

Guideline for Virtual Conference

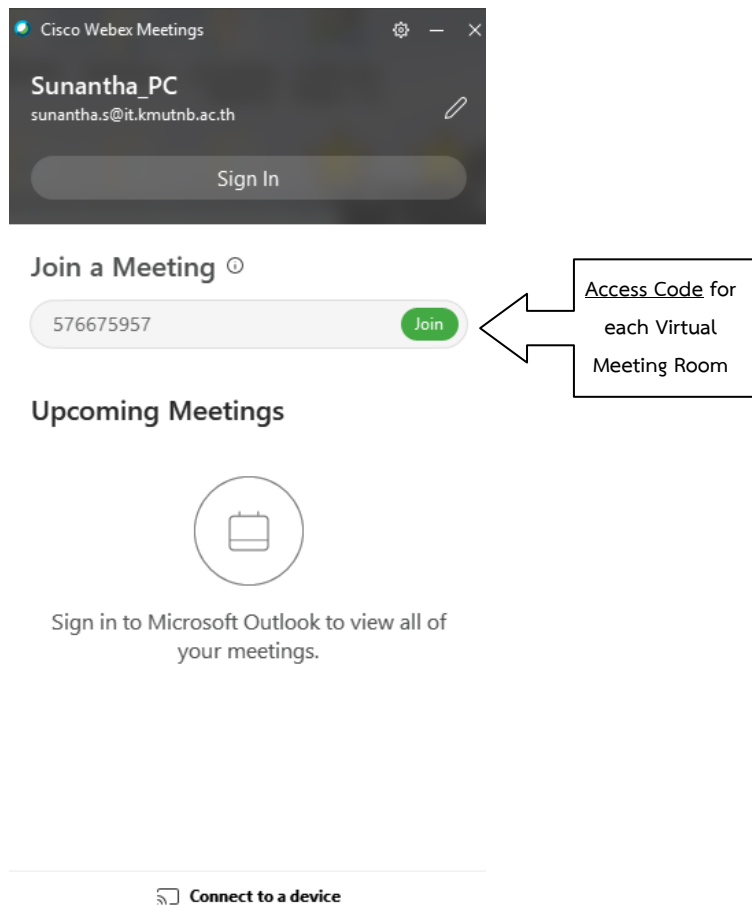
For IC2IT2020 and NCCIT2020

1. Preparing

- Devices such as headset or earphone, microphone and WEBCAM
- Presentation files such as PPT and PDF

2. **Installing** the Webex Meetings from <https://www.webex.com/downloads.html> on your computer and see how to use Webex: https://www.youtube.com/watch?v=my0FNBenXqY&feature=emb_logo

3. **Accessing** the virtual conference by given 3 provided channels via the registered email as follows:



Step1: Entering Access Code for each Virtual Meeting Room

Enter the meeting password

Meeting password

Next

Meeting Password for each Virtual Meeting Room



Step2: Entering Meeting Password

Channel 1: For presenting your paper, acting as a **presenter** (referred to the presentation schedule on the conference website)

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Presenting the work

- Turning on the video
- Turning on the microphone
- Sharing the selected presentation file

Channel 2: For participating the conference, acting as **an audience** for DAY 1: 14 May 2020

Virtual Room I: IC2IT – Session I and Session II (International Conference)

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room II: NCCIT – Session I

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room III: NCCIT – Session II

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room IV: NCCIT – Session III

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room V: NCCIT – Session IV

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Channel 3: For participating the conference, acting as **an audience** for DAY 2: 15 May 2020

Virtual Room I: NCCIT – Session I

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room II: NCCIT – Session II

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room III: NCCIT – Session III

Access Code: will be announced on 7-8 May, 2020

Meeting Password:

Virtual Room IV: NCCIT – Session IV

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

Virtual Room V: NCCIT – Session V

Access Code: will be announced on 7-8 May, 2020

Meeting Password: will be announced on 7-8 May, 2020

** While joining to the virtual conference, please mute the microphone **