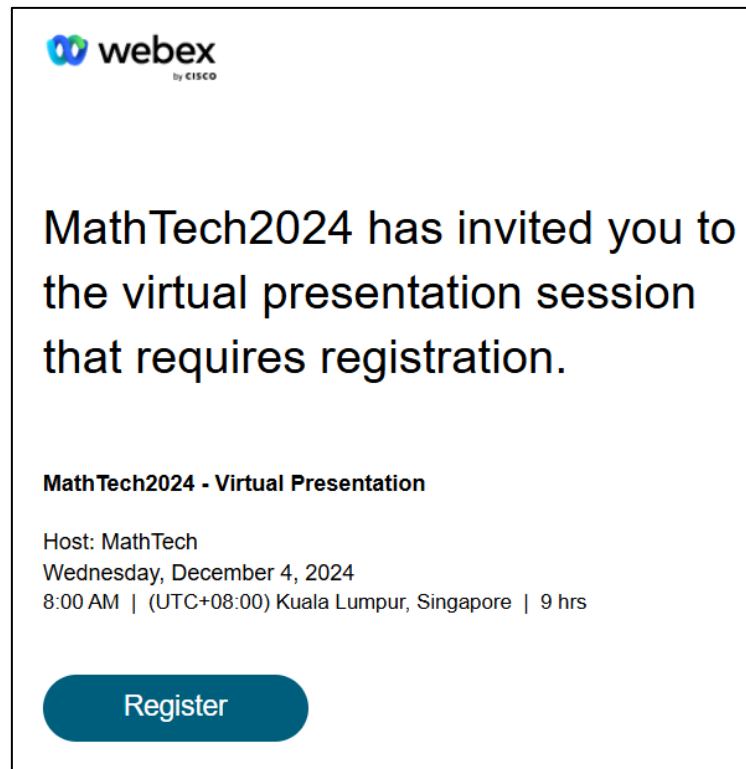


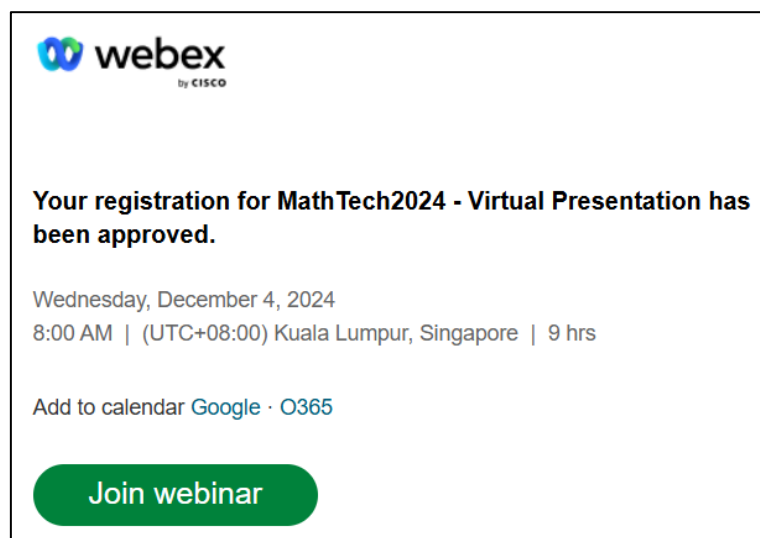
MathTech 2024 - Guidelines for Virtual Presenters

**The minimum requirement for Webex is Windows 10 and MacOS 10.15.
You must join Webex Webinar using a computer with the supported operating system.**

1. You will be invited to register for Webex webinar via the email you used in EZConf.



2. Upon approval, you will receive the confirmation email with the details to join the session.



3. All virtual presenters must be in the virtual session throughout his/her scheduled presentation session. Please log in to your scheduled presentation session **at least 20 minutes in advance**.
4. You **must** join the virtual session from your confirmation email.
5. By default, the attendee's audio is muted, and webcam is disabled. The Technical Host will appoint you as a panelist. As a panelist, you can unmute and turn on your webcam.
6. 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**.
7. Each virtual presentation is limited to 20 minutes (15 minutes presentation + 4 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.
8. 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.
9. You will be reminded by the chairperson when you have 2 minutes remaining for your presentation. The chairperson will verbally interrupt your presentation.
10. There will be Q&A after your presentation. Do not forget to stop sharing content after the Q&A.
11. Throughout your presentation, screenshots will be captured by the host for filing purposes.

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.

