

# ETIQUETTES FOR PRESENTERS & PARTICIPANTS

## 1 Be On Time

A personalized Zoom Meeting link will be sent by email before the seminar.

## 2 Rename Your Username

for Presenters **Room Number\_Full Name**  
E.g. **03-Gunawan Prawira**  
for Participants **Full Name\_Institution**  
E.g. **Mike Tyson\_UPI**

## 3 Use the Virtual Background

Please use the virtual background provided by committee

## 4 Check Your Microphone

once you are admitted, make sure your mic is turned off while not in use

## 5 Turn On Your Camera

Spread your smile and excitement throughout agenda

## 6 Mindful & Considerate

Catch valuable insights and knowledge from speakers, Show the best of you to be the best experience for others

## 7 Ask A Question

Please raise hand or drop down your question in the chat box. When you are allowed to ask question, turn your mic on and please ask direct question

# ETIQUETTES IN PARALLEL SESSION

## 1 Join The Right Breakout Room

Make sure you are in the right breakout room.  
Presenters list have been sent to your email

## 2 Rename Your Username

for Presenters **Room Number\_Full Name**  
E.g. **03-Gunawan Prawira**

## 3 Check Your Connection

Make sure the network is good, and switch to  
the place with the best network

## 4 Check Your Microphone

once you are admitted, make sure  
your mic is turned off while not in use

## 5 Turn On Your Camera

Spread your smile and excitement throughout  
agenda

## 6 Present Your Research

Be available during your presentation time  
when your video is played by the moderator.  
Each participant will be given **7 minutes** to  
presenting their research with video or live,  
and **3 minutes** for QnA Session

## 7 Mindful & Considerate

Catch valuable insights and knowledge  
from speakers, show the best of you to be  
the best experience for others

## 8 Ask A Question

Please raise hand or drop down your  
question in the chat box. When you are  
allowed to ask question, turn your mic  
on and please ask direct question