



Table of contents

1. [General information](#)
2. [Information for participants](#)
3. [Information for presenters](#)
4. [Information for session chairs](#)
5. [Annex: beginner with Zoom Platform](#)

General information

During the online conference, we will use *Zoom* for all conference sessions and meetings. For the best conference experience, please download *Zoom Client for Meetings* onto your laptop or desktop via <https://zoom.us/download> (note that the Web-browser does not offer all functionalities, e.g., virtual background setup).

The program with all the conference sessions can be found on <https://cigos2021.sciencesconf.org/program>

Zoom links for all sessions of the conference were already sent to all of participants, please carefully double check your emails. If necessary, you can write to cigos@avseglobal.org to ask for more information or go into the lounge area. It's advised to use the Zoom links with your Zoom account to join the meetings about 5 minutes before the start of the session (10 minutes for presenters and the session chairs). You should test your video camera and microphone with Zoom before joining the meeting to ensure that they are working properly. When presenting or asking questions, we kindly ask you to turn on your webcam. However, during the presentations, we ask only the presenter to turn on the webcam while others turn it off to keep the focus on the presentation itself.

Besides the conference sessions, we will also enable a CIGOS2021 Lounge Area with posters. This lounge area is an open Zoom meeting with no waiting room. You can join this meeting at any time during the conference to have a chat or discussion with other participants. Within the lounge area, we can start breakout rooms when participants want to chat within a smaller group. The lounge area is also the place to go for technical support. If you experience any technical problems, please do not hesitate to contact us through the chat in the



lounge area (depending on the question, we might start a breakout room to discuss the matter).

Remark: *To test your connection (video, slides, microphone, virtual background, etc.), we do recommend you to use this Lounge area that is available and supported by our technical moderators between 13h30 and 22h00 (local time in Vietnam) during three days: October, 27, 28 and 29, 2021.*

Information for participants

We are happy to welcome you as a participant at the CIGOS2021 online conference! Besides the participants, every session is composed of presenters, a session chair, and a technical moderator. The technical moderator is the host of the Zoom session.

Before the session

- 30 minutes before the session, the technical moderator will start the designated Zoom webinar.
- When joining a session via Zoom link attached in the invitation email, you will participate the conference as an attendee.
- First access will be given to the presenters and the session chairs. Once they received their instructions, all other participants are given access, which typically happens 5 minutes before the presentation begins.
- At the beginning of the session, the session chair will welcome you and introduce the first presenter.

Discussion

The session chair will mute your microphone during the entire session. In the discussion after the presentation, he/she can unmute participants.

You can engage with the webinar session by raising your hand for speaking or putting your Questions for the Speakers in the Q&A. All content-related questions must be put through these two methods, Raise hand or Q&A. The chat box can be used for informal interaction such as sending thanks to the speakers/questioners.



Information for presenters

We are happy to welcome you as a presenter at the CIGOS2021 online conference! Next to the presenters, every session has a session chair (maybe two chairs for some sessions) and a technical moderator. The technical moderator is the host of the Zoom session; he or she will assign all presenters and the session chair as the co-hosts of the session. Also, the technical moderator will admit participants, keep an eye on the chat, admit any latecomers, and will help participants with connection problems.

The session chair's task is to introduce you (briefly; mainly your name and institution), to lead the discussions, to give turns, keep an eye on the chat and he or she is responsible for timekeeping. So, you can concentrate on the content and on answering questions.

Regarding the webcam, make sure you enable it upon entry, during your presentation, and when you are answering questions. During the presentations of others, you can disable it.

Before the session

- 30 minutes before the session, the technical moderator will start the designated Zoom webinar.
- When joining a session via Zoom link attached in the invitation email, you will participate the conference as a presenter.
- As a presenter, you need to join the session 10 minutes before the scheduled time starts (this also holds for the session chair). Then you will receive some instructions and you will need to set virtual background (*CIGOS 2021 backdrop to download: please visit "Latest news" on our website*).
- Participants start joining the meeting from 5 minutes before the session begins.

During the session



- At the beginning of the session, the session chair will welcome you and introduce the first presenter. Each presentation should follow the format: In parallel sessions: 10 minutes for presentation and 2 minutes for Q&A; In plenary sessions: 25 minutes for each presentation, 5 minutes for Q&A, so there is still some time for discussion and to switch between presentations.
- The session chair will indicate when it is your turn to present, by briefly introducing you (the order of talks is the same as the one provided in the conference schedule). At that moment, you can start sharing your screen and give your presentation. Make sure that your webcam is enabled and your microphone is not muted.
- Each Presentation should not exceed its time limit; otherwise the other talks will have less time. We recommend you to take this time limit into account when preparing and giving your talk.

Discussion

After each presentation, we will have a live discussion moderated by the session chair.

All participants can engage with the webinar session by raising your hand for speaking or putting your Questions for the Speakers in the Q&A. All content-related questions must be put through these two methods, Raise hand or Q&A. The chat box can be used for informal interaction such sending thanks the speakers/questioners.

Information for session chairs

We are glad that you are chairing a session at the CIGOS2021 online conference! As a session chair, you will be assisted by a technical moderator, who takes care of the technical issues. The technical moderator is the host of the Zoom session; he or she will assign you and the speakers as the co-hosts of the session. Also, the technical moderator will admit participants, keep an eye on the chat, admit any latecomers, and help participants with connection problems.

Regarding the webcam, make sure you enabled it before, between, and after the presentations. Your role as a session chair is as the following:

Before the session



- Check who are the speakers of your session.
- Please make sure to have the information of each paper to introduce them timely before each presentation.
- Ultimately 30 minutes before the session, the technical moderator will start the designated Zoom webinar.
- When joining a session via Zoom link attached in the invitation email, you will participate the conference as a session chair.
- As session chair, you need to join the session 10 minutes before the scheduled start (this also holds for the presenters). Then you will receive some instructions and you will need to set virtual background (*CIGOS 2021 backdrop to download: please visit “Latest news” on our website*).
- Participants start joining the meeting from 5 minutes before the session begins.

During the session

- When introducing the session, explain to the participants that they should ask questions during the presentation in the Q&A session (*highly recommended in the parallel sessions rather than live because the time for discussion is very limited: 2 minutes after each presentation*). For asking live questions after a presentation, they have to raise hand as all will be muted by default. *In particular, in plenary sessions, there will be no live questions and answers session between keynote talks but only after all talks are finished.*
- Introduce the speakers (very briefly, just name and the university are sufficient)
- After introducing the session and presenters, we recommend you turn off the microphone so that the attendees can focus on the talk video and ask the attendees to do it as well. Once that, you can mute all participants by clicking “Mute all”.
- You can manage the attendee by clicking on the “Attendees” under the participants’ panel.

Responsibilities of the session chair in the discussion

- As organizers, we would like to ensure a smooth and productive virtual conference.
- During the presentation, please keep track of the questions on the Q&A side-panel on the right of the Zoom window.



- After the presentation, unmute yourself and indicate that the round of questions starts. Please make sure to ask orally the questions and according to the time when they were first submitted. If there are not many questions, feel free to ask some of your own.
- Depending on the question, the audience may need to clarify their questions. In that case, invite the person who asks the question on the chat to use the microphone and unmute him/her.
- If there is time remaining and some attendees raised their hand, unmute that participant so he/she can ask his question.
- Please be mindful of the Q&A time limit. We cannot have delays in one talk as it will push others behind.
- After a question has been addressed, please indicate it is answered and continue with the next.
- Please collect the unanswered questions, to later provide them to the author.

Ending

- When the session is coming to an end, please announce that it is time to wrap up the session and thank everyone for his or her contribution as a presenter or attendee.
- To ensure that the next sessions will start on time, we urge you not to go more than 5 minutes overtime. If the discussion is still going on, then you can ask the audience to continue the discussion in the CIGOS 2021 Lounge Area with posters.

Annex: Beginner for Zoom platform

ZOOM SOFTWARE AND LOGIN

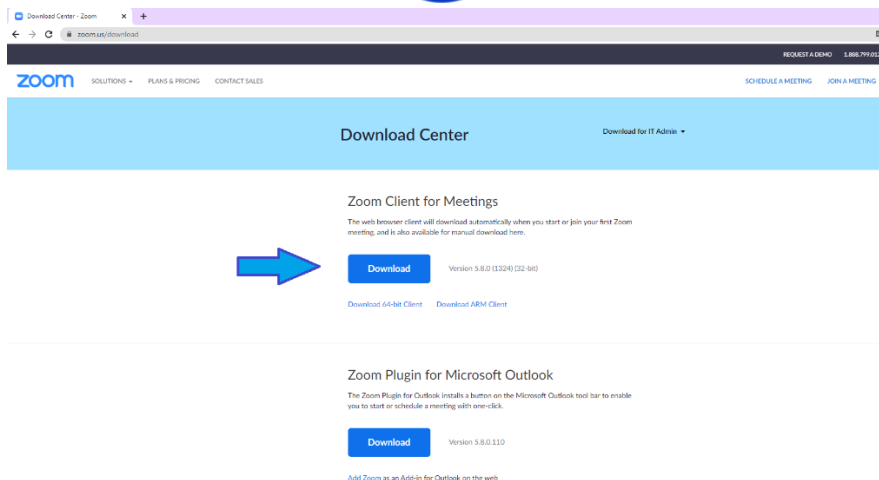
There are two recommended options for using Zoom, a video conferencing software, for attending **CIGOS 2021**:

1) Zoom Client for Meetings; and 2) Web browsers (e.g. Chrome)

ZOOM CLIENT FOR MEETINGS

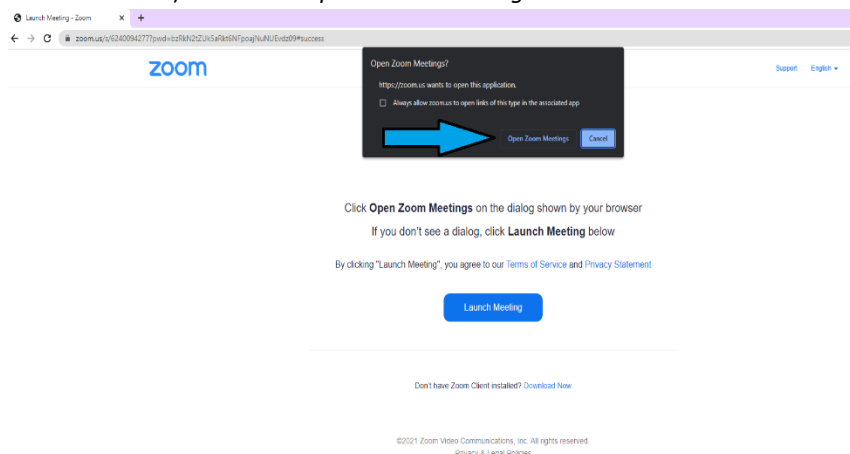
Please read the terms and conditions carefully before choosing this option and installing Zoom Client for Meetings on your personal device(s).

You can download Zoom client for meetings from the following link: <https://zoom.us/download>

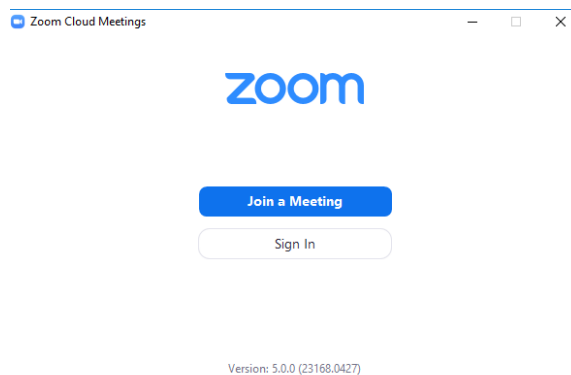


After installing the Zoom client, you can join CIGOS sessions by:

- Clicking direct to the provided Zoom link from the **Agenda with links** (which will be sent on October 27, 2021 local time in Vietnam) and select **Open Zoom Meetings**.



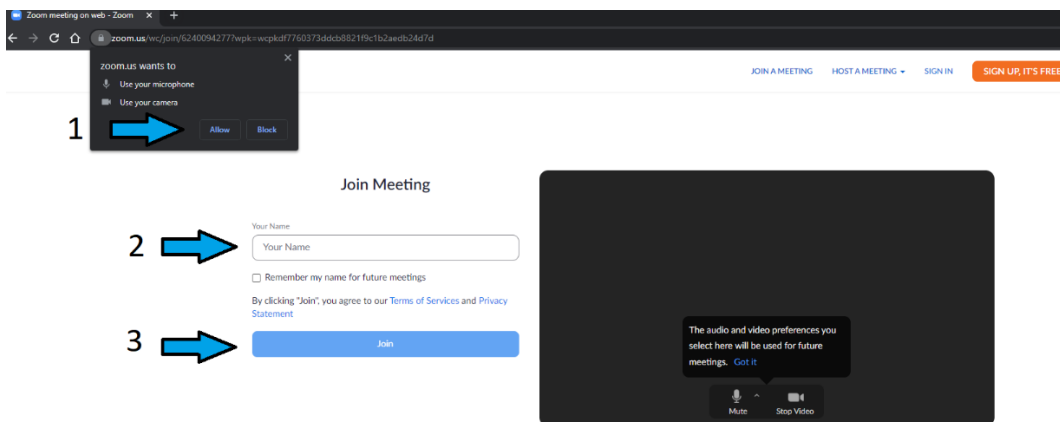
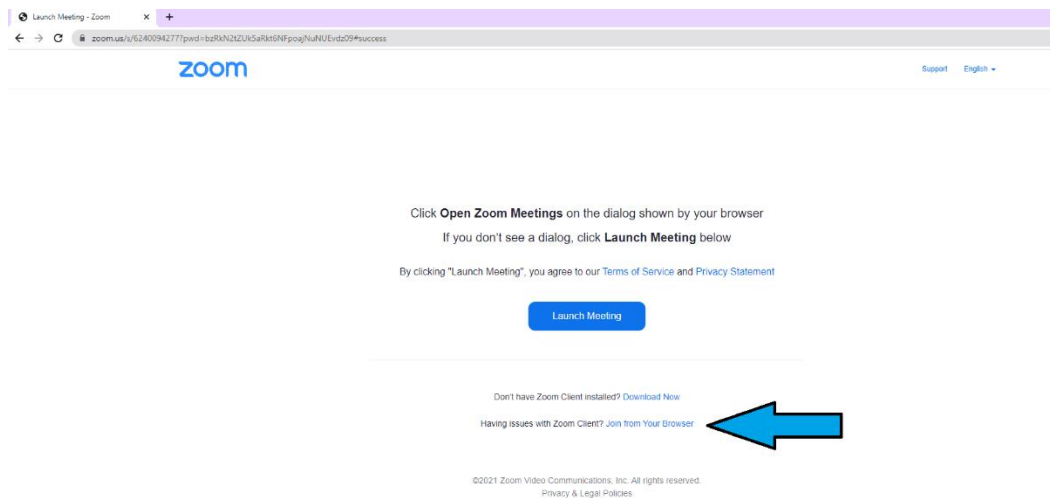
- OR open Zoom client and click on the Join a Meeting button on Zoom start-up screen as screenshot below then enter the provided Meeting ID from the **Agenda with links** (which will be sent on October 27, 2021 local time in Vietnam).





JOINING FROM A BROWSER

You can also join CIGOS without installing Zoom client by using your web browser (e.g. Chrome). To do so, clicking direct to the provided Zoom link from the **Agenda with links** (which will be sent on October 27, 2021 local time in Vietnam) then select *join from your browser* then grant permission to use microphone and camera, enter your name and join.



Once you entered a session, please select **Join with Computer Audio** (or *Phone Call if applicable*)
(Zoom client)



Join Audio

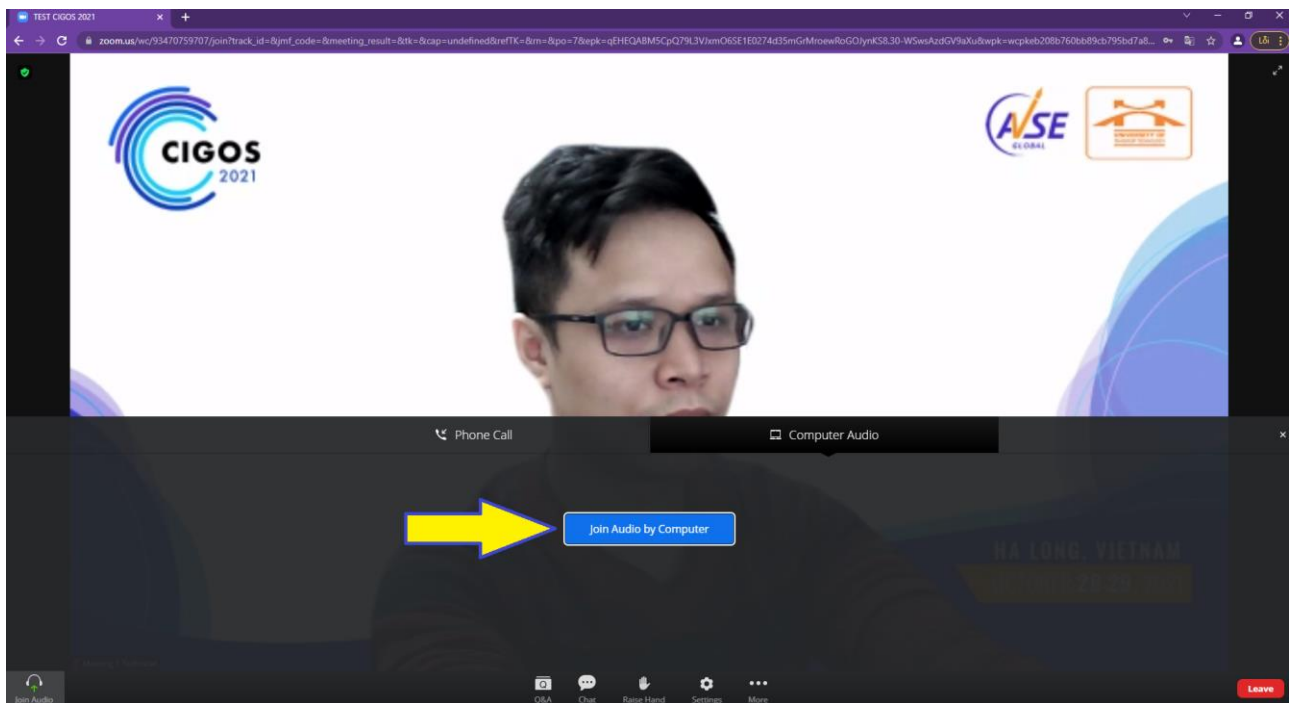


Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

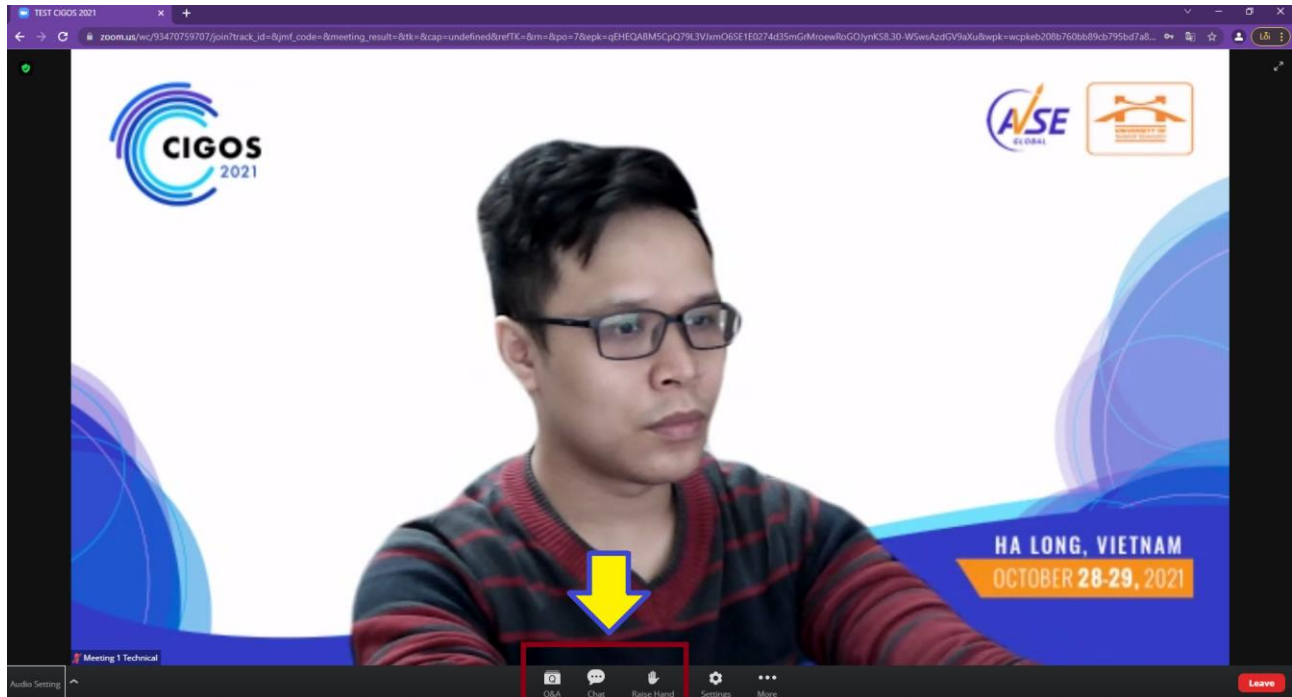
(Web Browser)

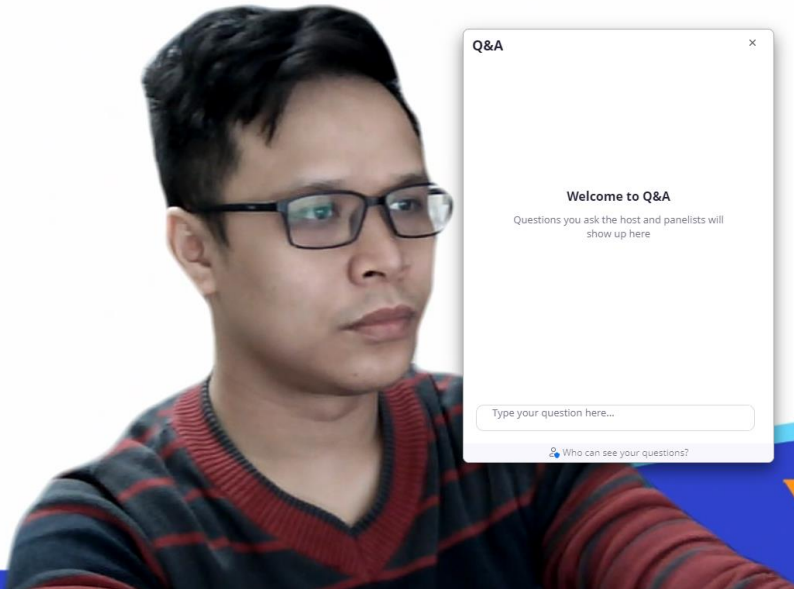




INTERACTION DURING SESSION

You can engage with the webinar session by **raising your hand** for speaking or putting your Questions for the Speakers in the **Q&A**. All content-related questions must be put through these two methods, **Raise hand** or **Q&A**. The chat box can be used for informal interaction such as thanking the speakers/questioners.





HA LONG, VIETNAM
OCTOBER 28-29, 2021