Zoom Using Instruction

ZOOM Download and Basic Guidelines

1. Visit this link https://zoom.com.cn/download to download and Install ZOOM on your PC.
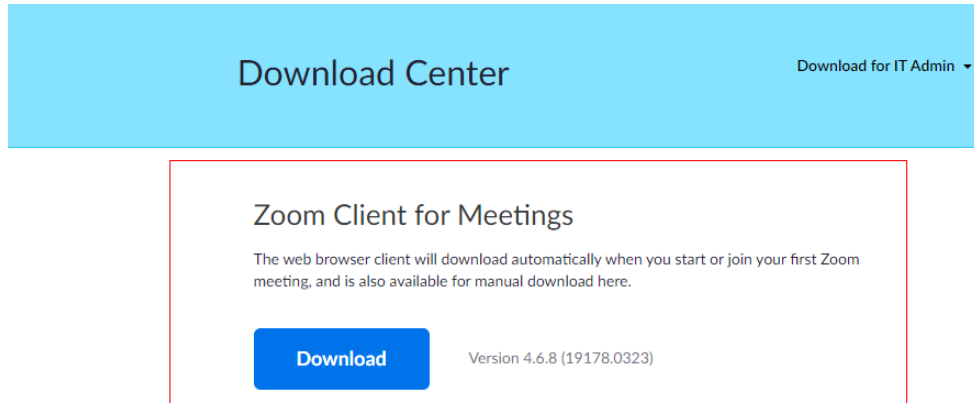
Ps: Change language setting if you need
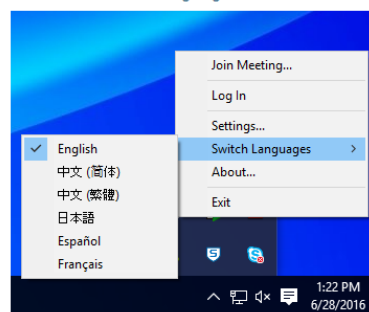
2. Sign in for an account
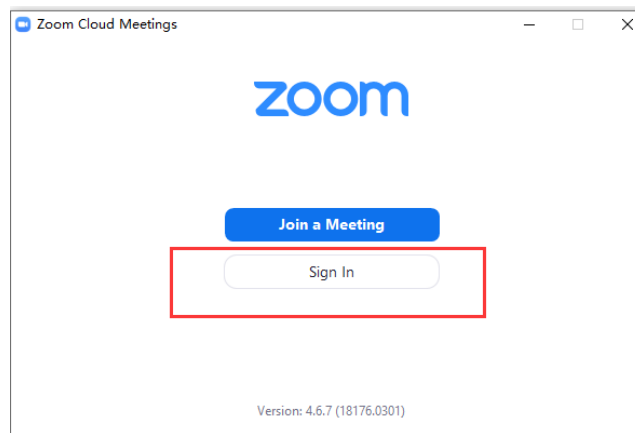
3. Enter the conference room with Meeting ID which will be announced later.
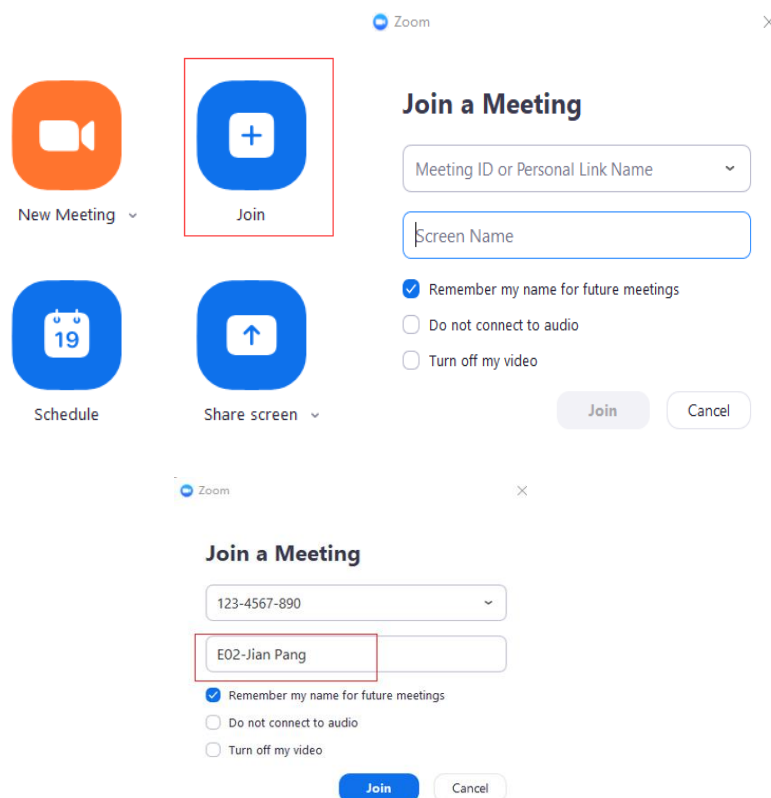
Name your Screen Name

- For **Conference Committee Member and Keynote Speaker**, please name it as: **Position-Full Name**
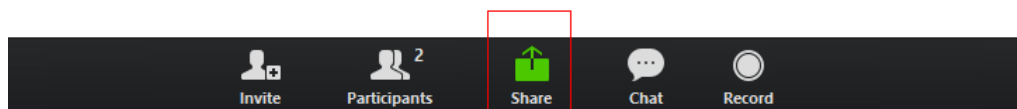 Eg: Conference General Chair-XXX
      Keynote Speaker-XXX

- For **Author**, please name it as: **Session Number-Paper ID-Full Name**
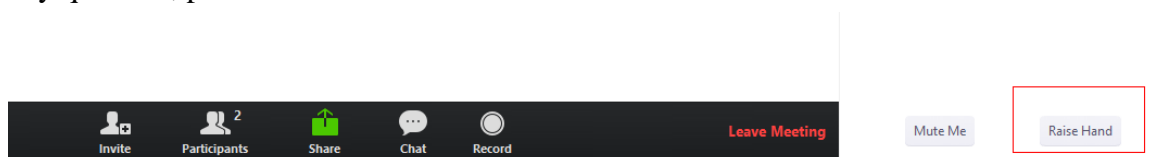 Eg: V01-XXX

Using Tips:

- Share your screen to all participants when you make presentation by clicking **Share**. Please prepare your presentation file in advance.

- See other participants by clicking **Participants.**

- There will be Q&A in every keynote speech and technical session. If you have any question, please click **Raise Hand**.

- Communicate with other participants by clicking **Chat**.
  NOTE: If you have any question or any assistance is needed, please feel free to contact our staff.

- Unmute audio and start video while your presentation.

ZOOM Test

Conference will arrange test time for all participants. Each session will have around 30 minutes test time. The specified test time will be announced later. Staff will contact with you to check your microphone and presentation file screen share in announced conference room.

NOTE:
- Please make sure your internet, PC's microphone and camera are available during conference period. To ensure a good sound effect, we suggest you use headset with microphone or earphone with microphone.

- Please unmute audio and start video while your presentation.
- If you have any question or any assistance is needed, please feel free to contact our staff.