

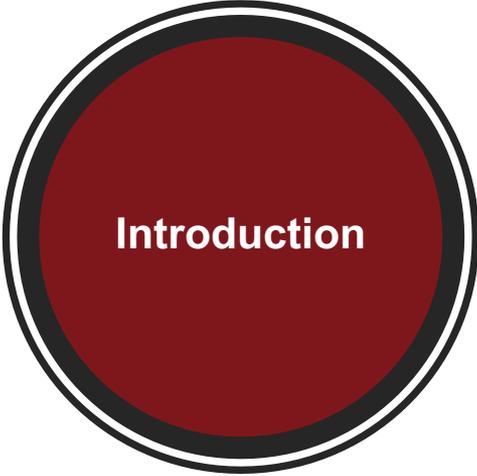
IAFOR Guide
to Online
Presentation

AAS-in-Asia 2020



*Association for
Asian Studies*

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Introduction

Zoom is a cloud-based software that provides online video-conferencing services.

It enables presenters to engage with Q&A sessions, polls, chat rooms and other interactive functions while presenting online.

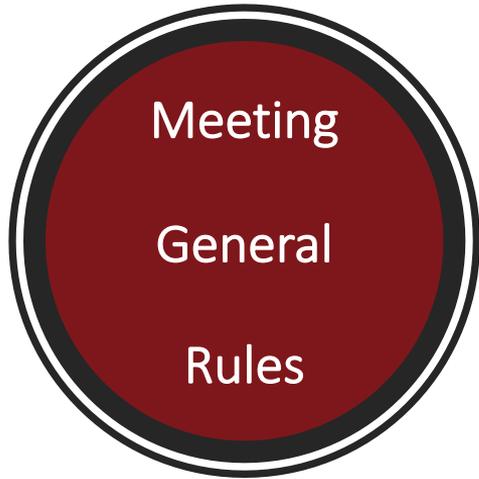
The Zoom App includes two roles:

- **Host:** The IAFOR moderator
- **Participant:** Registered Delegates

To join a Zoom Session Room, there is no need to register:

Either Click on the **link** provided by the IAFOR Admin Team

Or Enter the **Meeting ID** and **Meeting password** shared by the IAFOR Admin Team.



Please observe the following rules:

- Join with your **full name** as provided when you registered
- The IAFOR moderator will be responsible for monitoring the session
- Videos and the microphones will be automatically turned off
- The participants will be muted upon entry
- The meeting will be recorded automatically



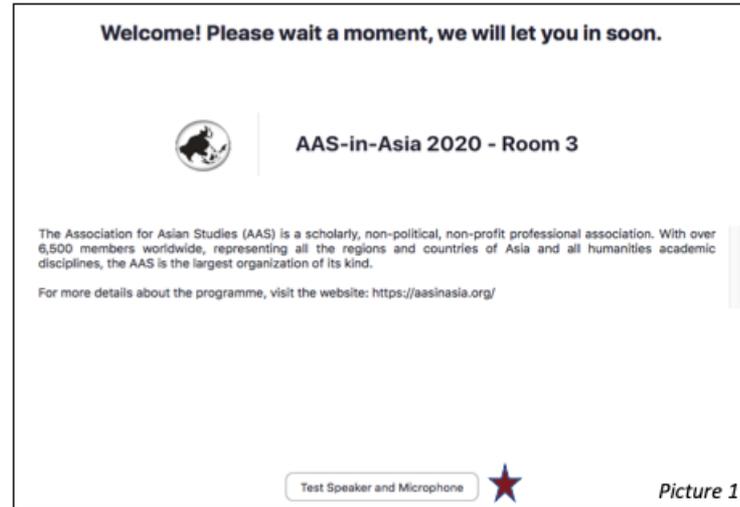
Before Joining your Zoom Presentation Session Room:

- **Download** the Zoom App
 - ▷ Otherwise, you will be prompted to download and install Zoom when you click a join link <https://zoom.us/download>
- If you would like to present a PowerPoint file
 - ▷ Make sure **it is opened on your device** before joining the meeting
- **Test** your microphone and camera
- Make sure you are located in a **quiet area** without any background noise

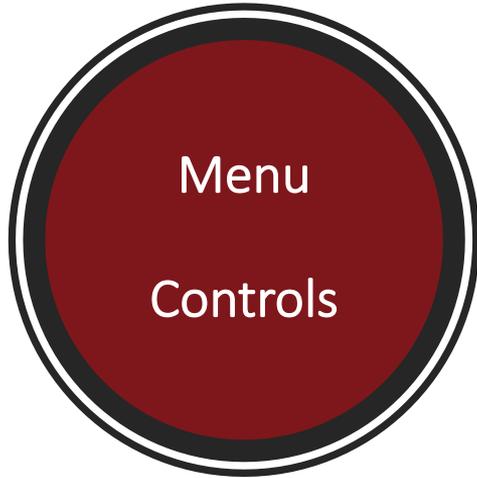


Receive an invitation link to join the meeting via **your email address**.

- ▶ Click on the link to join at least **20 minutes** before the scheduled time.



When you see Picture 1 (see above), you are in the waiting room. The IAFOR moderator will let you in soon. You can test that your speaker and microphone are connected by clicking on ★.



Zoom toolbar has 5 main settings:



1. Connect your microphone



2. Start your video



3. Display the list of participants



4. Share screen

**Use this setting to display your slides*



5. Display the chat

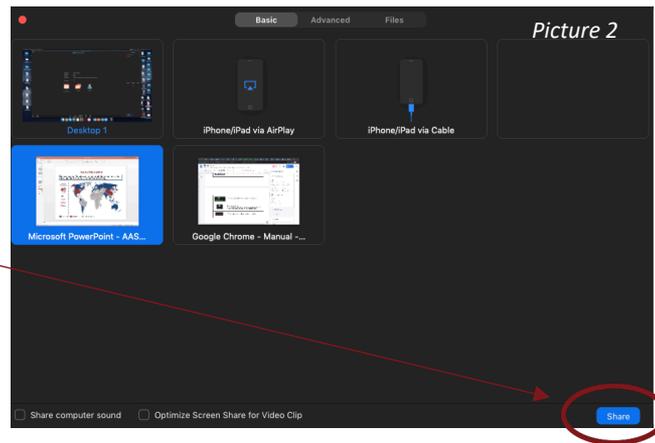
** You can contact the IAFOR moderator or other delegates either privately or publicly*

How to Display Your Presentation

1. Click on “Share Screen”  The window below will be displayed (Picture 2)

2. Highlight the PowerPoint presentation

3. Click on the “Share” button at the right bottom corner of the screen



4. The presentation will appear framed in a green box and it is now shared with the audience.

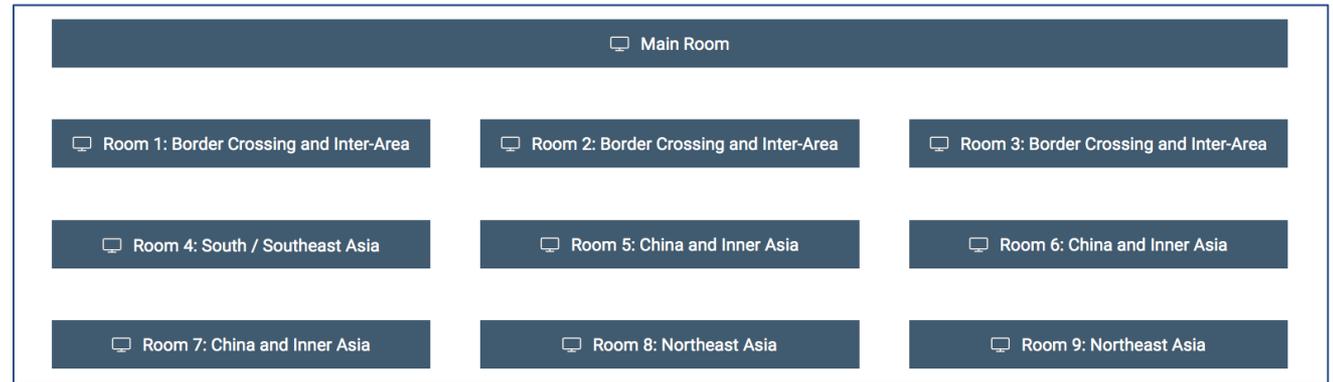


Picture 3: Control menu in a “share screen” mode



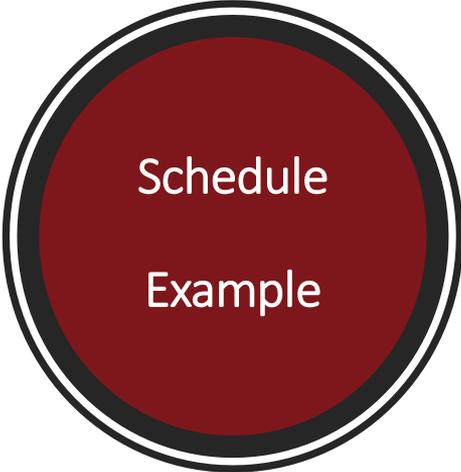
To access to all AAS-in-Asia panels:

- **Login** to the <https://aasinasia.org/> website using your personal details (sent by email)
- Programme > Live-Stream > Click on the room you want to join (see picture 4 below)



▷ **You can now attend panels and interact with speakers and participants.**

Picture 4



Schedule

Example

07:45 The IAFOR Moderator opens the meeting
▷ Participants join through the waiting room

08:00 - 09:30 Panel Presentation

**10 minutes before the end of the presentation, the IAFOR Moderator privately messages the panelists*

09:30-09:45 Break

09:45 - 11:15 Panel Presentation

**10 minutes before the end of the presentation, the IAFOR Moderator privately messages the panelists*

13:00-13:15 Break

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We look
forward to
seeing you
online

Please be advised that the IAFOR Moderator is there to assist participants throughout the whole duration of the session.

We are looking forward to seeing you at the AAS-in-Asia 2020 Online Conference.

THE IAFOR TEAM
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