## Guidelines for Parallel Session Virtual Presenters

1. Each virtual presentation is limited to 20 minutes (15 minutes presentation + 3 minutes Q&A). Kindly ensure that your presentation duration does not exceed 15 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 10 minutes in advance.**

4. To join MathTech 2020 virtual conference, go to MathTech2020 website (https://mathtech.usm.my/index.php/en/programme/event-registration), **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 message through the Chat panel to the Host.
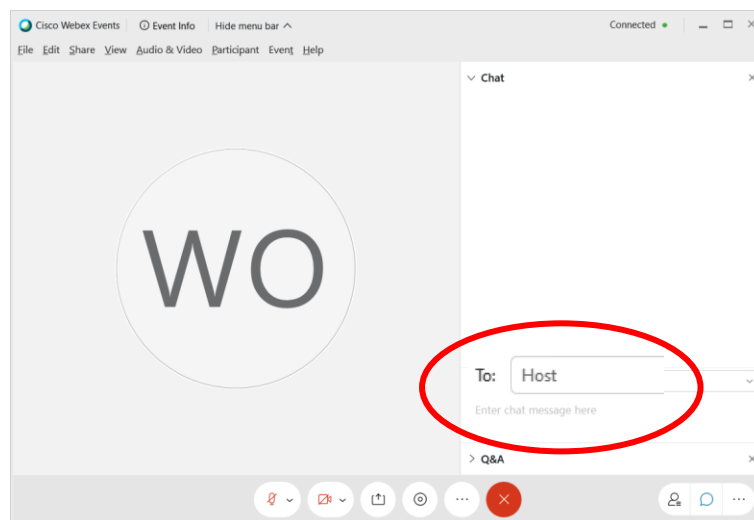
If you do not see the chat panel, bring it out by clicking the Chat icon.
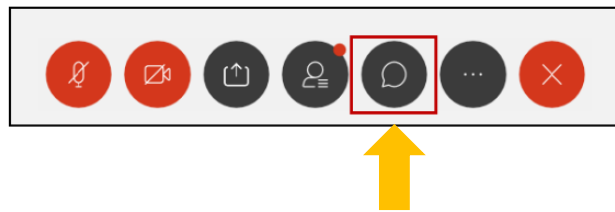
9. Once you are identified, the Technical Host will appoint you as a panelist. As a panelist, you can unmute and turn on your webcam.

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 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://tinyurl.com/y436zs58

Troubleshoot Webex Audio Not Working

https://www.support.com/how-to/troubleshoot-webex-audio-not-working-13306

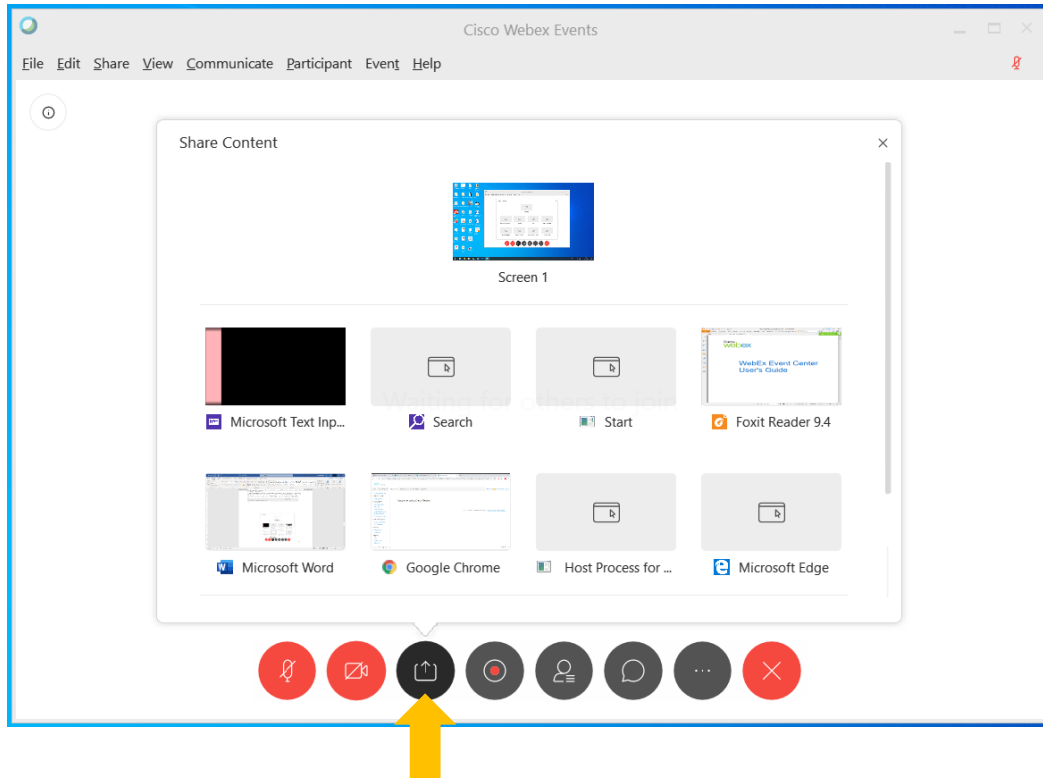Troubleshoot Webex Video Not Working

https://www.support.com/how-to/troubleshoot-webex-video-not-working-13308
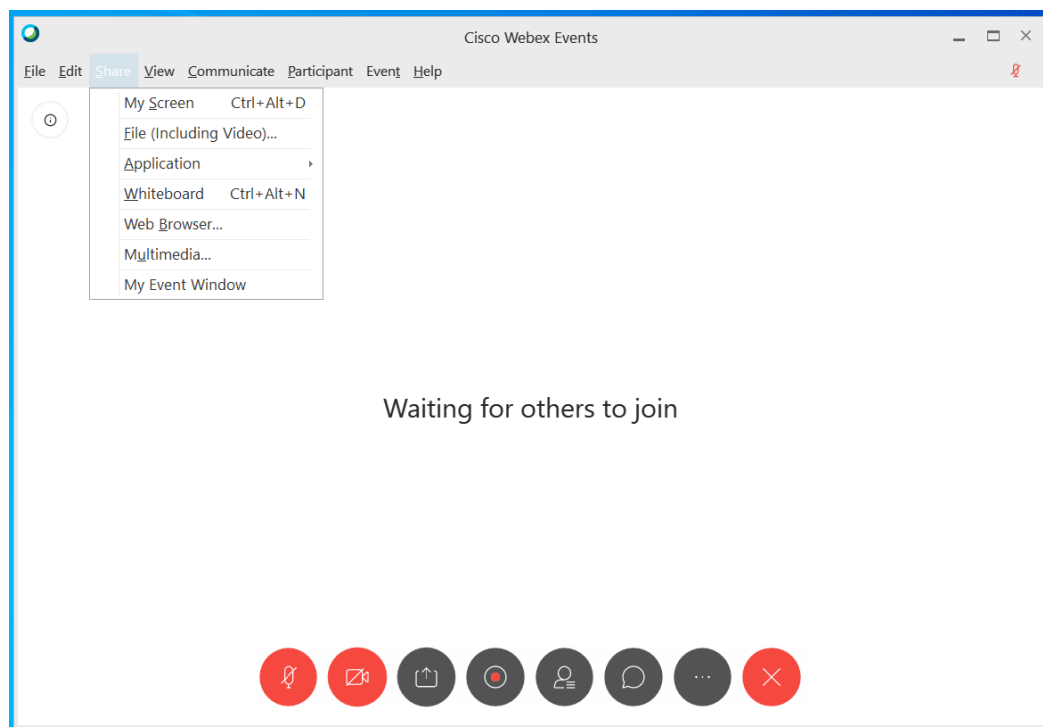
Appendix A: Share Content

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.