Guidelines for Participants

Session Participation Instruction

Conference dates: 08:30 – 22:00 (Thailand time, GMT+7), Monday, July 08, 2024

08:30 – 17:00 (Thailand time, GMT+7), Tuesday, July 09, 2024

08:30 – 12:30 (Thailand time), Wednesday, July 10, 2024 (Social event)

Conference venue (In-person participants): Kasetsart University – Sriracha Campus, 199 Moo 6, Sukhumvit Road, Tung Sukla, Sri Racha, Chon Buri, 20230 THAILAND.

Platform (Online participants**):** Virtual meeting via Zoom Webinar

Zoom link for <u>ALL</u> sessions:

https://us06web.zoom.us/j/83744782980

Passcode was sent via email to all participants for security reason. If you lost it, please contact conference.isafe@gmail.com and isafe2024@sciencesconf.org.

<u>Breakout rooms</u> will be available for parallel sessions.

<u>To join a breakout room:</u> Click **Breakout Rooms** ▣▣ in your meeting controls. This will display the list of open breakout rooms created by the host.

The Rooms are named after the parallel sessions.

(Optional) Click **Expand All** to expand all available rooms and see which participants are in that particular room. **Note**: The **Expand All** and **Collapse All** options require version **5.9.6** or higher.

Hover your pointer over the number to the right of breakout room you wish to join, click **Join,** then confirm by clicking **Join.**

Repeat as necessary to join other breakout rooms or click **Leave Room** to return to the main session.

Note for presenters:

1. Make sure you have the following: a laptop or desktop with a microphone and webcam, a recent version of Chrome or Firefox and Zoom app and a strong internet connection. We recommend wearing earbuds or headphones to prevent audio echoes.

2. Please send your presentation/discussion slides to us (conference.isafe@gmail.com and isafe2024@sciencesconf.org) before the presentation day as a backup plan. Please name your file as <Day>_<Session number>_<Name of Presenter>, e.g., Mon_A2.1_Sabri Boubaker

3. Please control your own presentation material which should be loaded on your desktop/ laptop in advance. When it is your turn to present, you will need to share your file on your screen.

4. If you have any technical issues whilst you are presenting, please don't panic. We have a copy of your presentation as a backup, so we can load it up for you in the event of any technical difficulties.

5. Keep the presentation to time. In the normal session with 3 papers, each presentation is generally allowed 20 minutes. Each Q&A discussion is allowed up to 10 minutes. For the 4-paper sessions, each presentation is allowed for 15 minutes and the Q&A discussion is allowed up to 7 minutes.

# ZOOM: Instruction Manual for Program Participants

Welcome! This support document provides step-by-step instructions for participants on how to use ZOOM.

<u>Joining a ZOOM Meeting & Download</u>
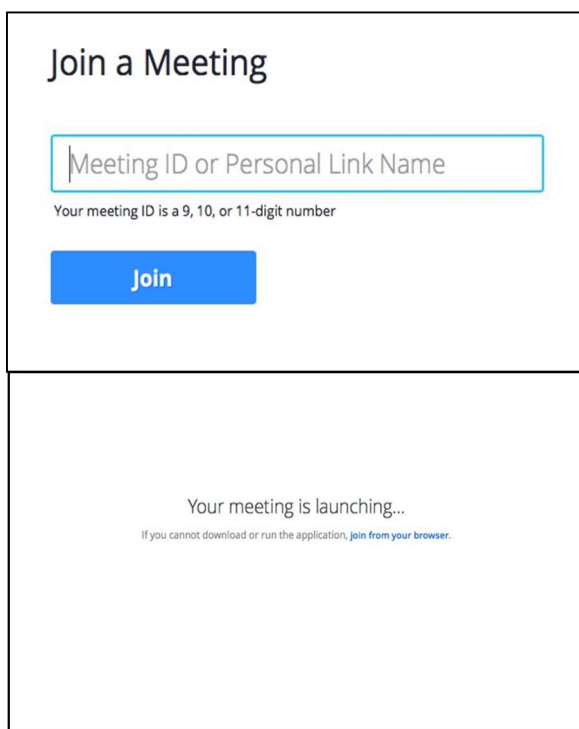
1. Go to https://zoom.us/join.
2. In the top right-hand corner, click "JOIN A MEETING".
3. The webpage will prompt you for your **Meeting ID or Personal Link Name**; type in the 9-11digit number that your instructor provided you with, and click "Join".

4. You will see this screen – the application may automatically download to your desktop or device.
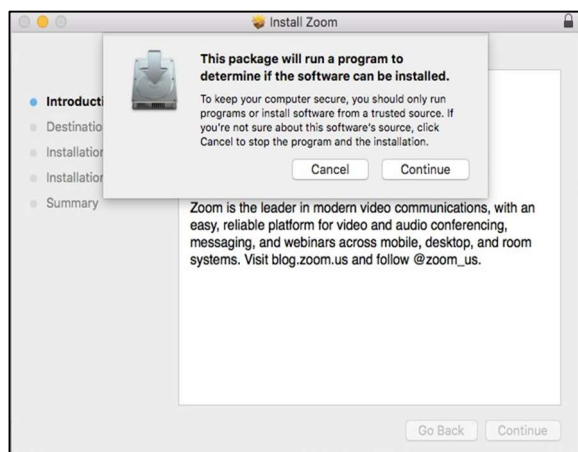
5. Depending on what browser you are using, you may have to install the program on your computer; find where this installation package went on your computer; It should be downloaded as "Zoom.pkg" or something similar.
6. Begin the download process (it will take a moment).
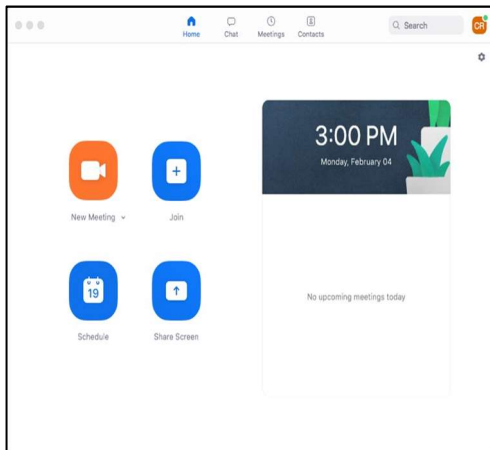
7. Once downloaded successfully, the application will pop-up on your screen;

a. Click the orange "New Meeting" button if you wish to start a meeting with your own personal Meeting ID (you will be the host).

b. Click the blue "Join" button if you are attending a meeting hosted by someone else (If you are a student, this will be the option you will choose the most).


8. If you need to change the **language** of your application, find the application on your desktop, open it, then right-click the application; there should be an option to change the language in this drop-down menu.
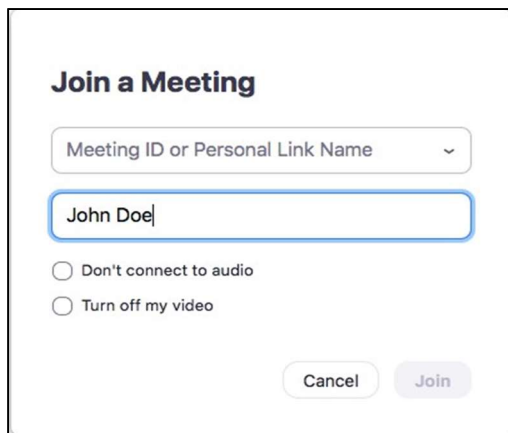
9. If you clicked the blue "Join" button, type in your instructor's Meeting ID again.

10. Provide a screen name for yourself (Please use

your first and last name so your instructor knows who you are).

11. If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you've joined the meeting).

12. Once you have been added to the meeting, you will be left in the "waiting room".

13. You will see either one of two messages:
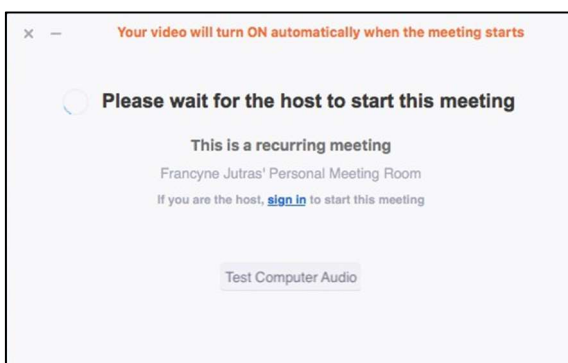
a) The first one you will see if you log in to your Host's meeting with the Meeting ID before the Host has started;

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Please wait, the meeting host will let you in soon.

Francyne Jutras' Personal Meeting Room

b) The second being the one you will see if you log in after the Host has arrived, but before they have provided you access.

Navigating ZOOM

1. After joining a meeting, if you selected "Join with Computer Audio", your speakers and microphone should now be working.
2. You can mute or unmute your microphone or start your video connection using the icons in the bottom left (highlighted in RED in the bottom left-hand corner).
3. To see a list of other people in your program, you can click the Participants icon, or engage in a text chat by clicking CHAT.


4.
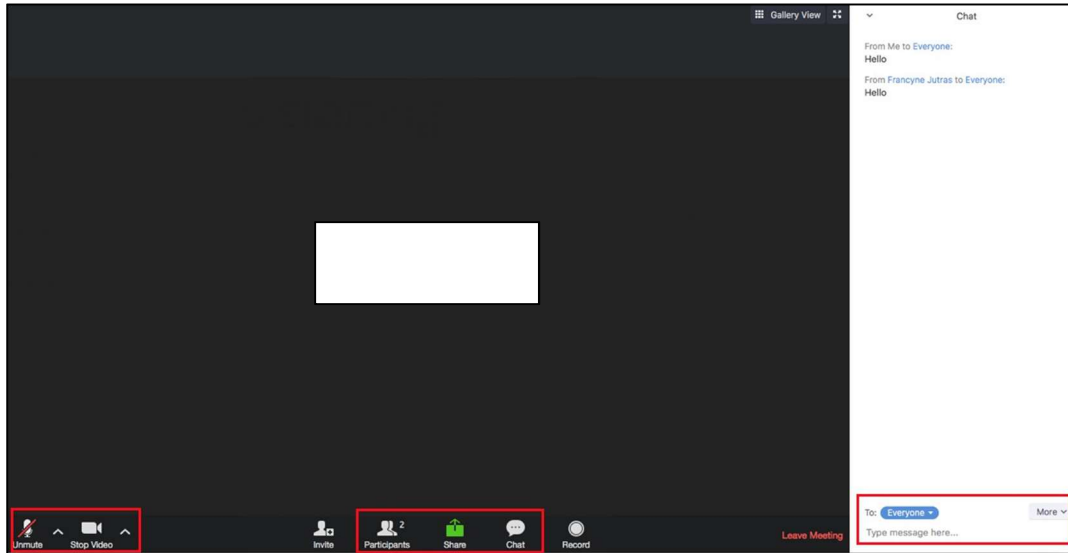
You can leave the meeting by clicking the red "Leave Meeting" link near the chat bar.
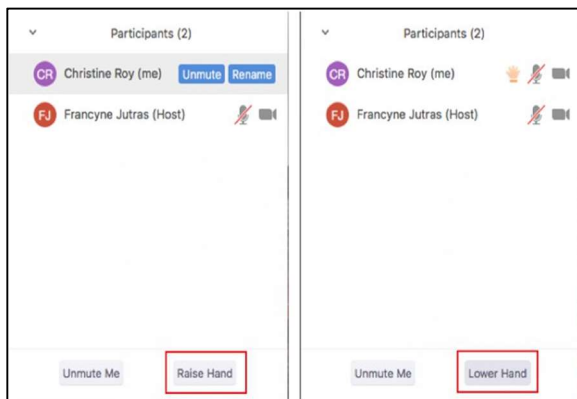
5. If you go to the participants icon, you can "raise your hand," and the Host will see this indicated on their screen, and will answer your question.
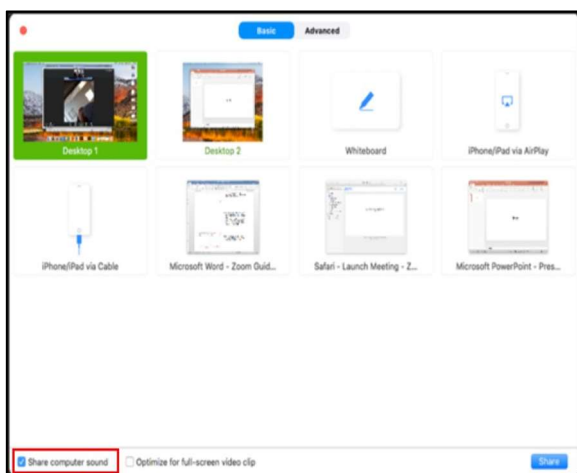
6. Share anything (Word Documents, PowerPoints, YouTube videos, etc.) by clicking the SHARE button at the bottom of the screen, and choosing an already opened document/internet browser on your desktop.
7. You can choose to share your entire desktop screen, or individually opened applications/documents.
8. When sharing things with audio, be sure to check the checkbox for "Share Computer Sound" in the bottom left of the window that opens when you click SHARE (highlighted in RED).
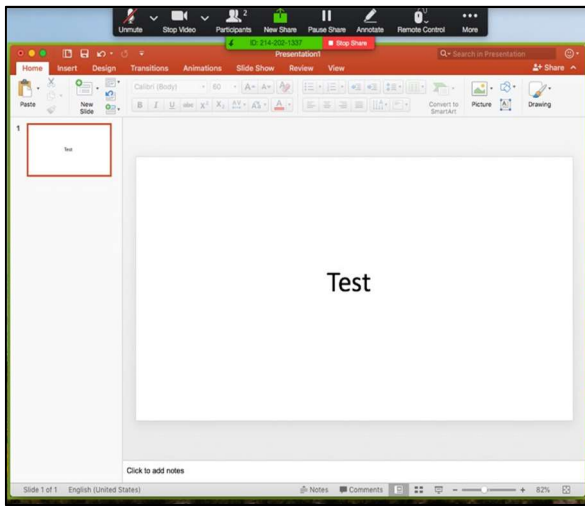
9. Once selected, the document that is being shared will be highlighted in green on your desktop; your settings for the shared document are at the top.

10. Your audience will be able to see your curser, and everything you do, within the highlighted green section (you can only work on the selected document – you cannot drag other documents into the selected document area).

11. If you wish to share a different document, exit, then click SHARE, and select a new document.

12. To join a breakout room: Click **Breakout Rooms** in your meeting controls. This will display the list of open breakout rooms created by the host.

The Rooms are named after the parallel sessions.

(Optional) Click **Expand All** to expand all available rooms and see which participants are in that particular room. **Note:** The **Expand All** and **Collapse All** options require version **5.9.6** or higher.

Hover your pointer over the number to the right of breakout room you wish to join, click **Join,** then confirm by clicking **Join.**

Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

Please visit https://support.zoom.us/hc/en-us for more information about ZOOM.