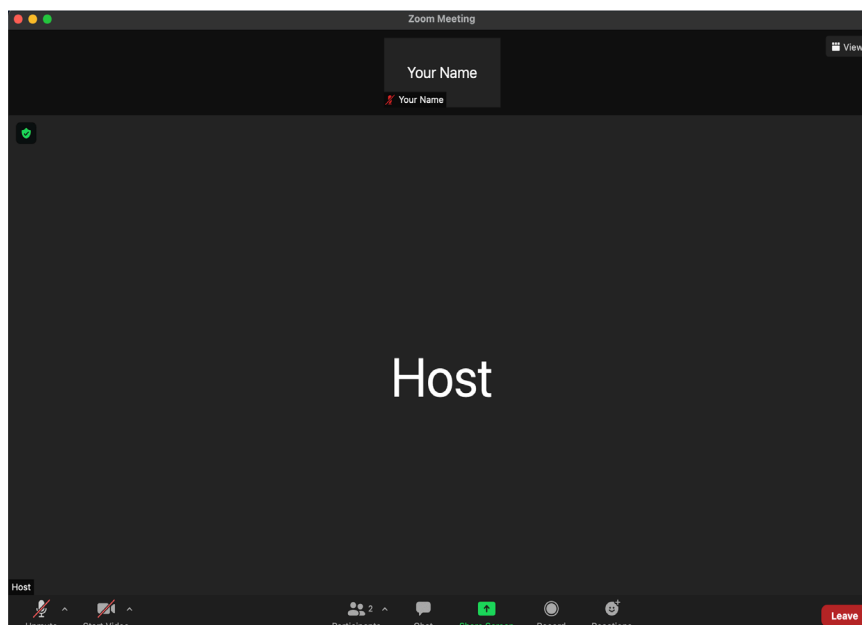


Fig.7 Zoom Control Panel

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).

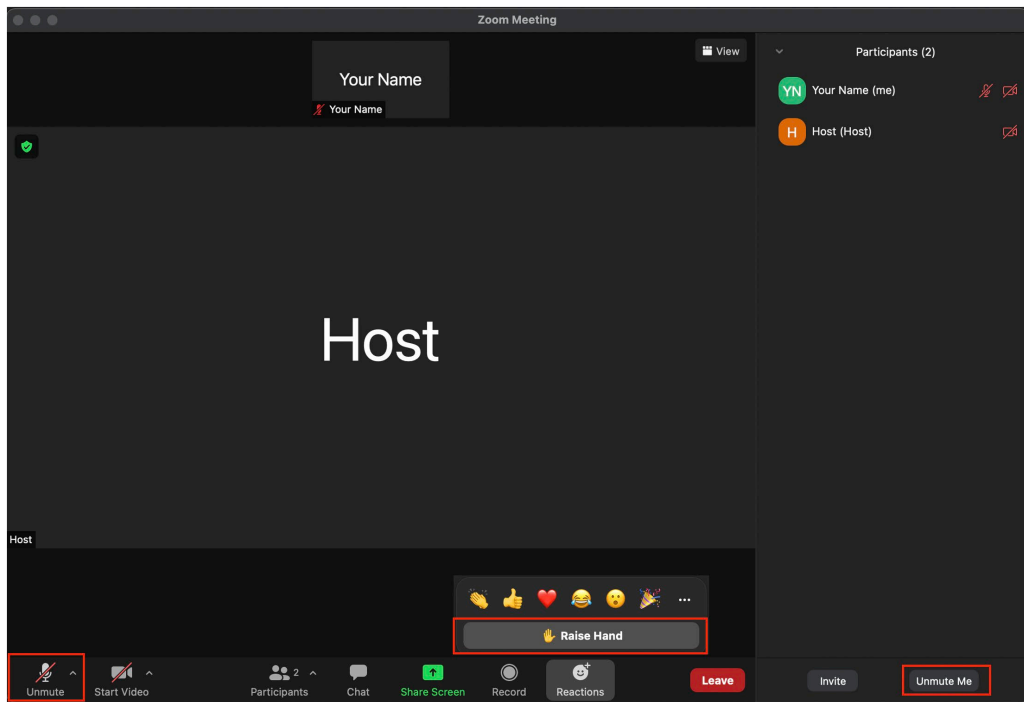


Fig.8 You can raise your hand by clicking “Raise Hand” button

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]**.

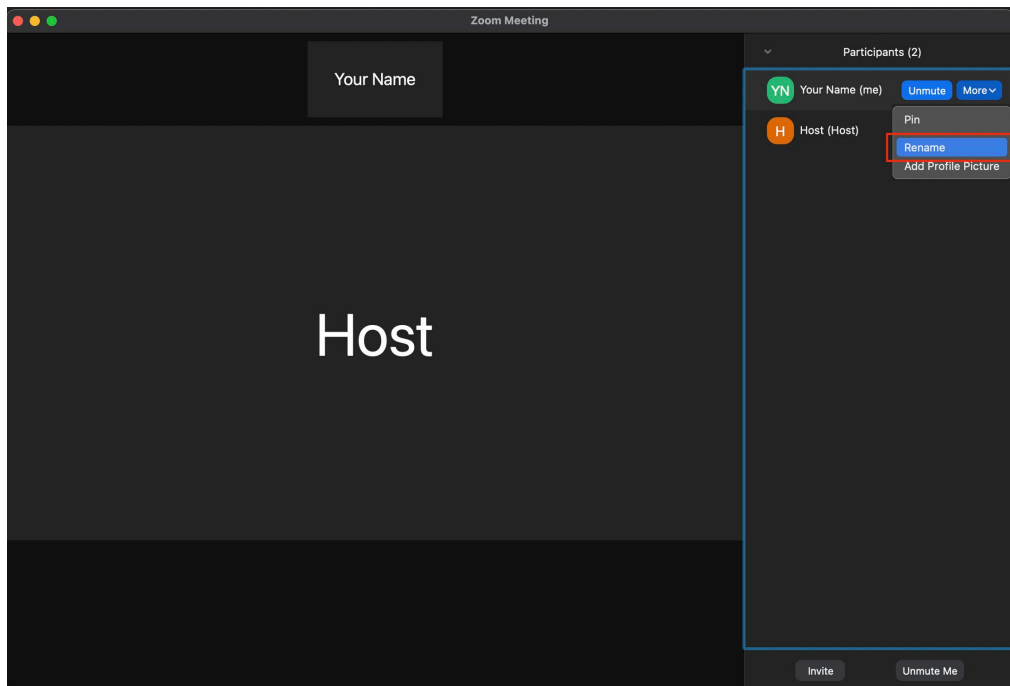


Fig.9 Rename your screen name

8. Chat

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

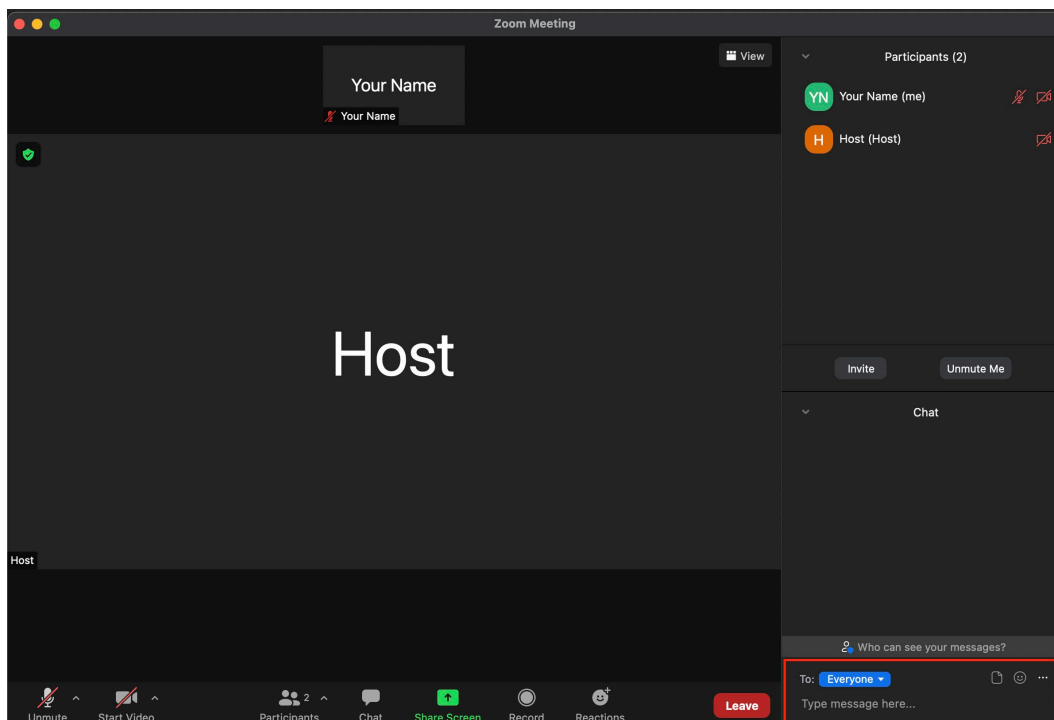


Fig.10 Chat publically to everyone or privately only with the chair

9. Managing session(s)

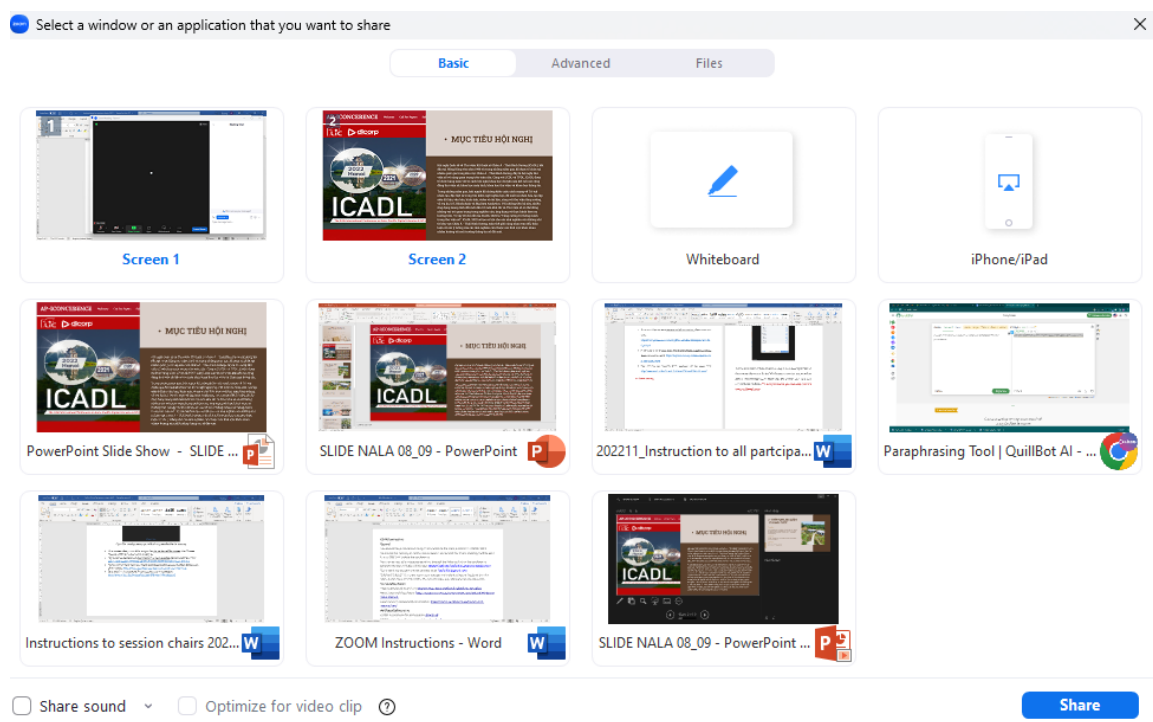
- As a session chair/online presenter, you will be assigned as the co-host of the session. The Session Support staff will be the host to assist you.
- If you are not familiar with the control of a Zoom meeting, please watch this video:

https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1

- If you want to know more about how to keep uninvited guests out of the Zoom room, please watch: <https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-event/>
- Best practices for securing Zoom meetings can be found here:

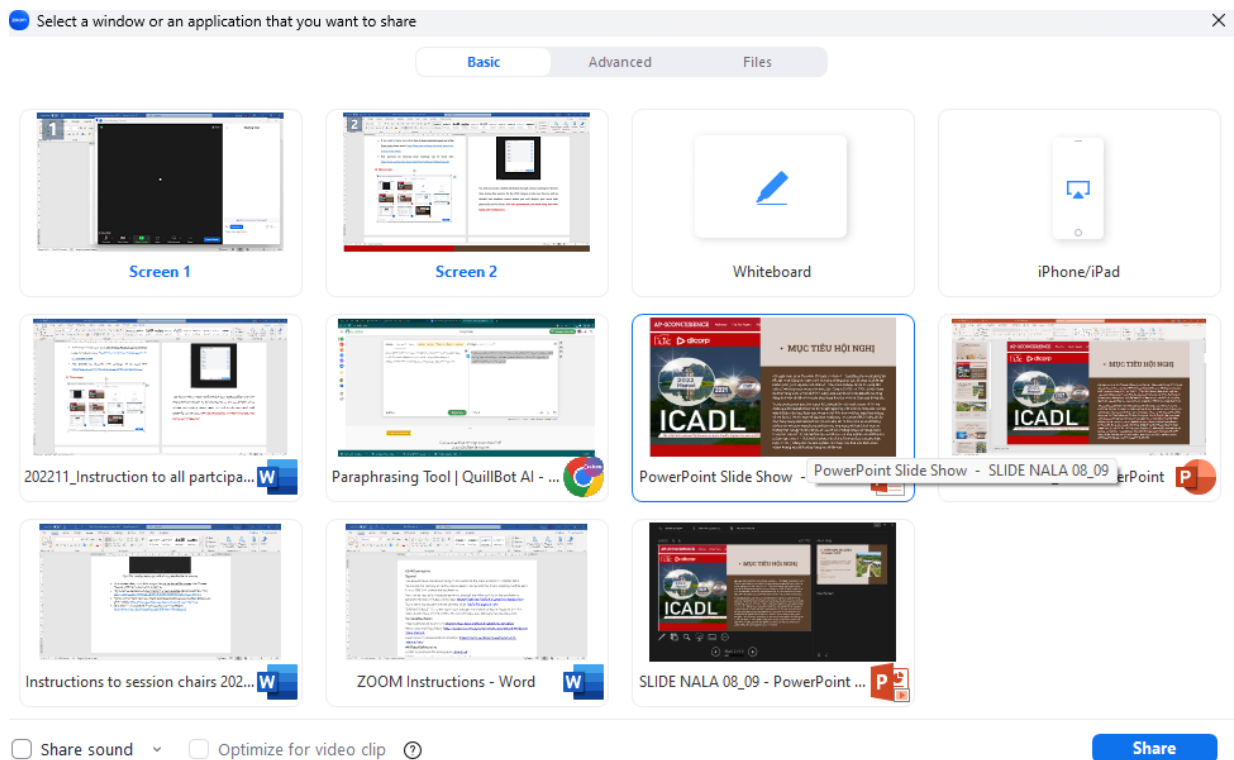
<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>

10. Share screen



As an online presenter, you should have your PowerPoint or video ready for screen sharing. You must also make your presentation or video available to the organizer by sending it to icadl2022@gmail.com or creating a downloadable link as a backup.

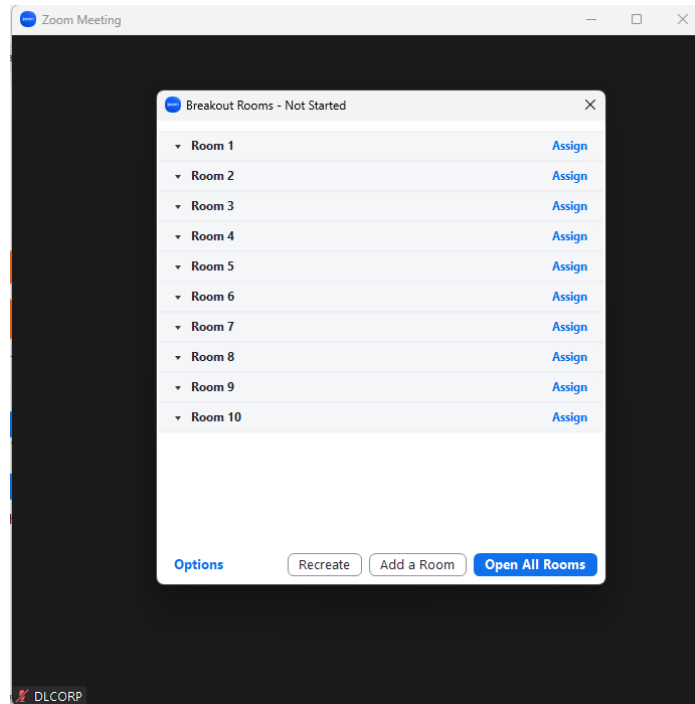
Please pick the appropriate window to share from rather than sharing your note screen.



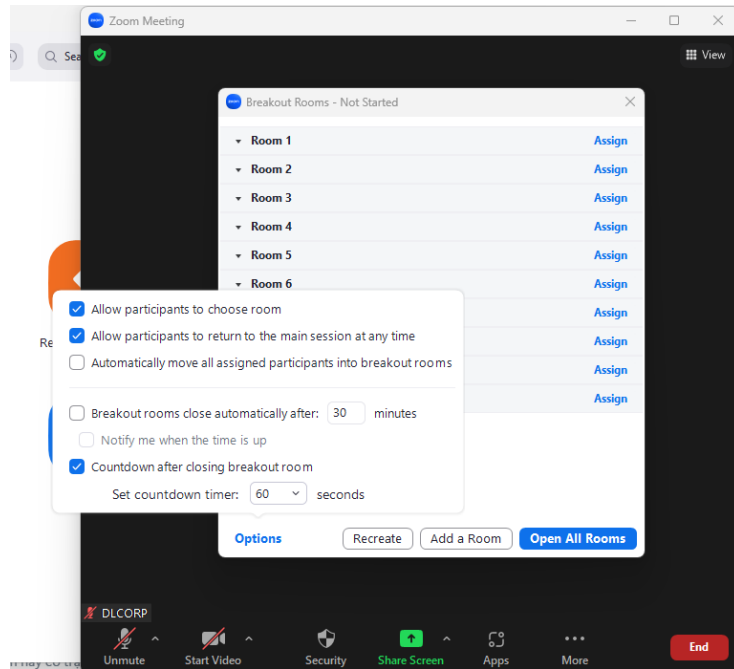
To share a screen, utilize the **"Powerpoint slide show"** window.

In case you are using extended multiple monitors as above, please select the right window for best presentation.

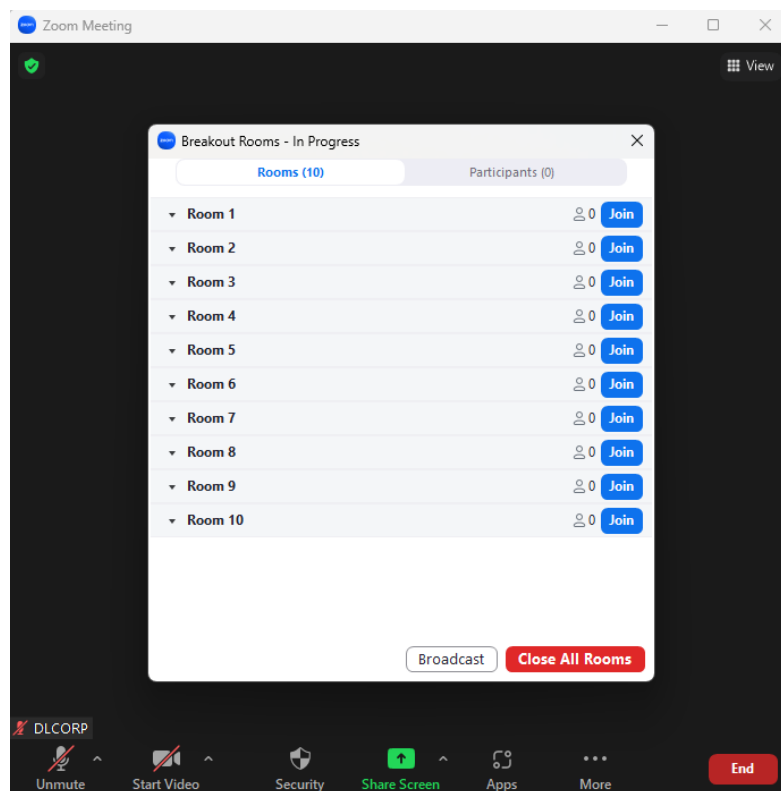
11. Poster exhibition presenters



You will encounter a hybrid exhibition through a Zoom meeting for the first time during this session. On the VNU Campus in Hoa Lac, the you will be divided into breakout rooms where you will display your work both physically and via Zoom. **(For your presentation, you must bring your own laptop and headphones.)**



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



For your best presentation try to manage between online and on-site participants as much as possible. If you need any assistance, please chat to "everyone" for technical support

