

## GUIDELINES FOR CONAPLIN 15 ONLINE PARALLEL SESSIONS

### GENERAL GUIDELINES

1. Presenters and participants will receive CONAPLIN 15 Zoom link on Friday, September 22, 2022, through email.
2. When entering Zoom, all participants and presenters must display the same name as they registered on CONAPLIN 15 website.
3. You can choose to join any online parallel sessions you wish to attend.
4. The Breakout room will be set so that all participants can choose any room/session without being assigned by the host.

### PRESENTERS

1. Each presenter should check and follow CONAPLIN 15 schedule.
2. There are four parallel sessions: two sessions on the first day, two sessions on the second day.
3. Each parallel session will be divided into 10 breakout rooms.
4. Each parallel session is scheduled for an hour.
5. There are 3 to 4 presenters in one room/session.
6. Each virtual presentation is limited to 15 minutes (10 minutes presentation + 5 minutes Q&A). Please ensure that your pre-recorded presentation duration does not exceed 10 minutes.
7. Presenters should strictly follow the requirements for equipment and environment:
  - Laptop/desktop with webcam and microphone/headset.
  - Good and stable internet connection (wired connection recommended).
  - A Bright and quiet environment with a professional background.
8. All virtual presenters must be in their virtual room throughout his/her scheduled presentation session.
9. There will be a room keeper who is responsible for managing the session to run smoothly.
10. The room keeper will show the pre-recorded presentation and help if there are any technical problems.
11. For the presenters, please rename your Zoom username in the following format:  
  
Parallel Room Number \_Presenter \_Your Name  
  
EXAMPLE: 6\_PRESENTER\_AMALIA GANDANA PERMADI
12. The Breakout room will be set so that all presenters can choose their room based on the schedule without being assigned by the host.