

5th IEEE Electron Device Technology and Manufacturing (EDTM) Conference 2021

April 8-11, 2021
Chengdu, China

Virtual Meeting Instructions

Virtual Meeting Platform

Join Zoom Meeting Room



Virtual Speakers



Live Stream



Live Recording



In-person Participants

Access via
web link



Virtual Participants

How to Use Zoom?

Virtual Participation:

- Virtual Speakers and Hosts join the meeting through Zoom
- Virtual Attendees join the meeting through web link

Equipement & Network:

- PC: minimum configuration (I3 processor、SD 4GB、 Camera 、 microphone and speaker)
- Network: >50Mbps or Stable 4G Network

Zoom Download:

Windows Download:

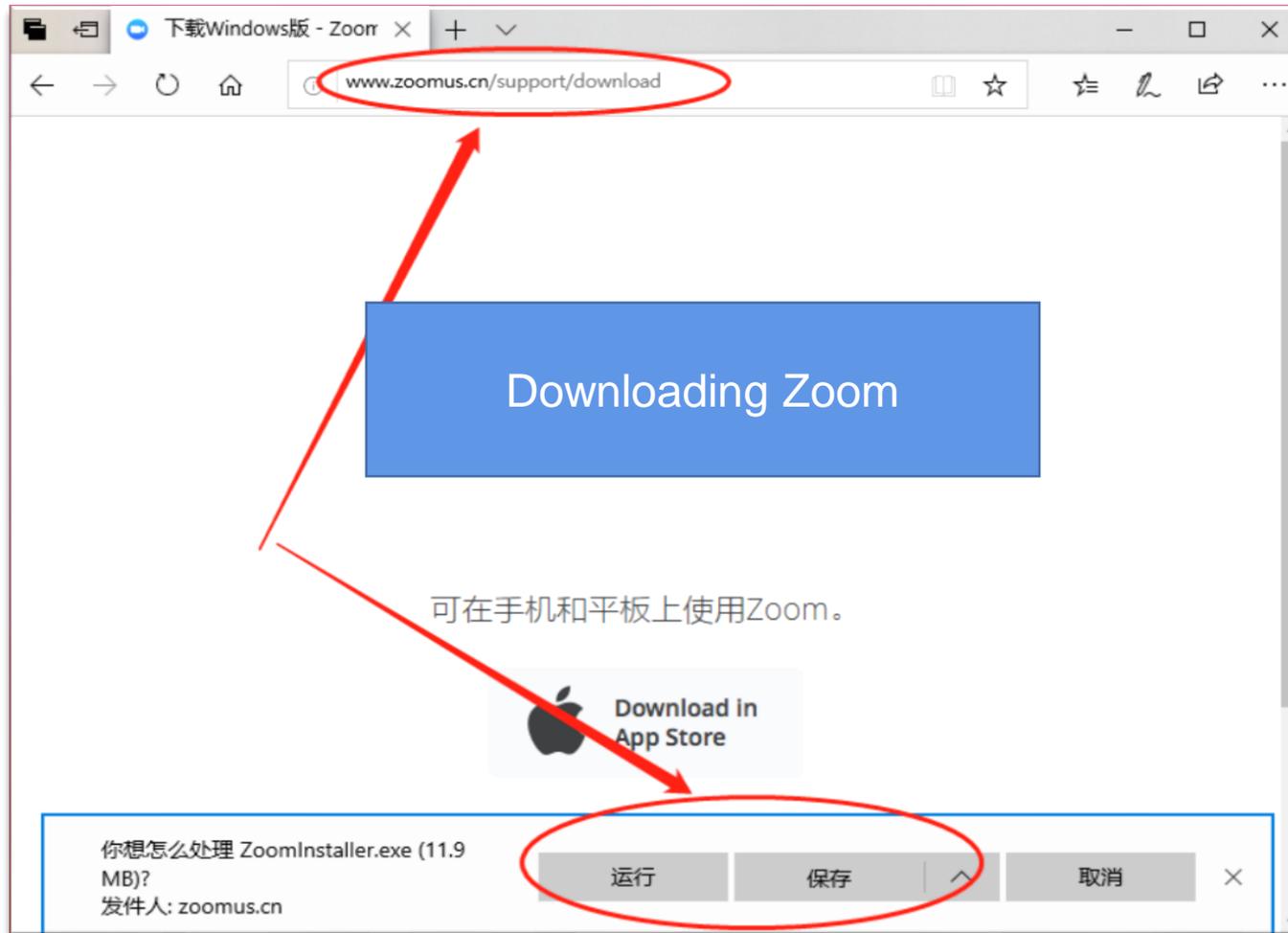
<http://www.zoomus.cn/support/download>

MAC download:

<https://www.zoomvideo.cn/download/>

How to Use Zoom?

Step 1: Download & install Zoom



Click "Run" or "Save" to install "Zoom" directly, or save the installation package in PC

How to Use Zoom?

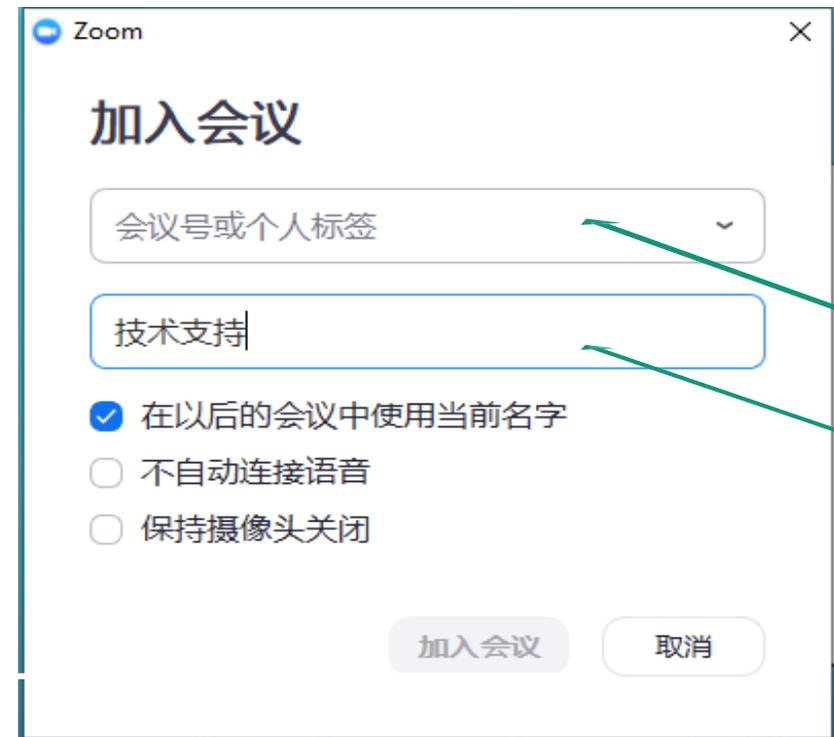
Step 2: Join Zoom Meeting



- Lunch Applicaton
- Join the meeting
- Enter "Meeting ID" & "Your Name"

Meeting ID:

- Each Session has a Virtual Meeting Room with a unique Meeting ID
- Meeting ID will provided in advance



Meeting ID

Your name

How to Use Zoom?

Step 3: Audio Setting



Unmute



Mute



Stop Video



Start Video

Click Arrow to change Audio and Video Settings

Zoom Functions:

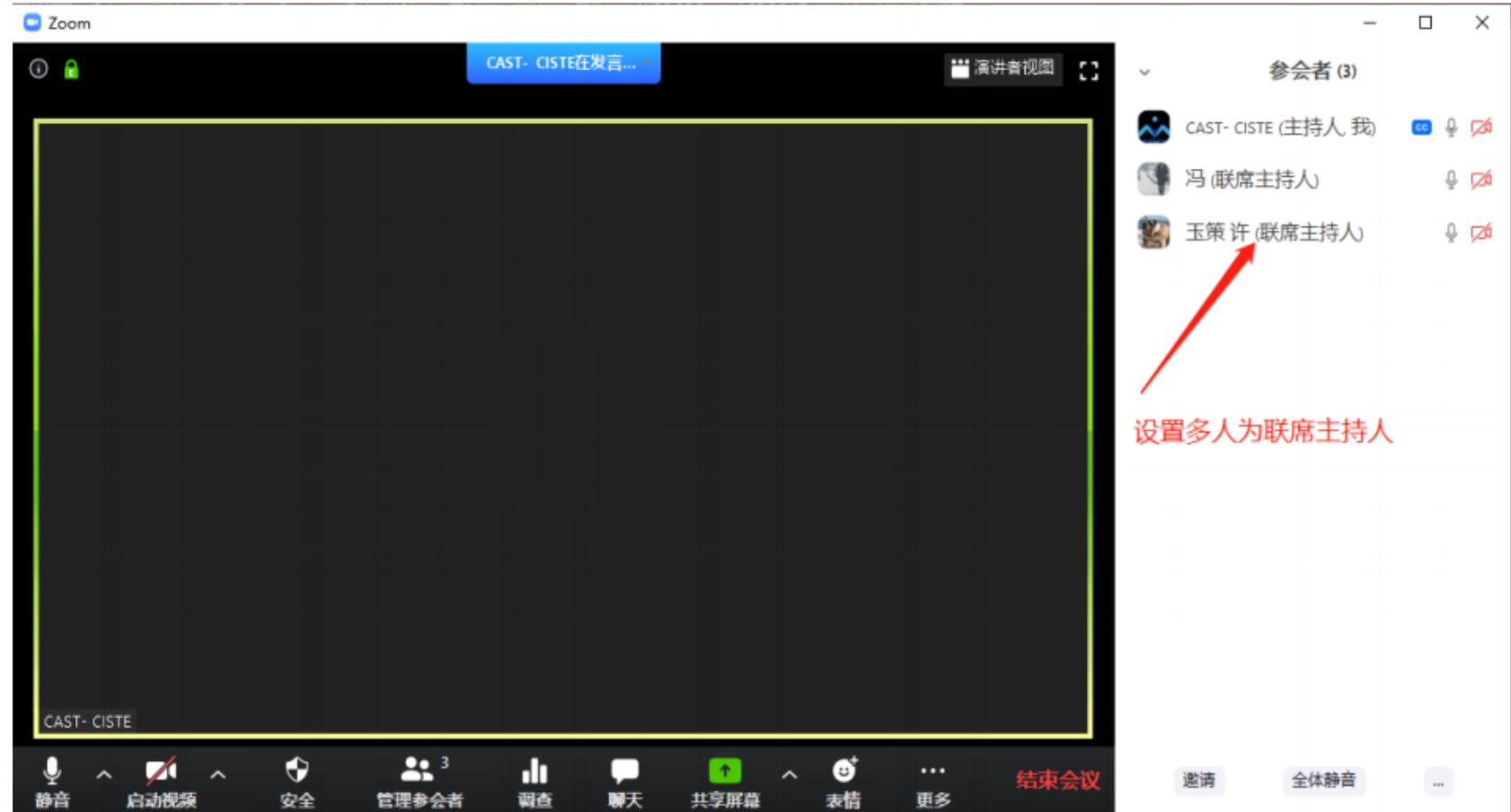
1. Audio: On/Off microphone
2. Video: On/Off video camera
3. Participants: Show participant list
4. Chat: Enter your text messages
5. Share Screen: Share your screen for PPT presentation, etc.
6. End: Leave virtual meeting room



Hosts / Session Chairs:

Virtual Meeting Management :

- Change participant's name
- Control camera and mic
- Remove participants



Participant Management by Chairs

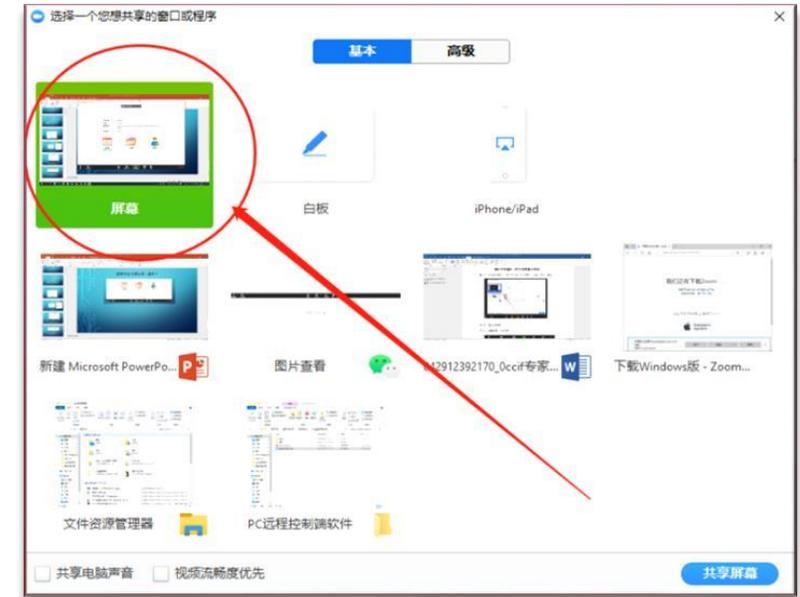
The image shows a Zoom meeting interface. On the left, there are four video thumbnails of participants. On the right, there is a list of participants with various control icons. At the bottom, there is a toolbar with several icons. A red box highlights the 'Manage Meeting' icon, which is represented by a person icon with a plus sign and the text '管理会议'.

Right-Click to control participants' features: name card, on/off camera & mic, remove a participant, etc.

Share Screen by Presenters



1. Click Share Screen: share your PPT



2. Choose a window/file to share



3. Click Stop Share to end "sharing"

Virtual Meeting Tips 1/2

- 1. Equipment:** Please use laptop/desktop to join the meeting, and ensure camera, speaker and microphone are functional. Before entering the meeting, please be sure to turn off the anti-virus software.
- 2. Network:** >50Mbps.
- 3. Video and Audio:** Presenter image at the center of the video screen. Make sure the speaker is ON.
- 4. Tips for presentation:**
 - Use 16:9 PPT format
 - If the PPT is covered by video/Camera, drag the camera bar to proper position.
 - Stop "Share" after presentation.
 - Provide your PPT file or recorded video to the Chair as a back-up.

Virtual Meeting Tips 2/2

5. Hosts/Chairs: Be familiar with Zoom functions.

6. Rehearsal is recommended.

7. On the meeting day:

- Enter the meeting room 20 minutes before the meeting starts and do a pre-meeting test.
- Please turn off your Mic when not speaking.
- Keep the camera on during the meeting.
- Please stick to the allocated presentation time.

8. Handling unexpected incidents:

- If a speaker dropped off for a very short time, the network will bring you back automatically
- If being dropped off for >10 seconds, The Chair will take the control and wait for a tech supporter to fix the problem.
- If Drop-off > 1 minute, Chairs should play the pre-recorded Video

Virtual Presentation Formats

➤ **EDTM2021 will go Hybrid. There will be a big in-Person meeting and you are welcome to come to Chengdu and enjoy the REAL conference. In case travel is prohibited, Virtual presentation/participation is supported.**

1. Plenary Keynote Speakers: **Live** presentation on Zoom.

- Please provide a pre-recorded video as a back-up (MP4 format)
- Please check your time zone

2. Tutorial & Short Course Speakers: **Live** presentation on Zoom.

- Please provide a pre-recorded video as a back-up (MP4 format)
- Please check your time zone

3. Invited & Regular Oral Speakers: Presentations will be given by **pre-recorded videos**.

- Please provide a pre-recorded video as a back-up (MP4 format)

Virtual Meeting Attendees

- A unique digital Verification Code will be generated after online Registration
- Virtual attendees will receive the **Verification Code** and the virtual meeting **web link** through SMS or emails.
- The registered attendees can click the web link and verification code to enter the virtual meeting.

Note:

The **Verification Code** and **web link** will be provided via emails one week before EDTM2021 opening (4/8/2021)



第五屆IEEE電子器件技術與製造 (EDTM) 會議...

*姓名
Ngchao yang x l

*手机号
15184321798

*邀請碼
請輸入邀請碼

確認



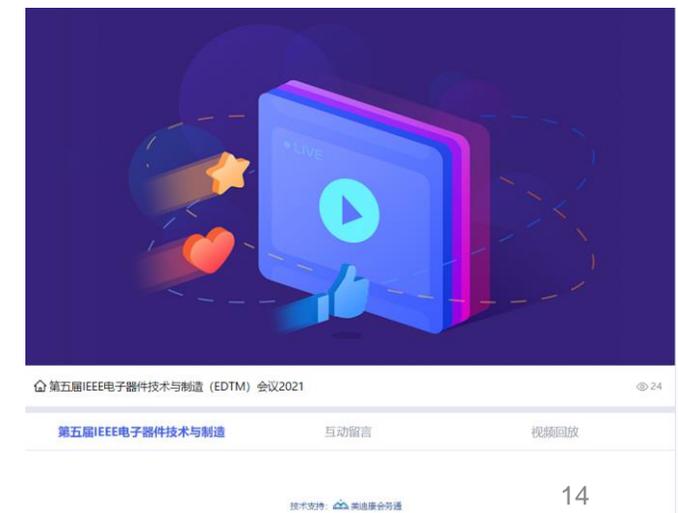
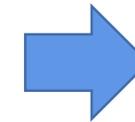
測試 - 登記信息

*姓名 Ngchao yang x l

*手机号 15184321798

*邀請碼 請輸入邀請碼

確認



THANKS

