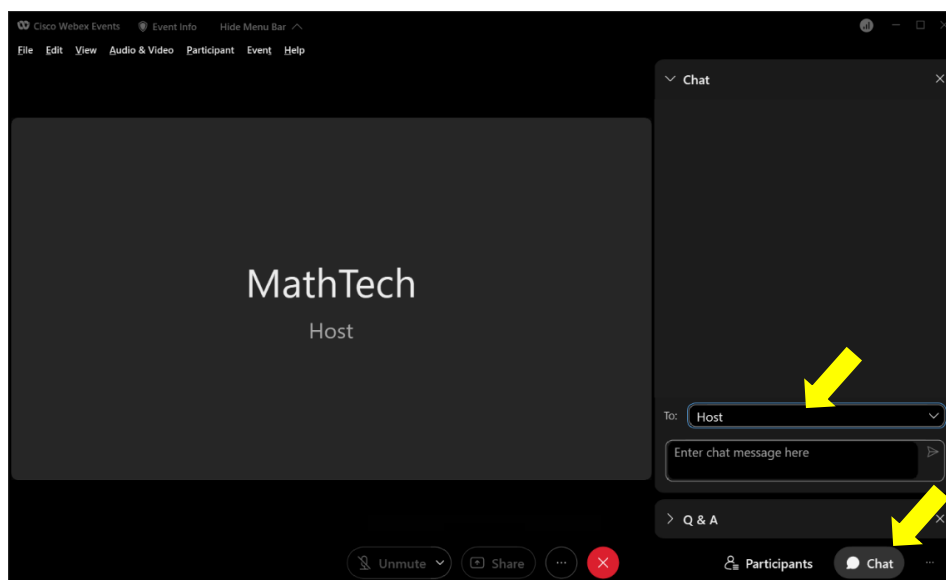


Guidelines for Parallel Session Virtual Presenters

**Webex is ending support for Windows 7.x, 8.x and MacOS 10.12.
The minimum requirement for Webex is Windows 10 and MacOS 10.13.
You must join Webex Event using a computer with the supported operating system.**

1. Each virtual presentation is limited to 25 minutes (20 minutes presentation + 3 minutes Q&A). Kindly ensure that your presentation duration does not exceed 20 minutes. The presentation schedule will be **strictly enforced** by the Chairperson and Technical Host.
2. Presenters should strictly follow the requirements for equipment and environment:
 - Laptop/desktop with webcam and microphone/headset (USB plug-in recommended).
 - Good and stable internet connection (wired connection recommended).
 - Bright and quiet environment with a professional background.
3. All virtual presenters must be in the virtual room throughout his/her scheduled presentation session. Please log in to your scheduled presentation **session at least 20 minutes in advance**.
4. To join MathTech 2022 conference, go to MathTech2022 website [event registration page](#), **register** for the session (virtual room) that you are presenting. Do also register for other sessions that you would like to attend.
5. Upon approval, you will receive the confirmation email with the details to join the session.
6. You **must** join the session from your email invitation.
7. By default, the attendee's audio is muted, and webcam is disabled.
8. Please identify yourself to the Technical Host in that session by sending a message to the Host through the Chat.



9. Once you are identified, the Technical Host will appoint you as a panelist. As a panelist, you can unmute and turn on your webcam.
10. When it is your turn to present, the host will pass the presenter role to you. You can then share your presentation using share content button and choose a specific application or a file. Please refer to **Appendix A**.
11. You will be reminded by the chairperson when you have 2 minutes remaining for your presentation. The chairperson will verbally interrupt your presentation.
12. There will be Q&A after your presentation. Do not forget to stop sharing content after the Q&A.
13. At the end of the session, please turn on your webcam for the virtual group photo. Screenshot will be captured by the host.

FAQ

Test Your Speaker and Microphone in Webex Meetings

<https://help.webex.com/en-us/article/bzg2s7/Test-your-speaker-and-microphone-in-Webex-Meetings>

Webex Audio and Video Setting

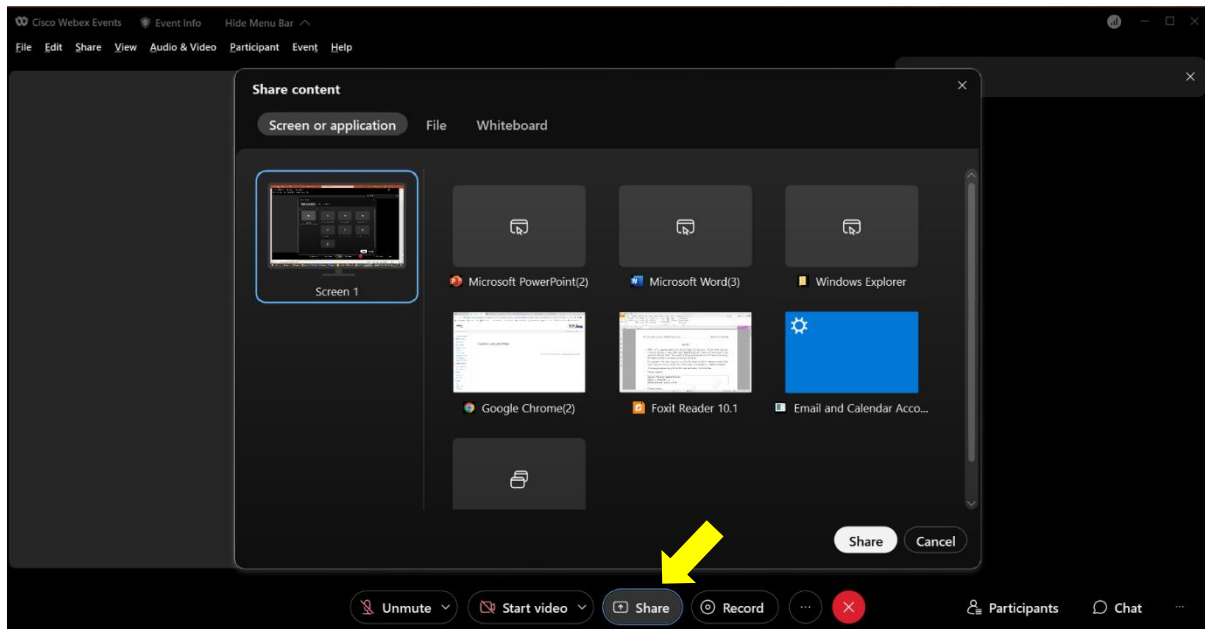
<https://help.webex.com/en-us/article/ela6i8/Choose-your-audio-and-video-settings-before-you-join-a-meeting-or-webinar>

Troubleshoot Webex Audio Not Working

<https://toolspond.com/webex-audio-not-working/>

Appendix A: Share Content

During a presentation, presenter can share their screen, share a specific application (PowerPoint, Word, Pdf) or share a file. The share content button is located at the toolbar below the screen, next to the video button.



Alternatively, you can click on **Share** on the top menu bar. Then, click **Application** and choose the application you want to share.

