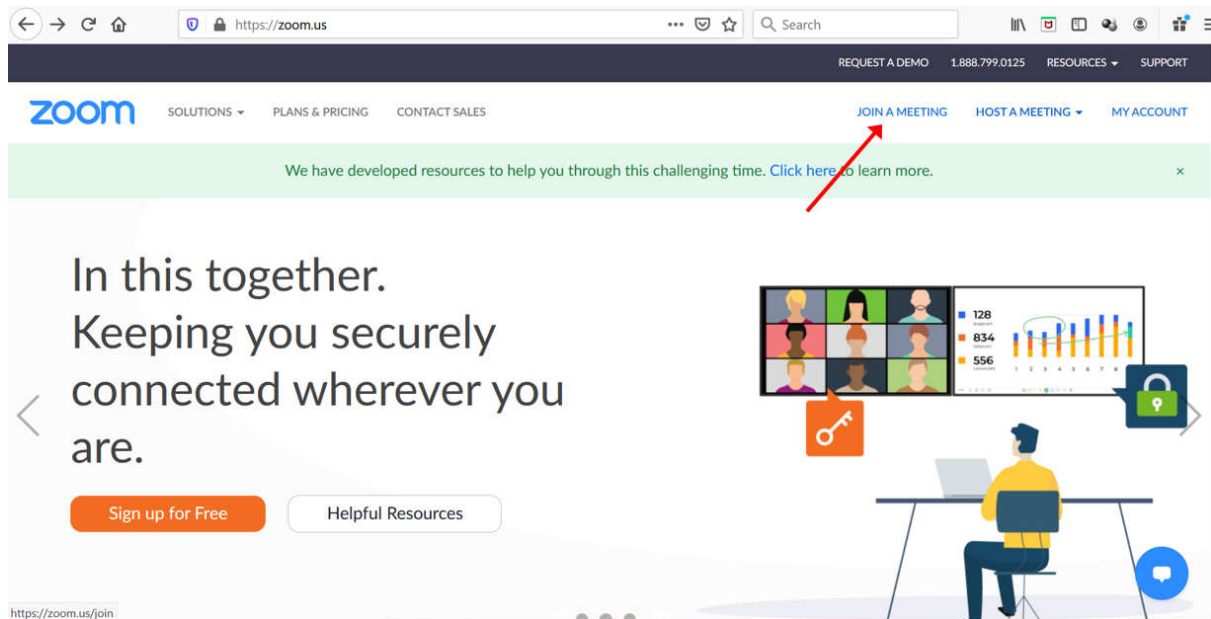


# Zoom Manual for the “Speaker” (TIChE 2020 Conference: June 1-2, 2020)

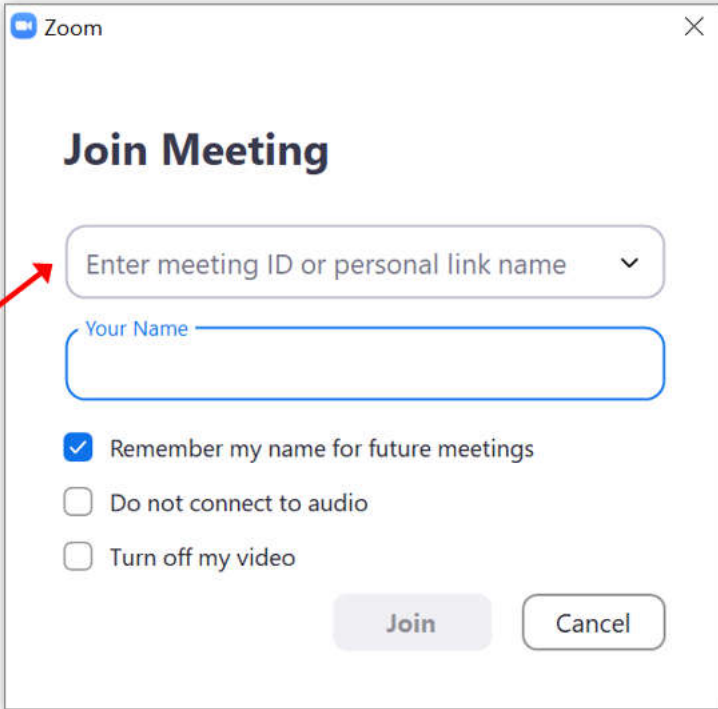
1. Go to <https://zoom.us/> or open zoom application
2. Select “**Join A Meeting**”



or

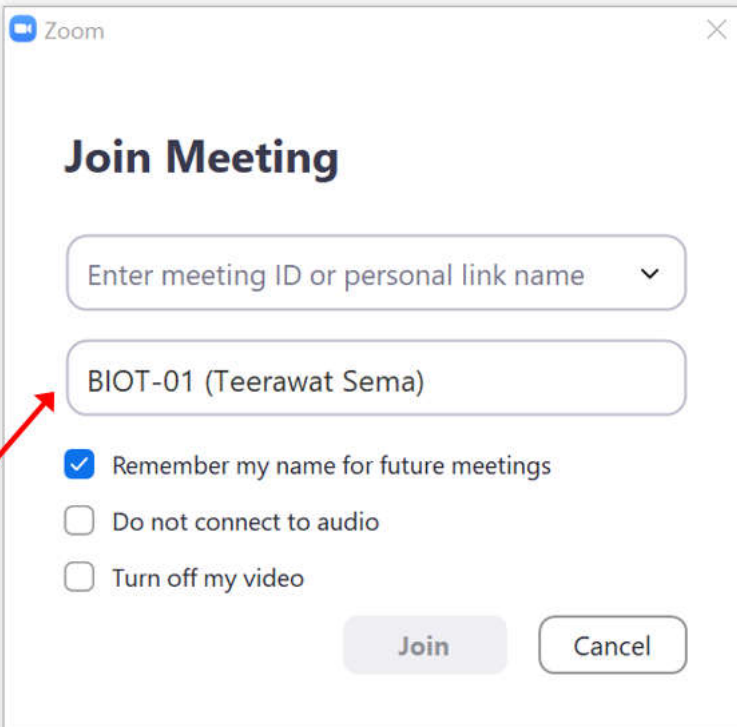


3. Enter given “**Meeting ID**”



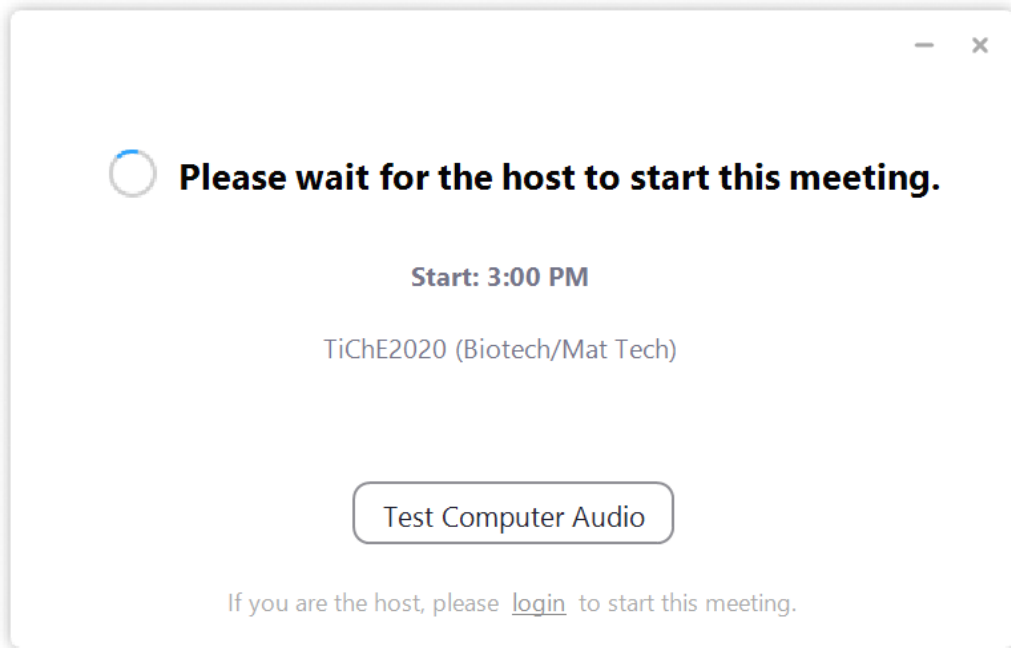
The image shows a Zoom 'Join Meeting' dialog box. At the top, it says 'Zoom' with a close button. The title is 'Join Meeting'. Below the title is a dropdown menu with the text 'Enter meeting ID or personal link name'. A red arrow points to this dropdown. Below the dropdown is a text input field labeled 'Your Name'. Underneath are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are 'Join' and 'Cancel' buttons.

4. As a speaker, you are requested to enter your name as “**Presentation ID (First-name Last-name)**”. The presentation ID will be sent to you with this direction. For example, BIOT-01 (Teerawat Sema).

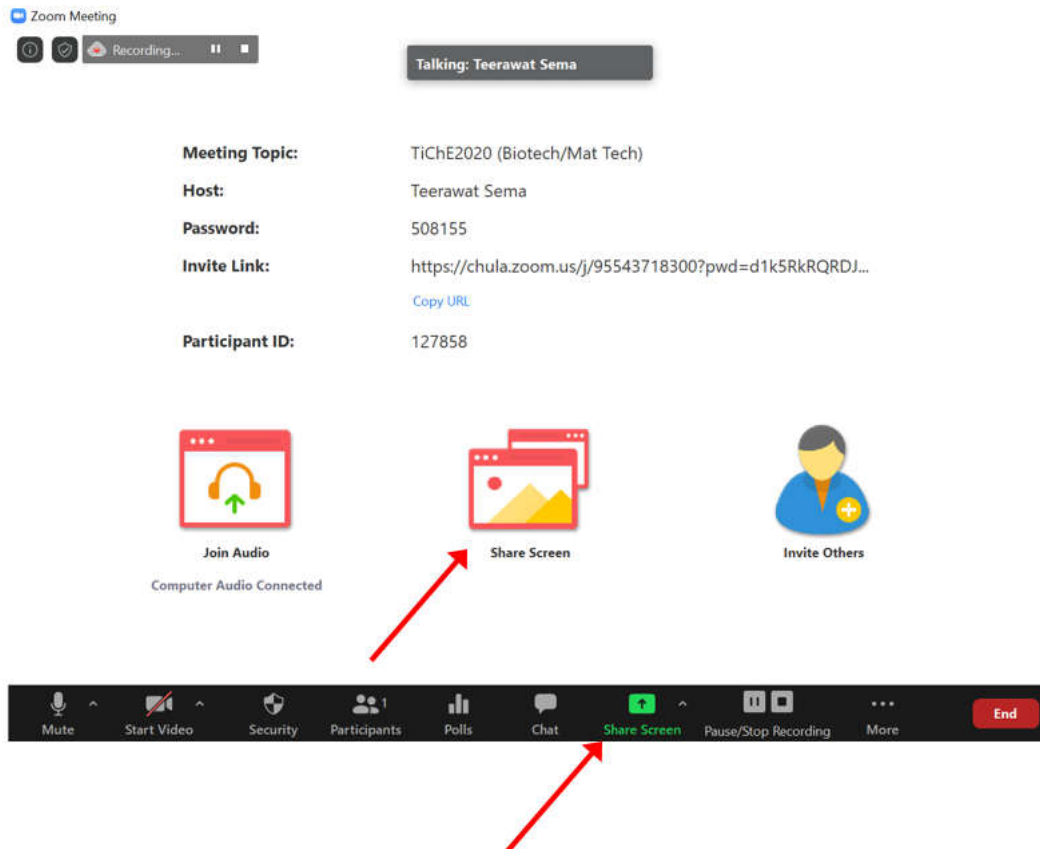


The image shows the same Zoom 'Join Meeting' dialog box as in the previous image. The dropdown menu now displays 'BIOT-01 (Teerawat Sema)'. A red arrow points to this dropdown. The rest of the dialog box, including the 'Your Name' field, checkboxes, and buttons, remains the same.

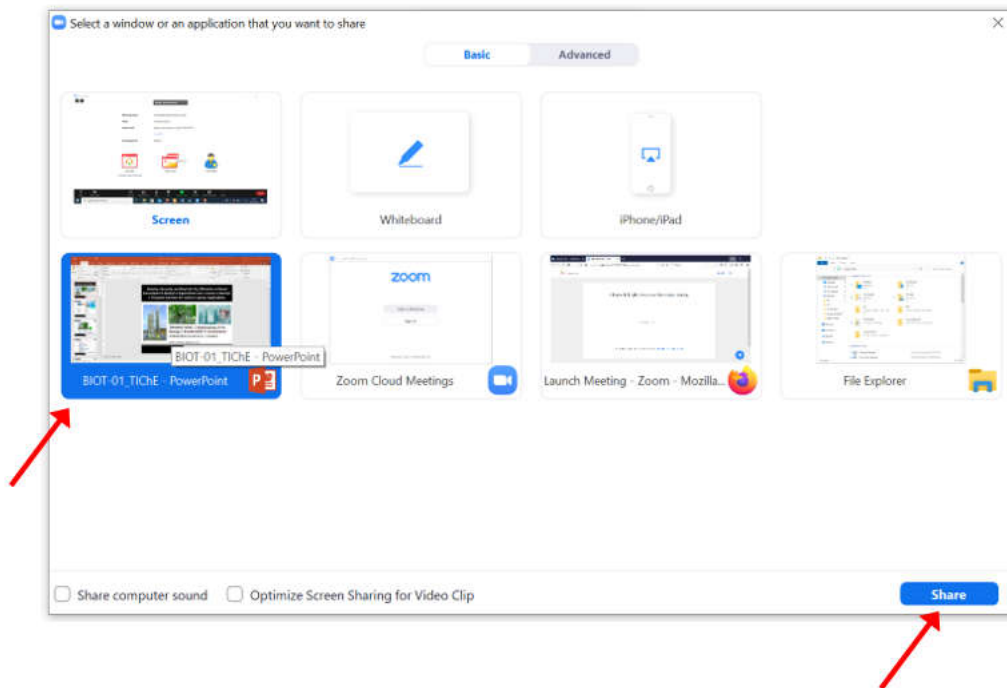
5. You may experience with the notification shown below. Please wait until the Session Chair starts the meeting.



6. Your screen can be shared while giving a presentation. Select “Share Screen”

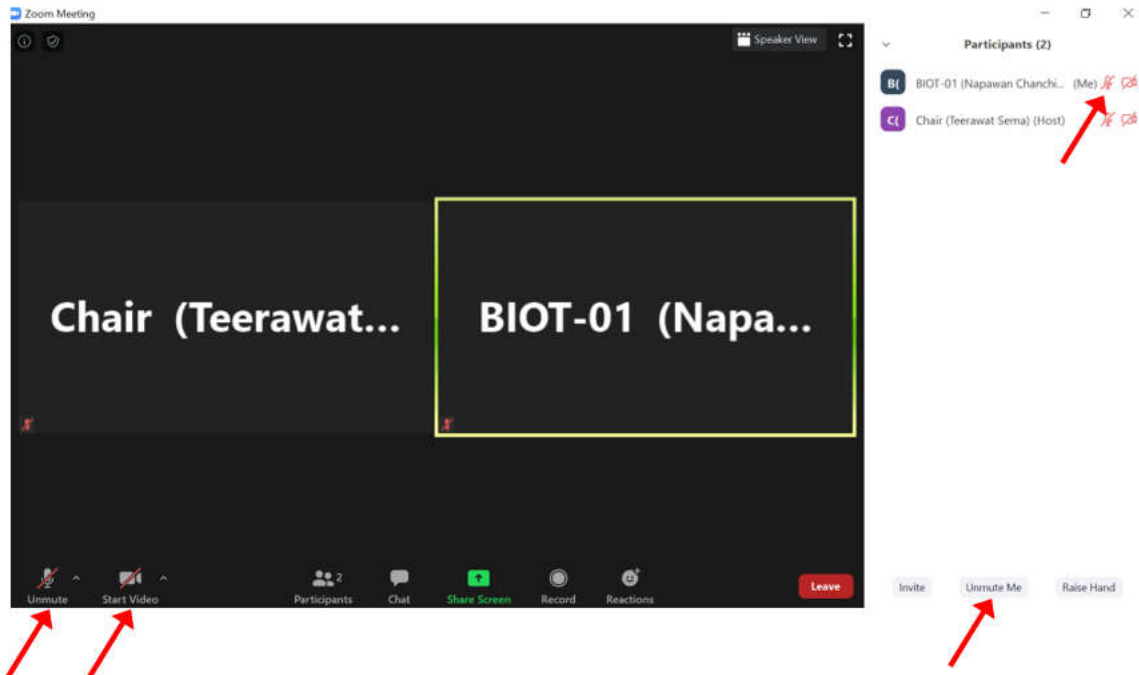


7. Select your presentation on the screen then share your screen.



8. Please be informed that **15 minutes** (12 min. presentation and 3 min. Q&A) are given for Oral presentation and **6 minutes** for Poster presentation (3 min. presentation and 3 min. Q&A). Please also be noted that a maximum of 3-pages presentation is requested for Poster presentation. For any presentation, the **PDF file** is suggested to be used.

9. Microphone and camera should be initially turned-off while joining the session. They should then be turned-on during your presentation.



10. “**Raise Hand**” when you have questions or comments. The Session Chair will be notified by your request and turn-on your microphone. Please also be informed that your camera should be turned-on during this time.

