

ITEC 2023
Asia-Pacific



zoom

Instruction for ITEC Asia-Pacific 2023

by

**Rajamangala University of
Technology Lanna**



Main room:



Host = [Technical Committee]
Co-host = [Staff]

Breakout Rooms: Parallel Sessions



CGV1

Co-hostCGV1 = [Staff,
Chair]
Participant = [Speaker,
Audience]



CGV4

Co-hostCGV4 = [Staff,
Chair]
Participant = [Speaker,
Audience]



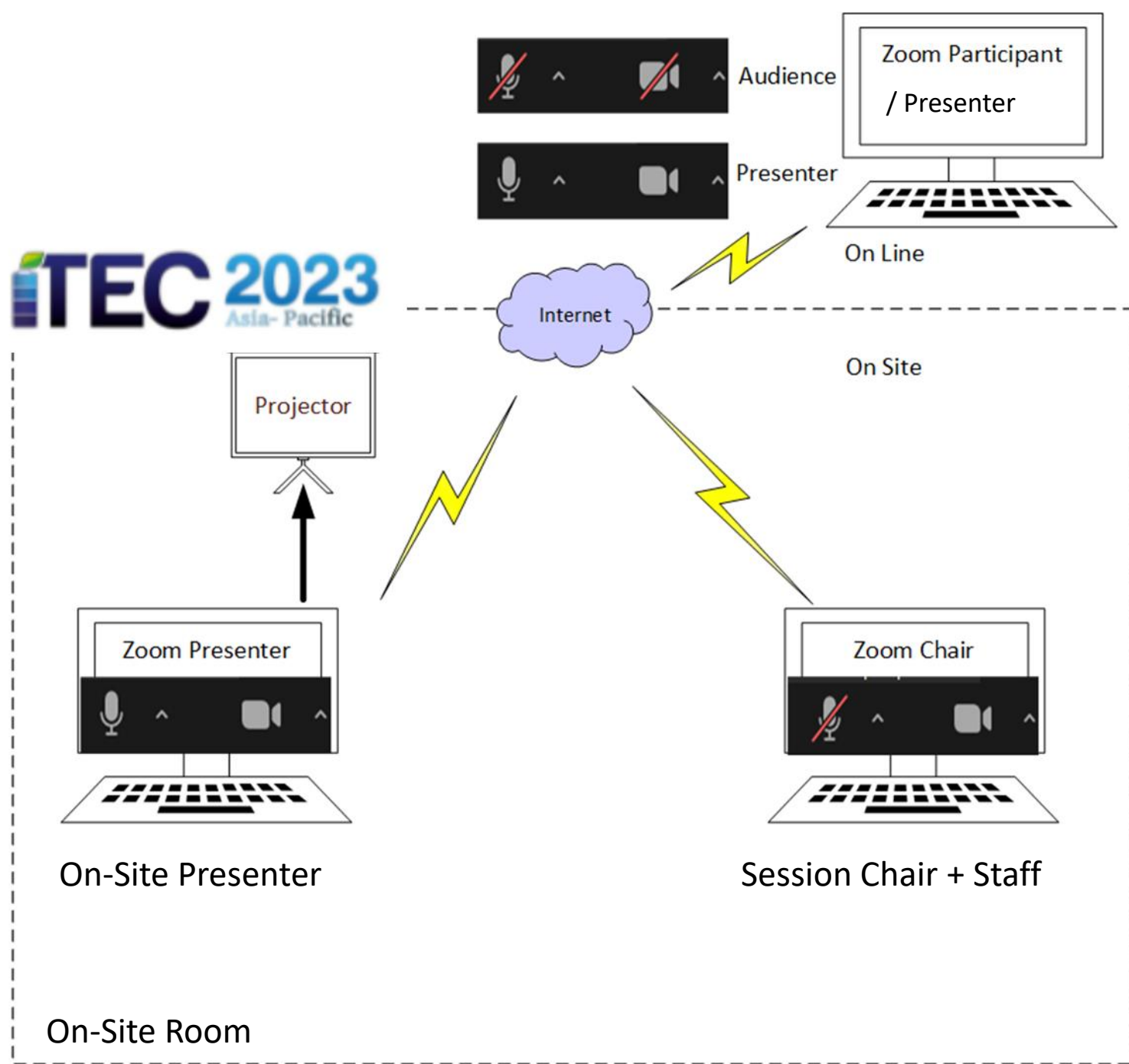
PT1

Co-hostPT1 = [Staff,
Chair]
Participant = [Speaker,
Audience]

** All participants can go freely into any virtual room. **

Hybrid Presentation Room Overview

iTEC 2023
Asia-Pacific



On-Site Room

- * 15 minutes presentation + 5 minutes Q&A
- * Session Chair will moderate the session and ask presenters to present in order
- * Staff will help collecting questions from Zoom chat during Q&A
- * Inform staff if you have any technical issues



zoom

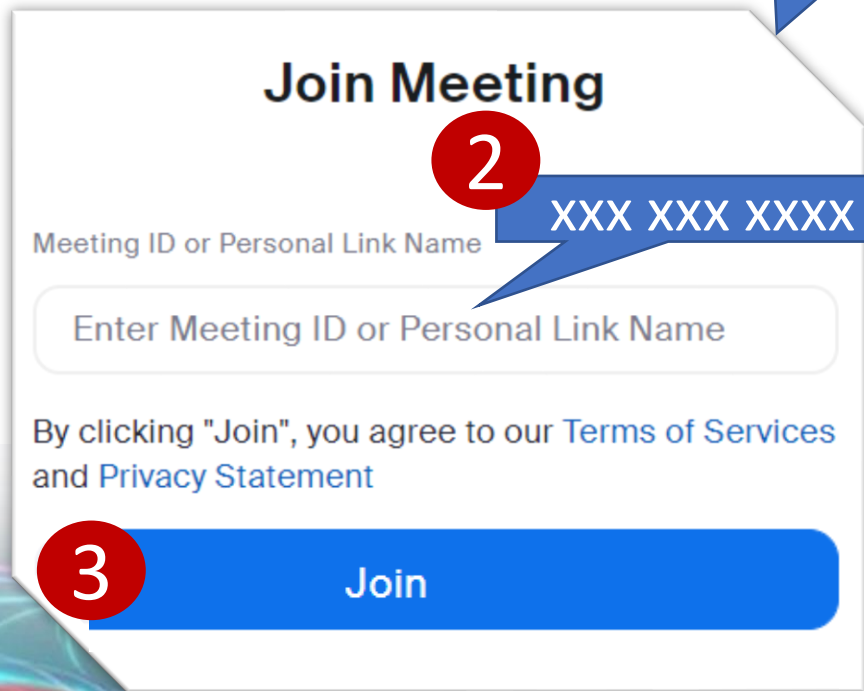
Step-by-Step Guide for Online Oral Presenters



Step 1 : Join a Meeting

1 <https://zoom.us/join>

The meeting ID and Passcode provided to the presenter's email.



Join Meeting

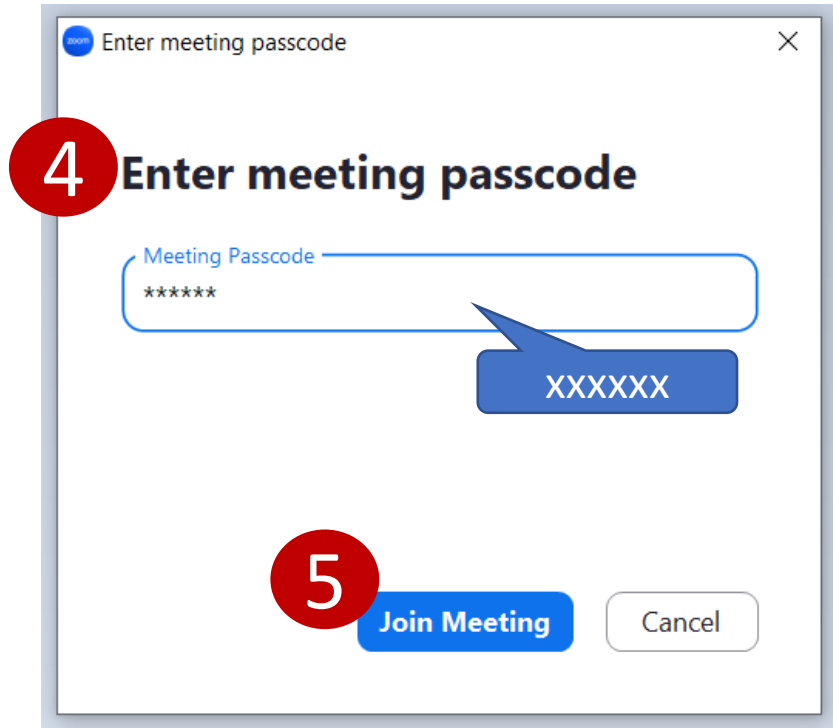
Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

3 **Join**

2 XXX XXX XXXX



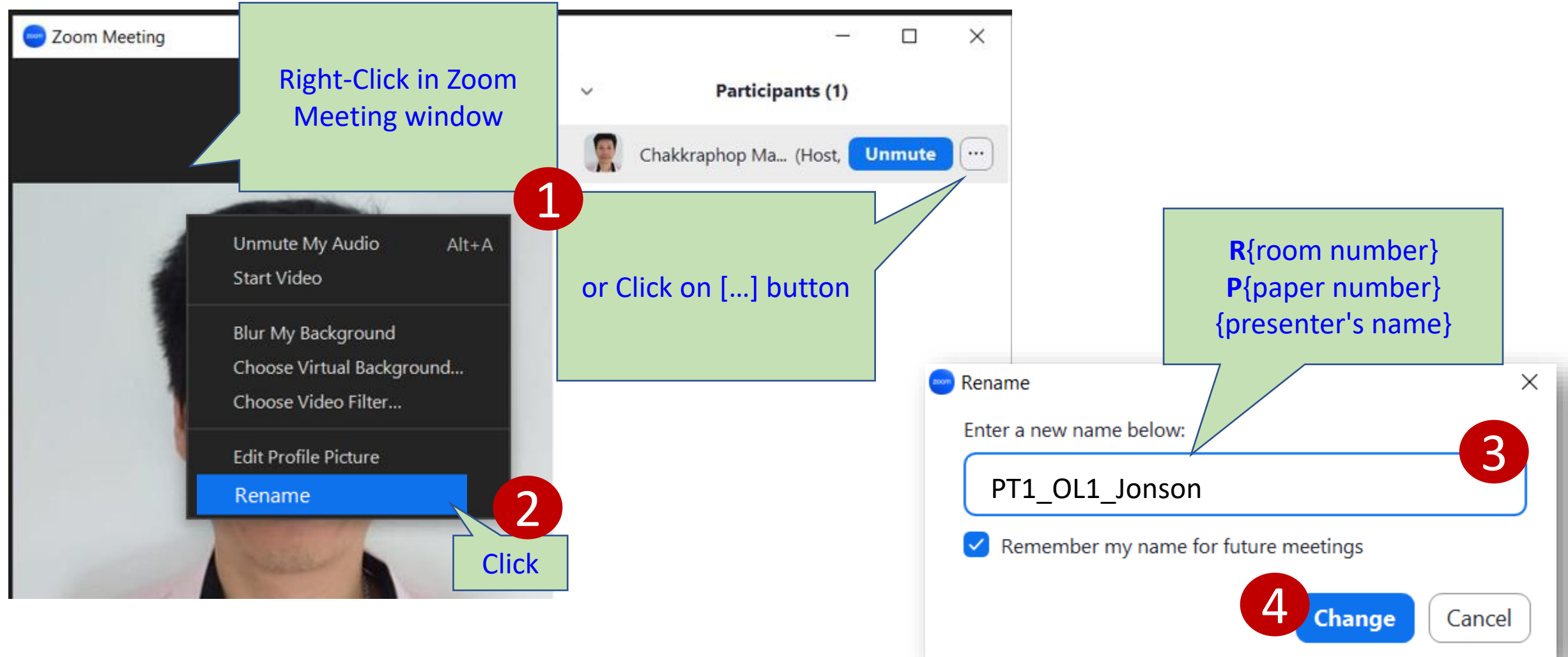
4 **Enter meeting passcode**

Meeting Passcode

XXXXXX

5 **Join Meeting** Cancel


Step2 : Rename






The image illustrates the steps to rename a participant in a Zoom meeting. It is divided into four numbered steps:

- 1** Right-Click in Zoom Meeting window or Click on [...] button. This step shows the Zoom Meeting window and the Participants list. A right-click context menu is open over the host's video, and the 'Rename' option is highlighted. Alternatively, the three-dot menu next to the host's name in the Participants list is shown.
- 2** Click. This step points to the 'Rename' option in the context menu.
- 3** Enter a new name below: This step shows the 'Rename' dialog box with the text input field containing 'PT1_OL1_Jonson'. A callout box explains the naming convention: **R**{room number} **P**{paper number} {presenter's name}.
- 4** Change. This step points to the 'Change' button in the 'Rename' dialog box.

Step 3 : Enter a Breakout Room (Parallel Session)









 Breakout Rooms - In Progress ✕

▶ CGV1	 0	Join
▶ CGV4	 0	Join
▶ PT1	 0	Join

2
Click "Join" on a breakout room that you would like to attend.

1
Click "Breakout Rooms" to join Parallel Sessions



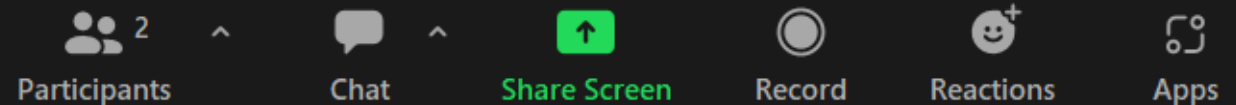
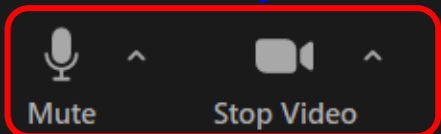
Unmute  Start Video  2 Participants  Chat  Share Screen  Record  Breakout Rooms  Reactions  Apps [Leave](#)

Step 4 : Start a Presentation

Zoom Meeting 40-Minutes



1 Turn on the microphone and camera.



Step 4 : Start a Presentation

Zoom Meeting 40-Minutes

— □ ×

View

Select a window or an application that you want to share

×

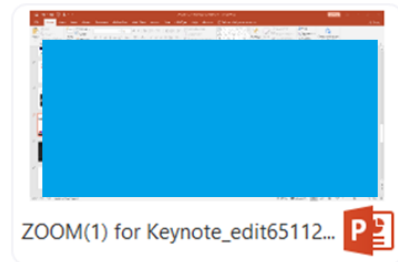
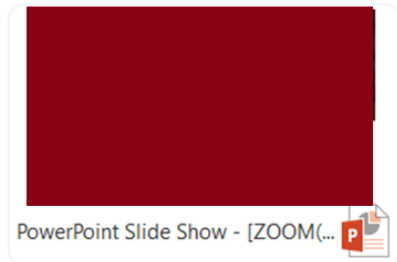
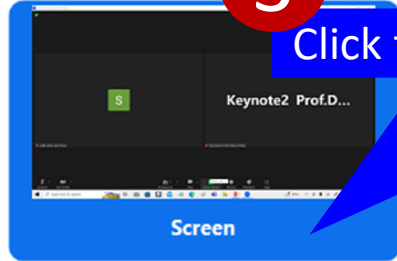
Basic

Advanced

Files

3

Click the window which you want to share



Share sound

Optimize for video clip

Share

2

Share your screen

5

Show your slides in Full-Screen mode

4

Click "share"



Mute



Stop Video



Participants



Chat



Share Screen



Record



Reactions



Apps