
Online Conference Platform and ZOOM User Guide

The 10th Southeast Asia and Western Pacific Bi-regional TEPHINET Scientific Conference will be hosted by Taiwan FETP during November 1 to 5, 2021. The conference will be held virtually for all participants.

ONLINE CONFERENCE PLATFORM

An online conference platform has been set up specifically for this conference. Please go to the conference website (<https://www.10thseawpbiregional.com/>) and click the “Join the Conference” button or go directly to <https://bi-regional2021.aonetek.com/>.

The online platform will go live at **9:00 AM (GMT+8) on Monday, November 1, 2021**. To log into the online platform, please use the email you used for registration and the confirmation number you received after registration. After logging into the online platform, go to the “Meeting Link” webpage, and click the **ZOOM** meeting link in the calendar for your preferred session to attend (Figure). If you forget your confirmation number, you can request the confirmation number using the email you used for registration at the homepage of the online conference platform.

Please download **ZOOM**, the videoconferencing software, on your computer or smart phone. It is highly recommended that you be familiar with **ZOOM** before the conference starts. For more information about **ZOOM**, please visit the official website (<https://zoom.us/>).

If you have any technical issues in accessing the online conference platform, please contact the Conference Secretariat at tephinet2021@come2meet.com.

WEBINAR CONTROLS

Most attendees are view-only participants and can interact with the conference host and the panelists using the “Question and Answer” or “Chat” feature in **ZOOM**. The conference host will invite moderators, speakers, presenters, and judges as panelists and set permission for them to talk during the webinar. If other attendees, e.g. interpreters, need to talk during the session, please make your request using the “Chat” feature and send a message to “Meeting Staff” with your name and requests (Figure). Once you are set as a panelist, you will receive a notification to unmute. Be sure to unmute before talking.

If you are a moderator, speaker, presenter, or judge, please confirm that your video camera and microphone are in working condition before joining the meeting. Please log into **ZOOM** 15 minutes before your session starts, making sure that **ZOOM** is working, that you are in the correct meeting room, and that your slides are projecting correctly, if you will be presenting at the session. Please turn on your video camera and unmute yourself 5 minutes before the scheduled time of your presentation.

QUESTION AND ANSWER SESSION

During the conference, if you have any questions for the speakers or presenters, you can type your question in the “Question and Answer” window. When leaving a question, please identify yourself by **name and program affiliation** before writing **your question (one question at a time, please)** (Figure). The moderator(s) will take questions from the audience within allotted time.

MODERATORS, SPEAKERS, JUDGES, AND PRESENTERS

Conference Secretariat will invite moderators, speakers, judges, and presenters into Zoom as panelists, who will receive specified ZOOM meeting links. As a panelist, you can view, talk, and screen share etc. during the session. Please join the online conference by clicking the specified meeting link in the email or through the link at the online conference platform. Please use the email you used for conference registration to sign in to Zoom. If you use a different email, you will not be recognized as a panelist. If this occurs, please let “Meeting staff” know your role in the session through the “Chat” feature, so the setting could be changed for you.

Please remember to join your assigned session 15 minutes before your session starts and make sure everything is functioning. Please turn on your video camera and unmute yourself 5 minutes before the scheduled time of your presentation.

JOINING THE CONFERENCE AND USING ZOOM ON YOUR SMART PHONE OR COMPUTER

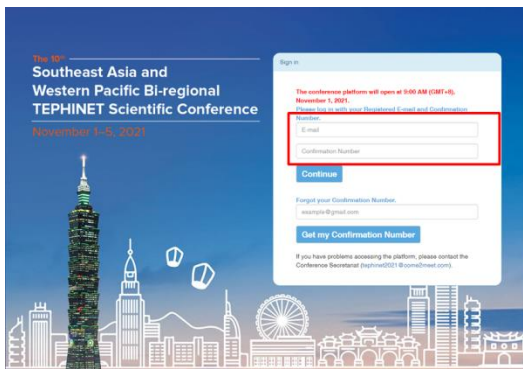
Step 1: Go to the conference website (<https://www.10thseawpbiregional.com/>) and click the “Join the Conference” button or go directly to <https://bi-regional2021.aonetek.com/>.

Step 2: Sign in using the email which you used for registration and the confirmation number you received after registration, then click on the “Continue” button.

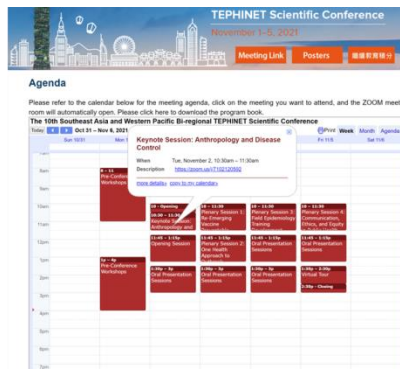
Step 3: Go to the “Meeting link” webpage, and click the Zoom meeting link in the calendar for your preferred session to attend.

Step 4: Use the “Chat” feature to send a private message to “Meeting Staff” if you need technical assistance. *If you are a moderator, speaker, presenter, judge, or interpreter for the session, please make sure you can speak and be heard before the session begins. If not, please let “Meeting Staff” know your role in the session through “Chat”, so the setting could be changed for you.*

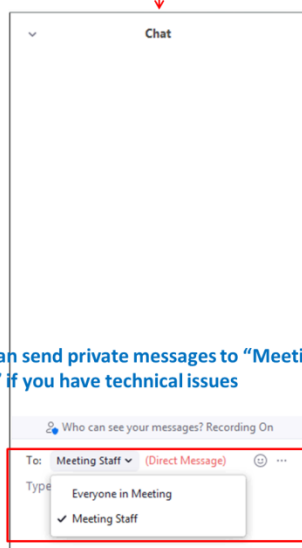
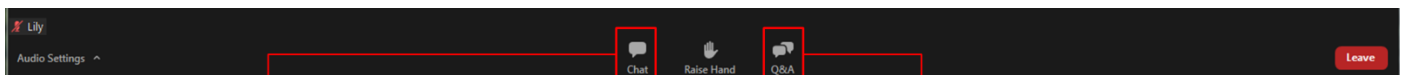
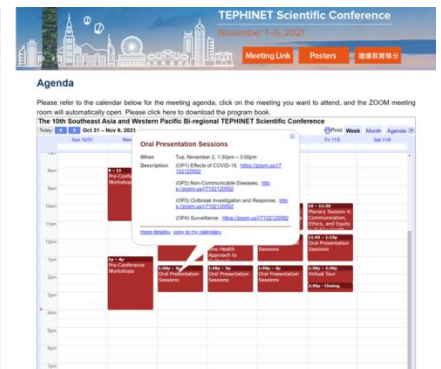
Step 5: Feel free to use the “Question and Answer” feature to ask questions. Please identify yourself (name and program affiliation) and leave one question at a time.



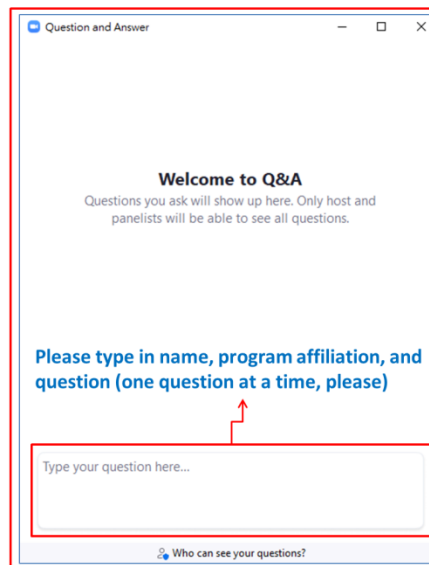
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You can send private messages to “Meeting Staff” if you have technical issues



Please type in name, program affiliation, and question (one question at a time, please)

