

# HOW TO ATTEND THE WEB CONFERENCE 2020 ONLINE



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Please note that this instruction mainly focused on how to attend the conference by using Zoom. We will also have Amazon Chime available as back up to screen share the event held in Zoom. For more information please visit: <https://aws.amazon.com/tw/chime/download-chime/>

## HOW TO ATTEND THE WEB CONFERENCE 2020 ONLINE

### 1. Download Zoom

Download Zoom according to the platform which you will be using to access the conference:

<https://zoom.us/download>



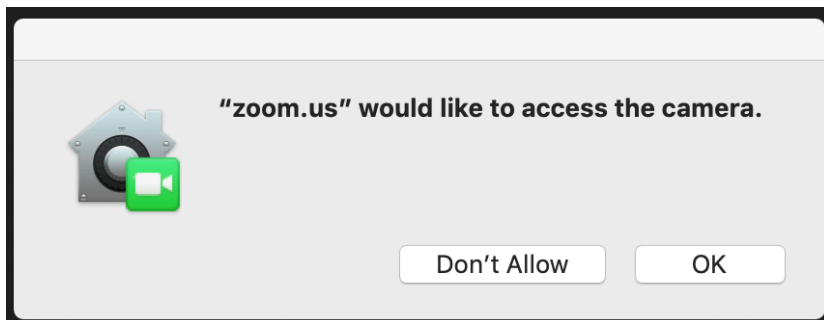
#### Zoom Mobile Apps

If you wish to use mobile devices to join the conference, please download Zoom at the following links:



## 2. Using the Zoom Client and Zoom Rooms with macOS (Mac OS 10.15 Catalina)

Due to increased security and permissions with Mac OS 10.14 Mojave and 10.15 Catalina, you will be prompted to authorize the Zoom Desktop Client and Zoom Rooms to use the microphone, camera, and on Mac OS 10.15 Catalina, screen recording. You will also be prompted to allow the Zoom Desktop Client to allow others to remotely control your desktop. You can click OK during the initial request and you will be able to use your microphone and camera in Zoom.



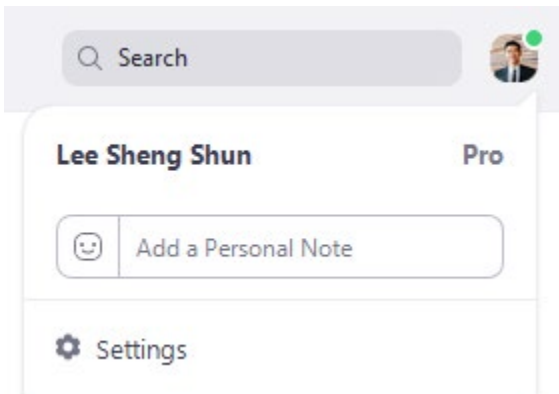
If you do not allow Zoom access during this initial prompt or the camera, microphone, and remote control access become disabled, you will need to go into your OS System Preferences to allow access.

For more help on audio, video and sharing, please visit:

<https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing>

## 2.1 Testing your video before a meeting

1. Log in to the Zoom client.
2. Click your profile picture then click Settings.



3. Click the Video tab.



4. You will see a preview of your camera and can choose a different camera if needed.



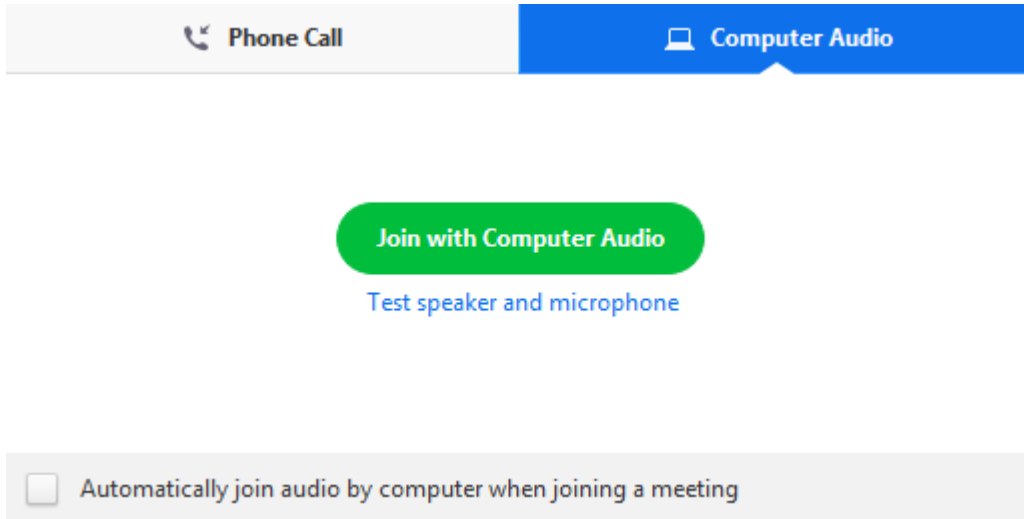
Camera:

[. Read more about rotating your camera.](#)

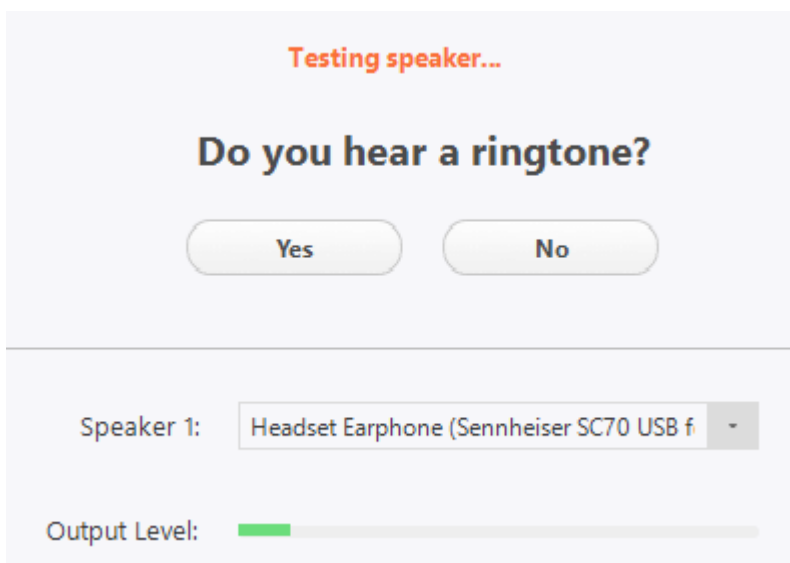
## 2.2 Testing audio before joining a meeting

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

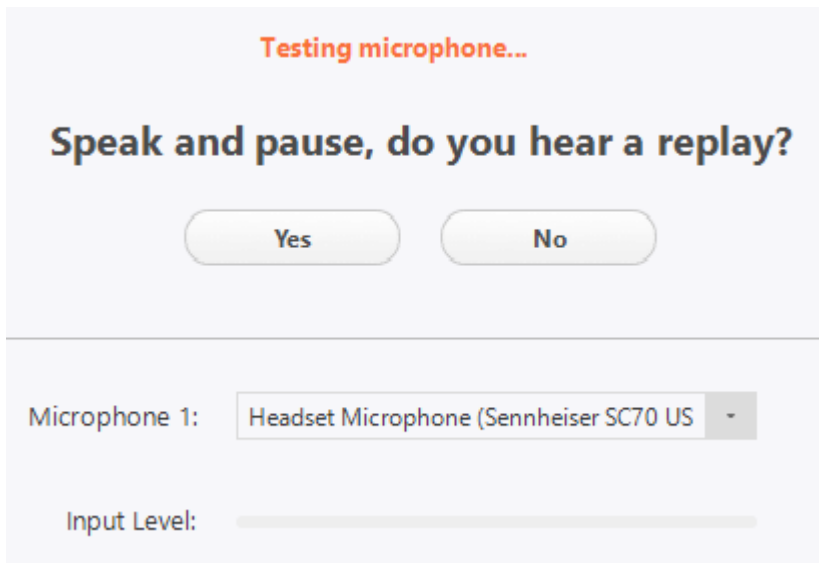
1. After [joining a meeting](#), click Test speaker and microphone.



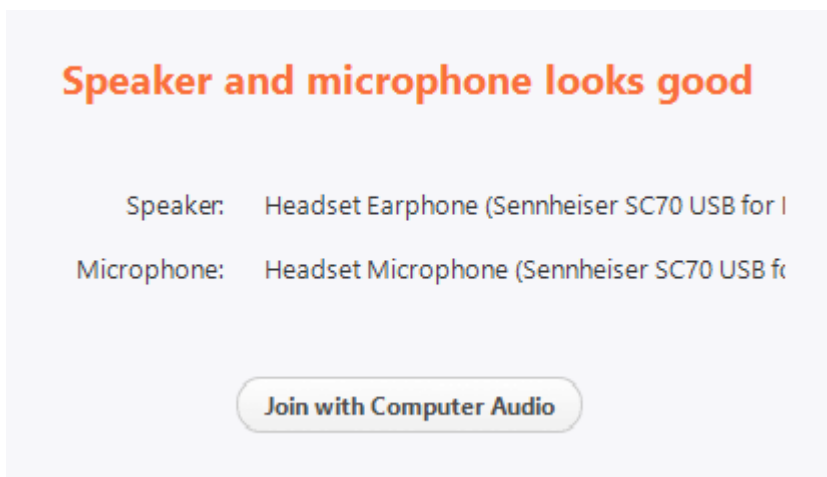
2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



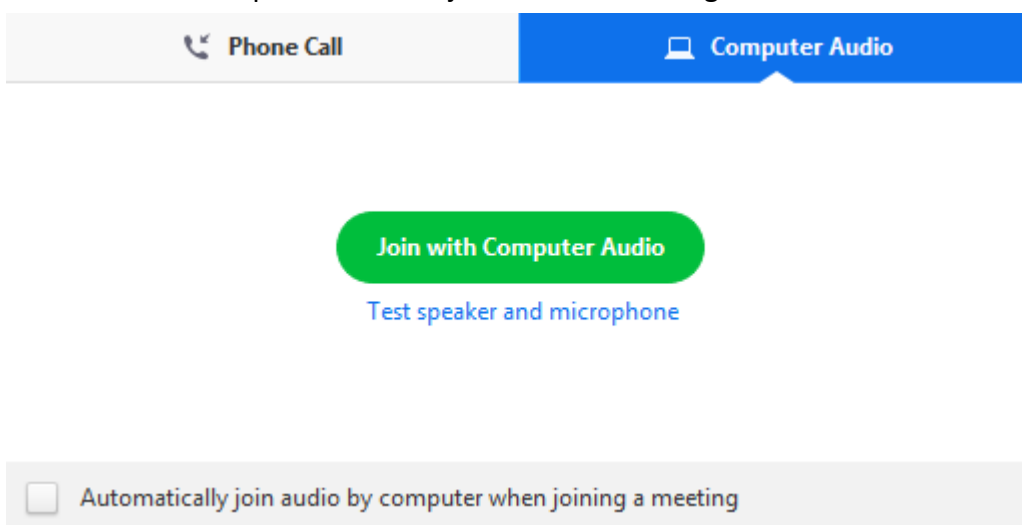
3. If you don't hear an audio replay, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.



4. Click Join with Computer Audio.



5. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.



[Learn more about audio settings.](#)

### 3. Access the Zoom Meeting Room

There are two ways you may access Zoom meeting rooms:

#### Method 1: Proceed to the daily program webpage

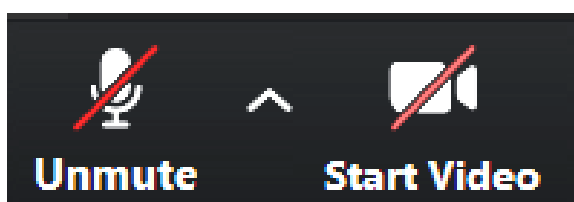
1. Please proceed to the daily program webpage:

[https://www2020.citi.sinica.edu.tw/schedule/research\\_track/#Research-Tracks](https://www2020.citi.sinica.edu.tw/schedule/research_track/#Research-Tracks)

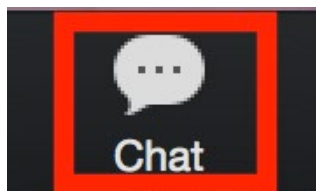
2. Find the topic you are interested and click on the Zoom link to join.

**\*Please enter the access code sent by the Registration Office to join the meeting.**

3. If you are an audience, please make sure to turn off audio and video when entering a room by clicking the following two functions in the meeting controls:



4. If you would like to raise a question for the the Q&A time, please click Chat function in the meeting controls. This will open the chat on the right. You can type a message into the chat box and wait for the Session Chair to response before the end of the session.



5. Please clearly state which presenter your question is addressed to.
6. Please change your display name to verify your preregistered information. *Failed to enter the registration number and registered full name may results in removal from the meeting room.*

#### Display name to apply (example):

Registration Number: OD-464

Registered Name: Jun Tsai

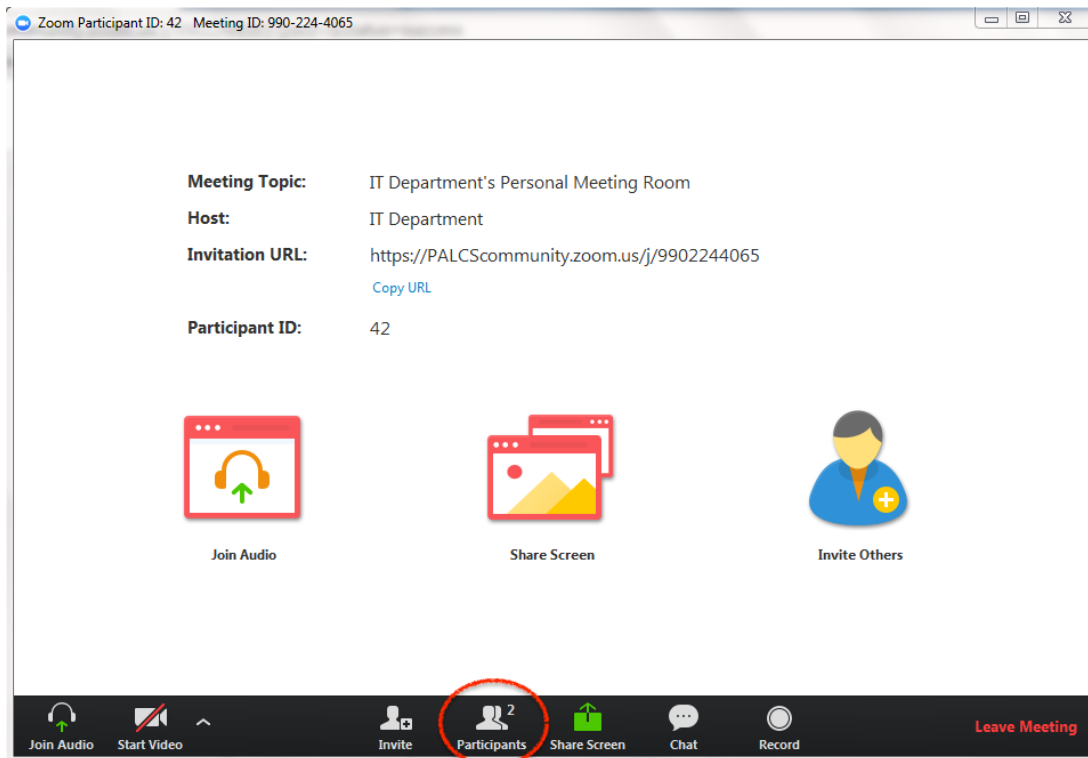
Identity: Chair/Organizer/Presenter

**Example of Display Name in Zoom: OD-464-Jun Tsai (Presenter)**

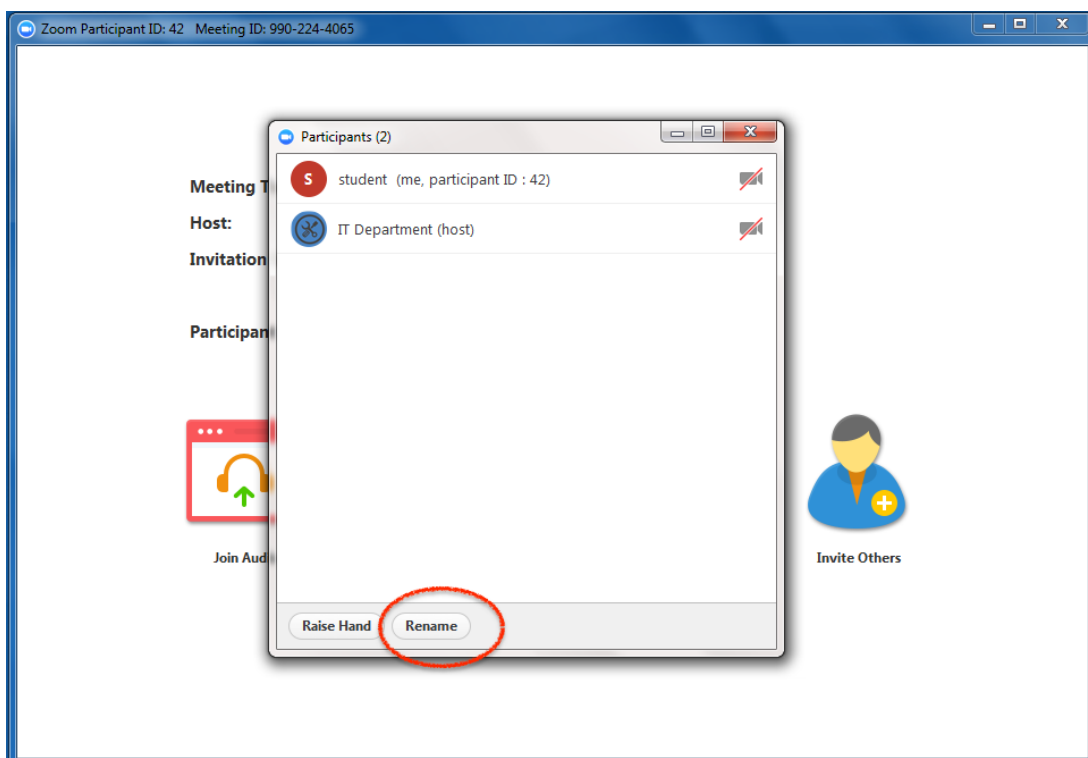
*Note: Audience does not need to enter identity*

## Change Display Name with Zoom desktop client (Windows or Mac)

1. From the Zoom Room click on the "Participants" icon at the bottom of the window.

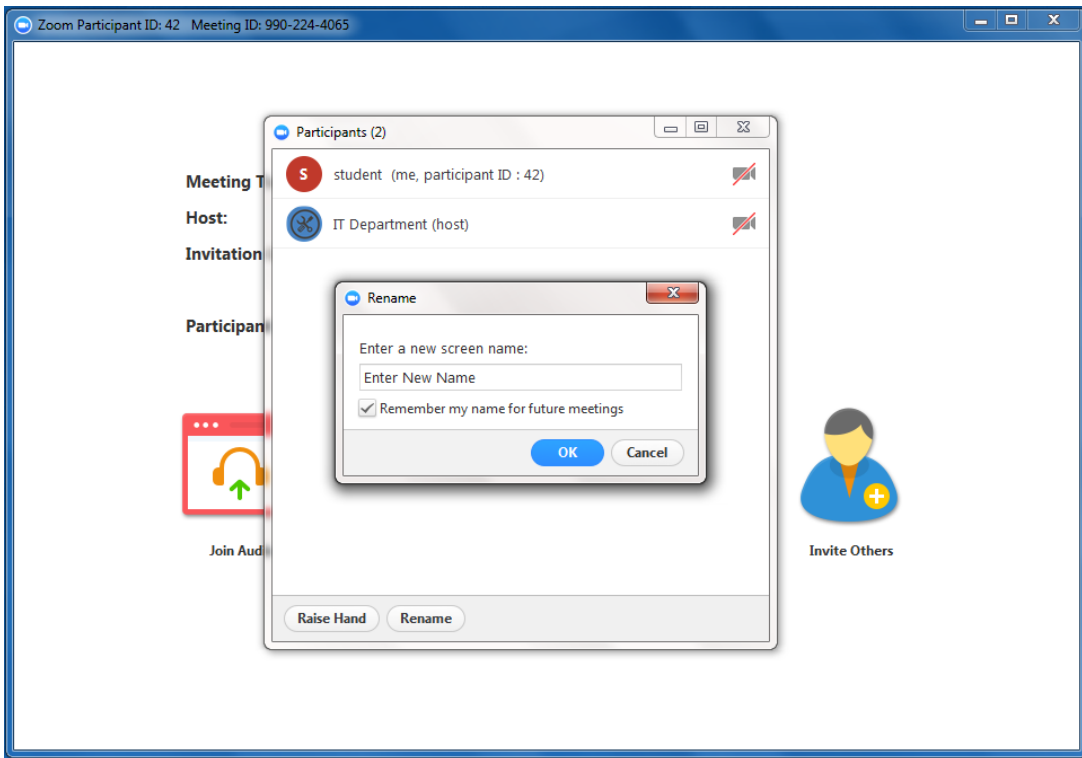


2. A Participants window will appear. Click the "Rename" button.





3. Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.



4. After clicking the blue "OK" button, your new name will appear.

## Method 2: Download Event App Whova

Please download the event app Whova at your mobile device:



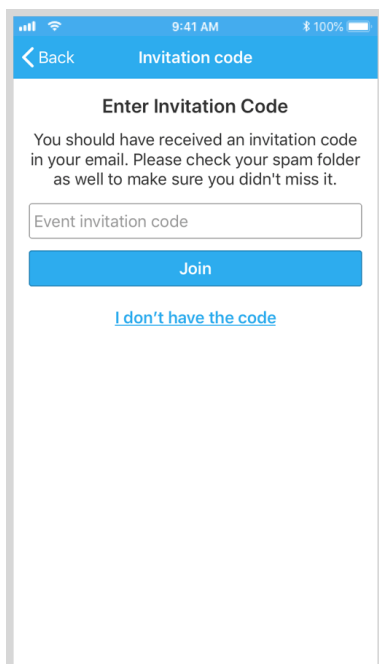
### *Whova Instruction*

#### How to Sign In

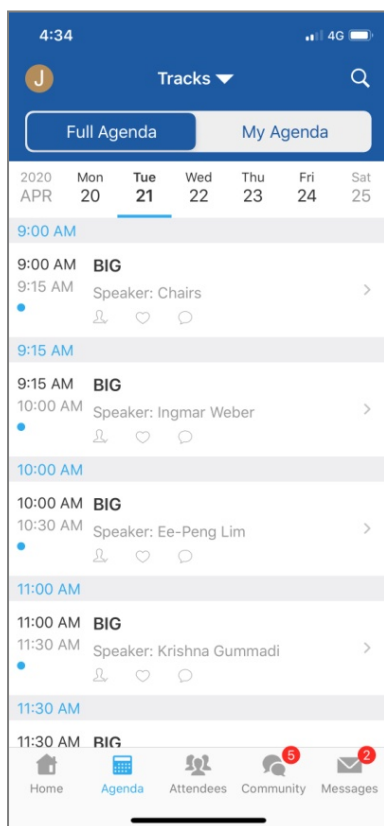
1. Please make sure you enter the email address you used for event registration
2. The app will take you to the WebConf 2020 event page automatically as follow:



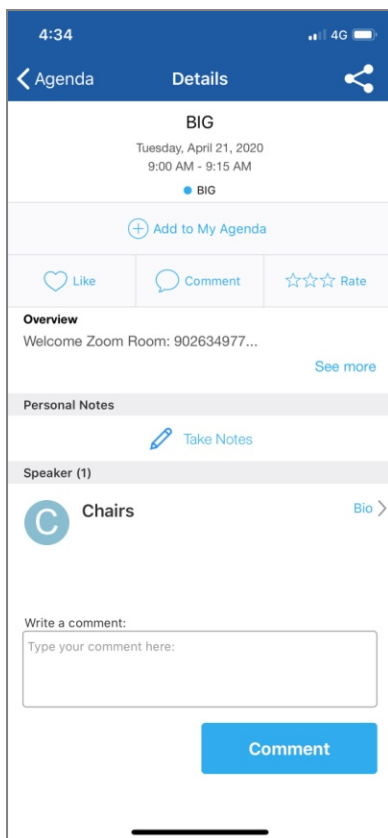
3. If your event doesn't show up automatically, search for **Web Conference 2020**. Then, click the join button on the bottom of the event description page, and click on **I don't have the code**. Please enter your registration number to request and wait until the registration office approves your request.



4. Click on the agenda icon on the bottom or you may search for the topic you are interested on the top right corner.



5. Once you are in the detail page, please click See more to access the Zoom link for the meeting room. Please ensure the Zoom app is preinstalled in your mobile devices.



6. When entering the meeting room, please change your display name to verify your preregistered information. *Failed to enter the registration number and registered full name may results in removal from the meeting room.*

### Display name to apply (example):

Registration Number: OD-464

Registered Name: Jun Tsai

Identity: Chair/Organizer/Presenter

**Example of Display Name in Zoom: OD-464-Jun Tsai (Presenter)**

*Note: Audience does not need to enter identity*

#### 4. *Instruction for Session Chairs*

1. Each session room is hosted by a conference staff to assist you with Zoom meeting room operation and to play the presentation video when the presenter is not available.
2. Once you are in the meeting room please change your display name as follow:

##### **Display name to apply (example):**

Registration Number: OD-464

Registered Name: Jun Tsai

Identity: Chair

**Example of Display Name in Zoom: OD-464-Jun Tsai (Chair)**

##### Before the Session Starts

1. Enter the meeting room at least 15 minutes prior to the starting time of the session to introduce yourself to your Co-Chair (if available), presenters, and the hosting staff.
2. Please be reminded that all the time shown in the program is based on CST (China Standard Time) UTC/GMT +8 hours. You may use the [Time Zone Converter](#) to convert to your local time.
3. Turn on your video when entering the meeting room. If you experience any difficulties sharing your video, please visit the [Zoom Help Center](#).
4. Remind the presenters of their presentation time according to the program.
5. Please start the session on time.

##### During the Session

1. Introduce yourself and your Co-Chair to open the session.
2. Briefly introduce the presentations and the presenters.
3. Remind the audience to mute audio and stop video.
4. Remind the audience to enter questions at the chat box.
5. If a presenter is not present in the meeting room and he/she did not provide us with a video presentation, please proceed with the next presenter in order.

##### During the Q&A

1. Q&A is suggested to be scheduled after all presentations are completed.
2. Prepare at least one question for each presentation to stimulate the discussion.
3. Randomly pick questions from the chat box to ask the presenters.
4. Please end the session on time.

## 5. Instruction for Presenters.

1. Each session room is hosted by a conference staff to assist you with Zoom meeting room operation.
2. Once you are in the meeting room please change your display name as follow:

### Display name to apply (example):

Registration Number: OD-464

Registered Name: Jun Tsai

Identity: Presenter

**Example of Display Name in Zoom: OD-464-Jun Tsai (Presenter)**

### Before the Session Starts

1. Enter the meeting room at least 15 minutes prior to the starting time of the session .
2. Please be reminded that all the time shown in the program is based on CST (China Standard Time) UTC/GMT +8 hours. You may use the [Time Zone Converter](#) to convert to your local time.
3. Turn on your video to introduce yourself to the session chair and the hosting staff.
4. If you experience any difficulties sharing your video or screen, please visit the [Zoom Help Center](#).
5. Please mute audio and stop video until your presentation time.

### During the Session

1. After the session chair introduces you, please turn on your video and use share screen feature to show your presentation file.



2. Briefly introduce yourself to the audience to start your presentation.

### During the Q&A

1. Please response only to the questions raised by the session chair.
2. You may use audio only to response to the questions, and share screen feature to support your responses.