

ZOOM APPLICATION TECHNICAL GUIDE FOR PARTICIPANTS

4th INTERNATIONAL CONFERENCE OF COMPUTER AND ENGINEERING

The device infrastructure needed:

- Computer / Notebook equipped with a webcam
- Video and audio equipment (Make sure to test video and audio equipment can run properly)
- Zoom application (Each participant is **required** to install the Zoom Client Desktop before joining the conference)

Participants' Preparation:

- Provide a presentation slide (.PPT)
- Record the presenter's presentation video within 10 minutes maximum
- Rename the presentation slides with Paper Number - Presenter Name format
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- Submit** the Presentation slides and videos that have been renamed on this following link for Paper Registration (<http://bit.ly/IC2IE-Presenter>) before 7th September 2021

1. Login to Zoom & join the virtual room of the Opening Ceremony & Keynote Speaker Session

a. Opening Ceremony Session

- Dressing up properly for all presenters & participants
- Participants are required to use a virtual background that has been prepared the committee which can be downloaded at (the provided link)
- Participants log in to the ZOOM application with the account/email that has been registered with the ZOOM application or select "Sign in with Google"

Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

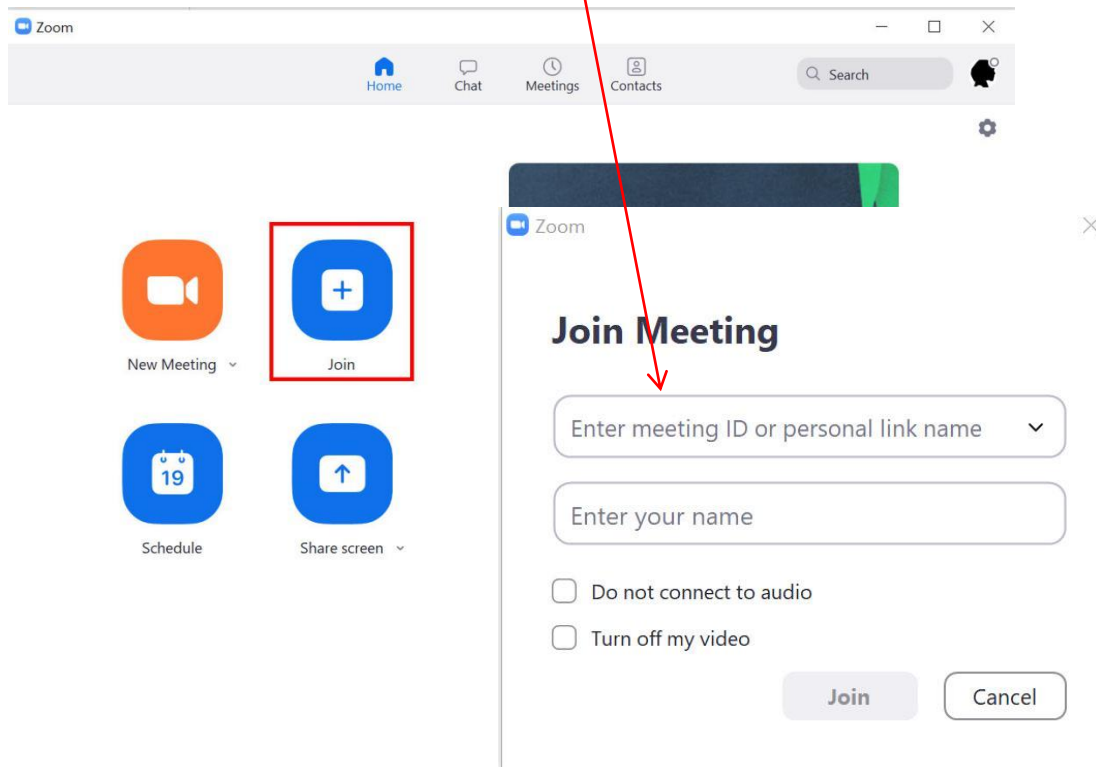
Keep me signed in

or

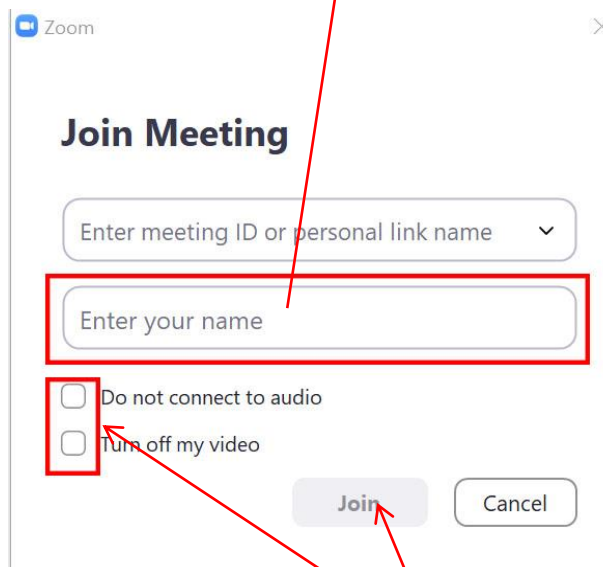
4) A
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[Sign Up Free](#)

5) Enter the Meeting ID that will be given by the IC2IE Committee



6) Write the name in the format: **ROOM NAME - REGISTRATION NUMBER - PRESENTER FULL NAME** (Example: Room A-CS - 1 - Ghiffari Assamar Qandi) it has to be done correctly so that the Committee can carry out verification.



7) Remove all checklists so that the **webcam** video can be seen by all the Committee/ other Participants, then click **Join** to join the waiting room, waiting for verification

b. Keynote Speakers Session

- 1) Participants are advised to standby 20 minutes before the conference starting time
- 2) Turn the microphone on mute, video on & adjust the speaker volume
- 3) Participants must use a virtual background that has been prepared by the committee which can be downloaded at (the provided link)
- 4) Keynote Speakers will be delivered by and
- 5) Keynote Speaker will answer the questions at the end of the keynote speaker session
- 6) Questions can be submitted on the chat feature
- 7) The moderator facilitates the question and answer process through the chat feature
- 8) After the keynote session ends, participants are expected to remain in the virtual room of Keynote Speakers before being divided into parallel presentation sessions.

2. Join the Breakout Rooms for Parallel Sessions

- a. Dress properly for the presenter who is presenting
- b. Use a virtual background that has been prepared by the committee which can be downloaded at (the provided link)
- c. Mute the microphone, video on & adjust the speaker volume
- d. In the Invited Speakers session, break out rooms will be divided into 4 virtual rooms consisting of AI & Biomedical Engineering, IS & Software Engineering, AI & Multimedia, and IoT & Network.
- e. During the Invited Speakers session, participants in the A & B room can join, as well as the C & D room
- f. After the Invited speakers session is over, participants can join their respective virtual rooms according to the room distribution attached below
- g. In the Parallel session, breakout rooms will be divided into 6 virtual rooms consisting of 2 AI & Biomedical Engineering virtual rooms, 2 IS & Software Engineering virtual rooms, 1 AI & Multimedia virtual room and 1 IoT & Network virtual room.
- h. Only participants with the correct name format will be invited by the Host to join the breakout rooms.
- i. When there is a **request to Join Breakout Room**, Click **Join**.
- j. If the participant chooses **Later**, the participant can join by clicking the **Breakout Rooms** option in your application control.
- k. If a participant leaves the breakout rooms and will rejoin, the participant can click the Breakout Rooms option in your application control.
- l. Click **Join Breakout Rooms**.

You have been assigned to Breakout Room:

Breakout Room 2

Join Breakout Room

- i. Presenters who are presenting are **not allowed** to do other activities

- j. Questions for presenters can be submitted on the **chat** feature
- k. The presenter will answer the questions at **the end of the session**
- l. The moderator facilitates the question and answer process through the chat feature
- m. If there are problems with the device, please immediately convey it to the host per parallel session via the **chat** or **help** feature
- n. All participants who have made a presentation are **obliged** to remain in the parallel virtual room until all presenters have finished making their presentation
- o. During the **prayer break**, participants are expected **not to sign out** of the Zoom Application

3. Joining the Main Session for the Best Paper and Best Presenter Session

- a. After the parallel session ends, participants will automatically be directed to the main session
- b. Participants are required to remain in the main session
- c. Participants remain in the main session for the announcement of Best Paper and Best Presenter

Ask for help

Participants can click **Ask for help**, then the host will get a notification that a participant needs help and asks to join breakout rooms.

1. Click **Ask for help** in the control meeting



2. Confirmed that the participant wants help by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

Invite Host

Event Rundown

Indonesian Time (GMT +7)

14th September 2020	
	REGISTRATION (<i>correspond to the Virtual Registration SOP</i>)
08.00-09.00	OPENING PRAYER CONFERENCE OPENING CEREMONY Mera Kartika Delimayanti, S.Si., M.T., Ph.D (<i>4th IC2IE Organizing Chair</i>) Mauldy Laya, S.Kom., M.Kom. (<i>Head of Department of Informatics and Computer</i>) Prof. Teddy Mantoro, M.Sc., Ph.D (<i>4th IC2IE General Chair</i>) Dr. sc. H. Zainal Nur Arifin, Dipl-Ing. HTL., M.T. (<i>Director of Politeknik Negeri Jakarta</i>)
09.00-10.30	KEYNOTE SPEAKERS (<i>correspond to the Keynote Speaker SOP</i>) Prof. Kenji Satou (<i>Kanazawa University, Japan</i>) Prof. Dr. Sanjay Misra (<i>Covenant University, Nigeria</i>)
10.30-11.00	INVITED SPEAKERS (<i>Break into 4 digital rooms on Zoom</i>) Desiree Abdurrachim, Ph.D (<i>Merck Research Laboratories, Singapore</i>) Houari Sabirin, Ph.D (<i>SkymatiX, Inc., Japan</i>) Dr. Dini Oktarina Dwi Handayani (<i>Taylor's University, Malaysia</i>) Danu Pranatha, Ph.D (<i>Bol.com, Netherlands</i>)
11.00-12.00	PARALLEL SESSION (<i>Break into 6 digital rooms on Zoom</i>)
12.00-13.00	SHOLAT BREAK
13.00-16.00	PARALLEL SESSION (<i>Break into 6 digital rooms on Zoom</i>)
16.00-16.30	CLOSING CEREMONY BEST PAPERS AND PRESENTER AWARD ANNOUNCEMENT (<i>correspond to the Best Paper & Best Presenter SOP</i>) NEXT YEAR AGENDA

