

Instructions to Oral Session Speakers

Warning! Meeting ID for ECTI-CON 2021

(Please enter to the conference by using this ID)

Meeting ID: 223 880 1263

Passcode : 1234

- (a) General Chair of ECTI-CON 2021 sends a **Meeting ID and a Passcode** of Zoom Video Webinar® to each speaker by two weeks prior to the conference (**No more than May 2, 2021**).
- (b) Each speaker should be familiar with Zoom Video Webinar® as much as possible. The speakers in the Oral Session are assigned to Panelists of Zoom Video Webinar®, while the session chair is assigned to a Host. This means that the session chair can control the microphone muting function of the whole participants in the Oral Session, and can allow some of the audience to speak in the Q&A time.

Test Your Setup

- (c) Please join in the test in one of the given time periods that is at your convenience. Our volunteers will assist you with the test according to the step of instructions for the speaker (Please see Attached File).
Optional Test Time list:

- **May 7, 2021 09:00 – 11:30 A.M. 13:30 – 16:00 P.M. (Thailand Time)**
- **May 8, 2021 09:00 – 11:30 A.M. 13:30 – 16:00 P.M. (Thailand Time)**

****Remark****

- A reminder will be sent to the speaker to standby on **May 6, 2021**.
- Please be on time for the training.
- Each speaker needs to check your preparedness.

For Conference Days

- (d) For the conference days (**May 19-22, 2021**), the on-line meeting is served according to the technical program (<https://ecticon2021.ecticon.org/index.php/program/technical-program/>) and step of instructions (Please see Attached File).
- (e) The speakers must join in the session at least **10min** prior to the session start, and must declare their attendance to the session chair and the technical staff. Among this time, the speakers can test the presentation files (PowerPoint® or PDF®), which are shared in a full screen mode.
- (f) In the Oral Session, each speaker has **15min** for the presentation including the time for questions and discussion. A typical presentation has **1min for the preparation and a speaker's brief biography introduction** by the session chair, and **3min Q&A** followed by the **10min presentation**. After the Q&A, there is **1min to change the speakers**. ****Note that: Both session chair and speaker must be on time!**
- (g) The maximum number of pages of the PowerPoint® slides is actually unlimited, but the presentation must be finished in the designated time of **12min**.
- (h) The first page of the PowerPoint® slides must include a speaker's brief biography. The session chair will make an introduction of the speaker for **1min** before the presentation starts. The biography should include the speaker's full name, the affiliation and the position, a research interest, etc., but should be as short as 200 words.
- (i) At the beginning of each Oral Presentation, the session chair makes a brief introduction of a speaker's biography. The session chair must be responsible for keeping the allotted time, since it is important to ensure smooth operation of the entire program. The session chair may cut off the presentation if it goes to extremely overrun.
- (j) After the speaker's talk, the session chair switches to the questions and discussion time, and should encourage the audience to join in this part. If no one of the audience should give any questions to the speaker, some questions and/or comments may be given to the speaker by the session chair.

****Remark****

- A reminder will be sent to the speaker to standby on **May 18, 2021**.
- If a speaker or a presentation file fails to appear, call a recess for the time slot and resume by starting the next paper at the scheduled time. After the last presentation of the session, the chair will recall that speaker to present.
- Be sure that all the power-saving features such as a sleep mode, a screen saver, a password, etc, must be turned off during the prior presentation.
- After the presentation or During another speaker's presentation, make sure that the microphone is muted.
- After the Oral Session, make sure that the speakers exit from the allocated Oral Session.
- Please contact us at the e-mail: ecticon2021@eng.cmu.ac.th if you have any questions, and/or problems, and/or advices.