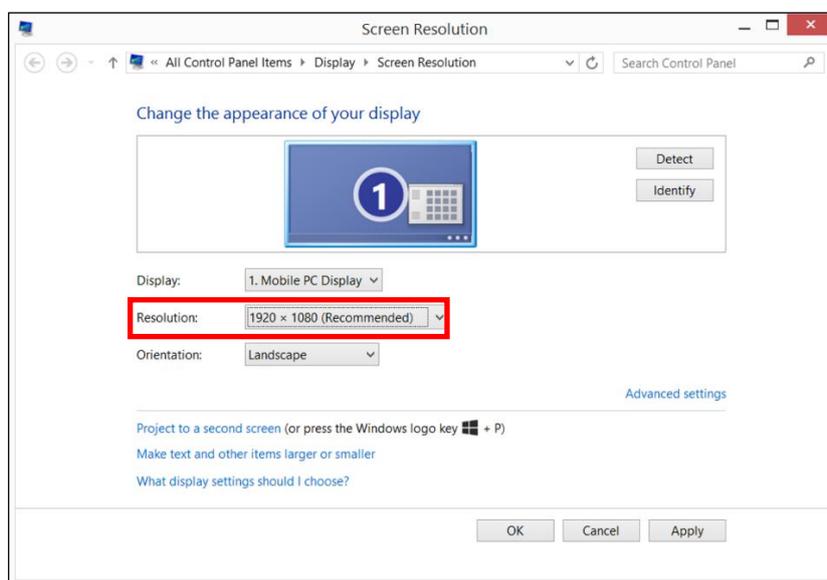# Guidelines for Poster Presentation on ZOOM
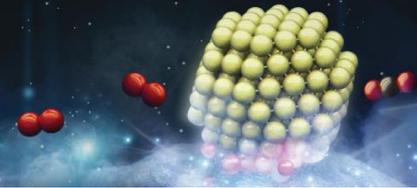
(As of December 14, 2021)

IWOX-XIII would like to sincerely thank all speakers who will share their knowledge at the Workshop with participants from around the world. To ensure your Poster Presentation on ZOOM runs smoothly, we would like to ask you to refer to the following guidelines.

Please make sure that you have:

1. **A headset/headphone with microphone** connected to your computer is highly recommended to get the best quality. <u>Alternatively,</u> you can use the internal microphone of your laptop.

2. Stable internet connection, we recommend using **wired internet** if possible. Your upload speed should ideally be <u>above 8Mbps</u> in order to avoid slow-speed issues.

3. Please make sure that the environment surrounding you while you make your recording is quiet, to avoid any sound interferes to the presentation (e.g. phone ring, etc).

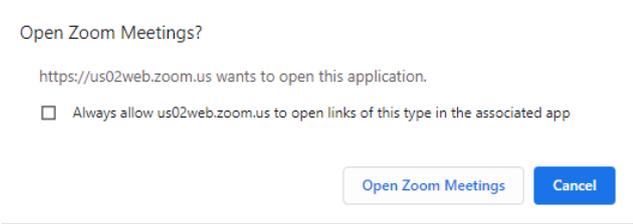4. The display resolution for your monitor is highly recommended to set **1920 X 1080** or 1280 X 720.
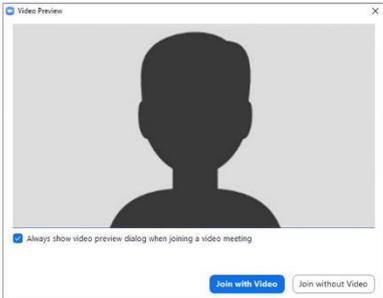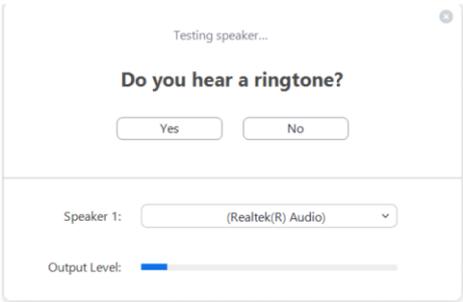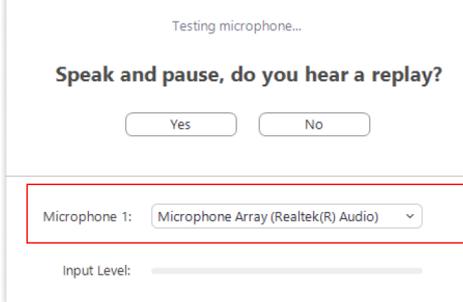

We highly recommend the Poster presentation material format be in a horizontal layout.
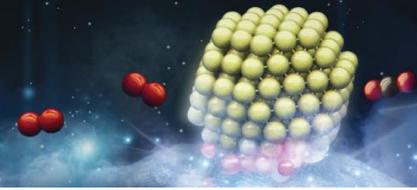
Joining a Zoom Meeting:

We will send you a Zoom link to join the Work a day before. Please click the link and the "Zoom app" will be downloaded to your computer automatically (if you already used "Zoom" on your computer in the past the meeting will be opened automatically).

Please come join a Zoom meeting at least 15 minutes before the Forum. Once you are in video mode and can see yourself on your computer monitor, make any changes required to the location/orientation of the camera etc., to ensure your appearance is how you would like to be broadcasted and recorded.

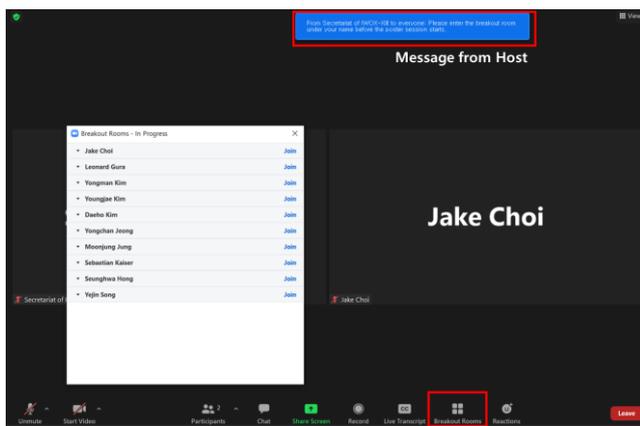|	
1) Install and open the application on your computer. Open Zoom Meetings? https://us02web.zoom.us wants to open this application. ☐ Always allow us02web.zoom.us to open links of this type in the associated app Open Zoom Meetings Cancel	2) Enter your **Full name**. It is **necessary** to have your own meeting room **for Flash Zoom Talk**. Enter your name Your Name: User ☑ Remember my name for future meetings Join Meeting Cancel
3) Click **"Join with Video"** Video Preview ☑ Always show video preview dialog when joining a video meeting Join with Video Join without Video	4) Click **"Test Speaker and Microphone"** Choose ONE of the audio conference options Phone Call Computer Audio Join with Computer Audio To hear others, click the Join Audio bu' Test Speaker and Microphone ☐ Automatically join audio by computer when joining a meeting
5) Please test your speaker. Make sure that you hear the ringtone. Use the drop-down menu or click "**NO**" to switch speakers until you hear the ringtone. Click "**Yes"** to continue to the microphone test. Testing speaker... **Do you hear a ringtone?** Yes No Speaker 1: (Realtek(R) Audio) Output Level:	6) Please speak to your microphone. If you do not hear an audio replay, use the drop-down menu or click **"No"** to switch microphones until you hear the replay. Click "**YES**" when you hear the replay. Testing microphone... **Speak and pause, do you hear a replay?** Yes No Microphone 1: Microphone Array (Realtek(R) Audio) Input Level:
7) Click **"Join with Computer Audio"** to join the test meeting with the selected microphone and speakers.	

You will be in the waiting room until the host let you in. A Secretariat will be in the meeting room to assist and to guide you if you have any queries.
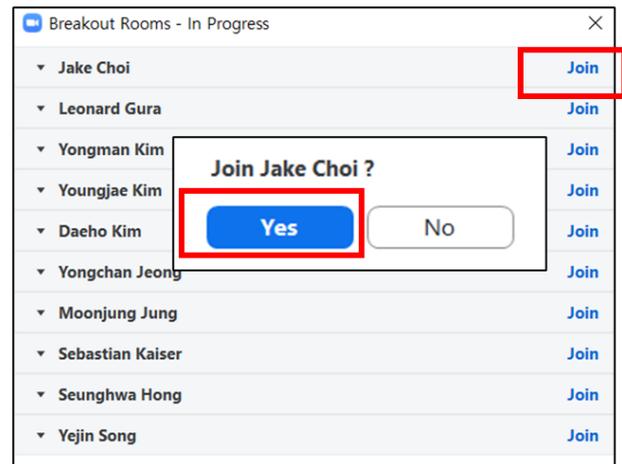
Joining a Breakout Room for Flash Zoom Talk:

We will make **Breakout Rooms for Flash Zoom Talk under you name before the Poster session on January 12.** Please prepare your presentation material to share with participants.

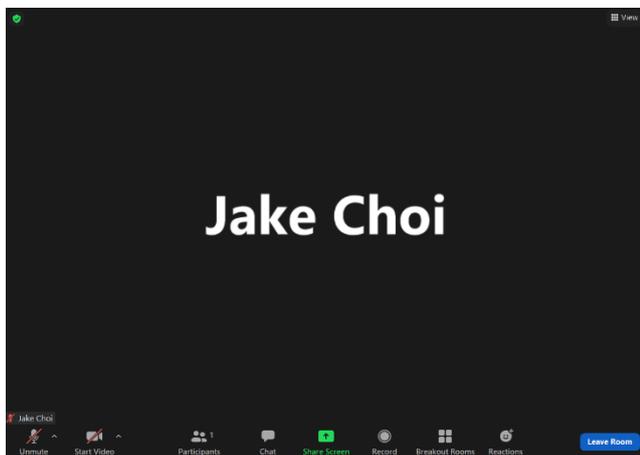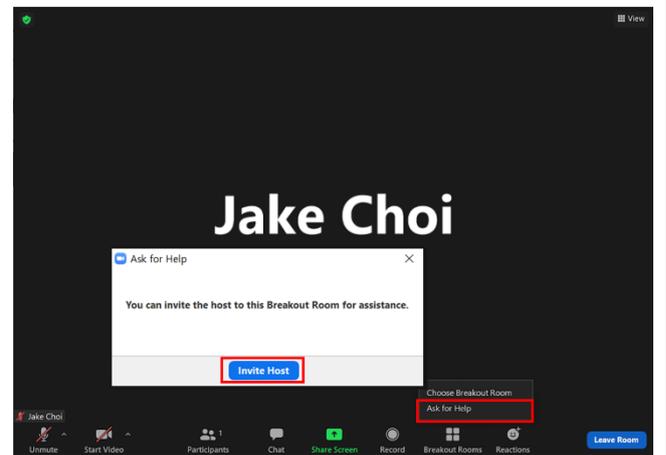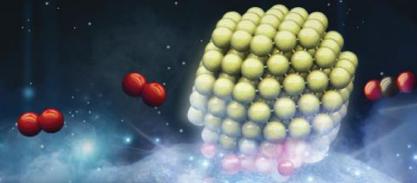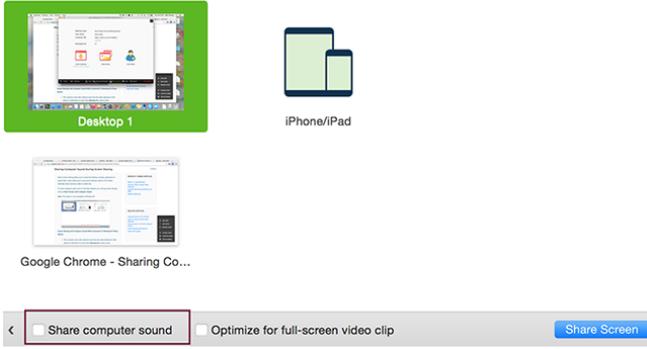|	
1) When the host broadcast the message, Click "**Breakout Rooms**" in your meeting controls to check **there is a room under your name.** 	2) Click "**Join**" to the right of breakout room under your name, then Confirm by clicking "**Yes**"
3) You will enter your room for Flash Zoom Talk. 	4) If you need help, Click "**Ask for Help**" and Click "**Invite Host**". Once you Invite Host, Host will join your room as soon as possible.

Before the Poster Presentation starts:

1. When you give a presentation, please make sure that your microphone is **not muted**, also enable your video camera (not mandatory but highly recommended).

Giving a presentation (Screen sharing):

1. You want to open your presentation on your computer and share your screen.

1) Click **"Share Screen"** in your meeting controls.	2) Select your presentation file and select options you need and Click **"Share Screen"**.

2. Participants will keep entering and leaving the breakout room during the poster session. You are recommended to give a presentation in 5 minutes, with normally 3 minutes for speech and 2 minutes for questions.

> If you have any questions or issues,
> please contact the Secretariat at **info@iwox2022.org**