

House Rules and Presentation Guidelines for Parallel Sessions 3rd ICoSED 2021

House Rules

1. Each presenter must be in the virtual room throughout the session
2. Participants are advised to open a video feed (camera) during the presentation.
3. You may turn off your video feed while listening to other presentation.
4. Please turn off your microphone when you are not acknowledged to talk.
5. The Question & Answer session:
 - a. Participants give questions through chat that will be read by chair or directly unmute your microphone. But please ask the Chair's permission first.
 - b. Before posting your question kindly write your name and your affiliation. Please do not use it for other topics or internal discussion.
 - c. Please write down your name, your question regarding to the presentation and also the question addressed to who.
6. Questions will be answered by the presenter on Q n A Session (cumulative after 3 presenters have finished)
7. The moderators will choose 1 up to 2 questions to be given to the presenter.
8. If the time is up but there are still questions, the presenter can answer them in the chat room or email.

Presentation Guidelines

1. The total time allotted to each presenter is 10 minutes (*8 minutes for the presentation and 2 minutes for the question and answer*).
2. The moderators will read the title and introduce the presenter. The presenter will present the paper directly.
3. The moderator needs to strictly control the start and closing times of each session. During your presentation, the moderator/operator will give you notification via zoom chat two times (indicating that your time allocation is coming to an end):
 - a. First notification: TWO minutes presentation time remaining
 - b. Second notification: time is over; finish your sentence and STOP your presentation and automatically mute the microphone of the presenter
4. Rename your account to the format according to these field codes: Room-list-full name.
Contoh: **A9-Widodo**