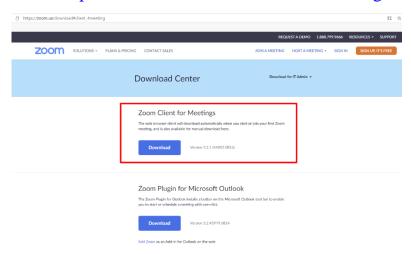
The IEEE ICMA 2020 Conference will be held online using Zoom software. You can follow next steps to join the IEEE ICMA 2020 online Conference:

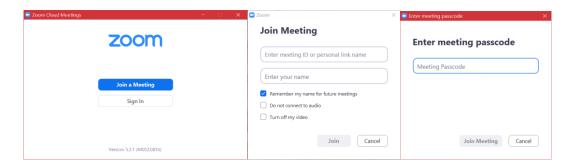
Step 1: Install the Zoom client.

Download URL: https://zoom.us/download#client_4meeting



Step 2: Launch Zoom software and join the Conference.

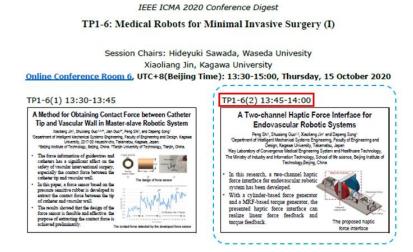
After launching Zoom software, please click **Sign In** if you already have an account. You can click **Join a Meeting** to attend as a visitor without signing in. (For authors in the Mainland of China, you can join a meeting as a visitor and don't need to create an account.)



- 1. IEEE ICMA 2020 online Conference has 6 online meeting rooms. You can find the Conference Room ID and meeting passcode by clicking http://2020.ieee-icma.org/pagefiles/ICMA2020RoomLink.pdf.
- 2. When you join the room meeting, you need to modify your display name by following the format:
 - If you are a staff member, please use "real name-Staff".e.g., Bart Simpson-Staff
 - If you are a session chair, please use "real name-Session Chair".
 e.g., Bart Simpson-Session Chair
 - If you are an oral speaker in this session, please use "real name-Session Name (Presentation Number)".

e.g., Bart Simpson -TP1-6(2)

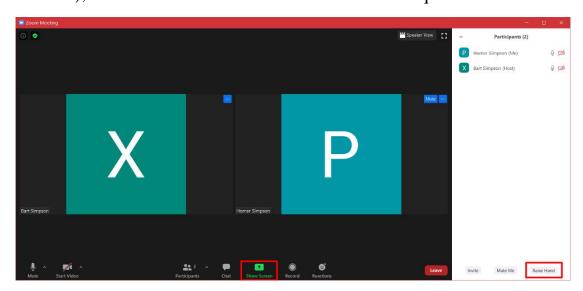
The "Session Name (Presentation Number)" can be found in http://www.eng.kagawa-u.ac.jp/~icma/ICMA2020/Digest.pdf.



- If you are an audience, please use "real name-Audience".
 - e.g., Bart Simpson-Audience

Step 3: Start your oral speech and Q/A.

If you are an oral speaker, you can use "Share Screen" to show your Powerpoint and make your presentation for 12 minutes. In Q/A (3 minutes), the listeners can click "Raise Hand" to ask questions.



* When join the Conference meeting, everyone will be muted except the oral speaker.

Important Notes:

Each speaker has 15 minutes in total, including 12 minutes for presentation and 3 minutes for Q/A. Please get ready for your presentation in advance, the timekeeper will be activated once you start to share your screen.