

THE 2nd INTERNATIONAL UNDERGRADUATE POSTGRADUATE CONFERENCE ON ENGINEERING, TECHNOLOGY AND SCIENCE 2022 (IUP 2022)

"Disseminating Knowledge Among Youth's Bright-Mind"

29-30 NOVEMBER 2022
UNIVERSITI MALAYSIA TERENGGANU

ORGANIZED BY:        COLLABORATORS:      

VIRTUAL CONFERENCE GUIDELINES FOR PARTICIPANTS

PREPARATION BEFORE CONFERENCE

1. Software

Please **download** and **install** Cisco Webex Meeting.

Link: <https://www.webex.com/downloads.html>

It is suggested to install the Webex App in your device as first choice, the chrome extension does not support for video content sharing, watch or hear video voice of other presenters.

2. Hardware

A **computer** (desktop or laptop) with a **stable internet connection** (WIFI or cable), a **camera** (built-in or external), a **microphone** (built-in or external) and a **loud speaker** (or preferably a headset).

3. Notes

To avoid unexpected problems during the event, we recommend:


- Silent your cell phone
- Make sure you are in a quiet area free from unnecessary distractions
- Connecting your computer with electricity rather than running on battery
- Presenter should take care of their background image and ensure good light condition

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JOINING CONFERENCE

After finishing all preparatory works, then you are good to join the conference.

1. You are advised to be ready **10 minutes before** your scheduled time.
2. Click the given conference link. You need to register if prompted.
3. Click  to join the conference.
4. Choose **“Audio: Use computer audio”** to use your computer with a speaker or headset.
5. You need to mute yourself until your turn comes.

DURING CONFERENCE

Your **presentation should be no longer than 10 minutes**. Then, you will have **5 minutes for Q&A**. When your turn comes for presentation:

1. Click  to turn your video on.
2. Click  to unmute yourself.
3. Click  to start sharing your slide. Present your work for 10 minutes and followed by Q&A session for 5 minutes.
4. To end your presentation and sharing, click **“Stop Sharing”**
5. The quality of sound and video might not always be perfect during an online session. Any person who speaks should pay extra attention to talking slowly and clearly.
6. You can turn off your video and mute yourself after you finish your presentation.

ETIQUETTE FOR VIRTUAL CONFERENCE

Do's	Don'ts
Do speak clearly	Do not make distracting sounds
Do keep body movements minimal	Do not interrupt other speakers
Do maintain eye contact by looking into the camera during presentation	Do not cover the microphone
Do dress appropriately	