

The background of the slide is a light gray gradient, decorated with numerous realistic water droplets of various sizes. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. They are scattered across the page, with a higher concentration in the top-left and bottom-right corners.

ABBS- INTERNATIONAL CONFERENCE ON BIOHYDROGEN AND BIOPROCESSES (ABBS 2020)

**Virtual Conference Meeting
Instruction Manual
Updated on 02 December 2020**

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1. IMPORTANT HIGHLIGHT

IMPORTANT HIGHLIGHT (1/2)

(I) MEETING ETIQUETTE

- THE **DRESS CODE** FOR THE MEETING IS **SMART CASUAL**.

(II) EVALUATION

- **DURING EVENT: 19-20 DECEMBER 2020**

ALL SPEAKERS AND PARTICIPANTS ARE ADVISED TO COMPLETE AND RETURN AN EVALUATION FORM BY THE END OF THE ABBS 2020' EVENTS.

2. TENTATIVE AGENDA

Tentative Agenda

Physical/Virtual			Sessions of the day
Date	Time (GMT+8, local time in Taiwan)	Event	
Day 1 18 Dec. 2020	1400-1700	Registration	Registration (Online – The organizer will provide the link for register)
Day 2 19 Dec. 2020	0800-1800	Presentation Sessions/ Workshop	Registration & Test Run Welcoming/Opening Ceremony Group photo Presentation sessions Workshop- Speech sessions
Day 3 20 Dec. 2020	0800-1800	Presentation Sessions/ Award Ceremony	Registration & Test Run Presentation Sessions Award Ceremony (For Student)

3. WHICH SOFTWARE USED FOR VIRTUAL MEETING

Virtual Meeting – Cisco Webex

- Please make sure you have
 - (1) A computer / laptop or tablet with stable internet connection
 - (2) The **access link and password** to the meeting room
 - (3) Username (provided by organizer)
 - (4) Microphone and camera that function well
- Participants are required to possess **a bandwidth connection that is equal to or more than 30 mbps (million bits per second)** to ensure a smooth connection and to avoid disruption during the meeting.

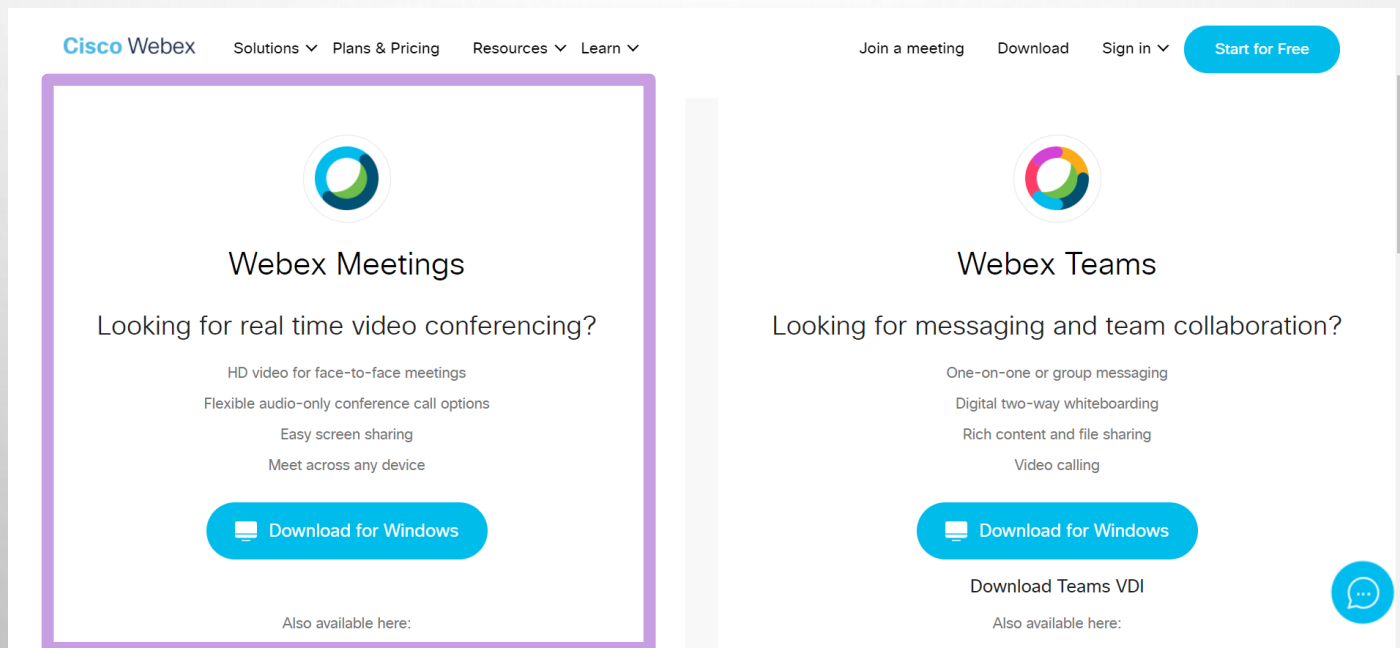
4. HOW TO ENTER THE MEETING ROOM

Access Information

- All the participants will receive the meeting access code, password and a given username three days prior to the event via email.
- Please use the given information to attend the virtual meeting.
- If you have not received the access information or have any questions, please contact (abbs2020@mail.fcu.edu.tw) as soon as possible.

Download Webex Meetings Software

- <https://www.webex.com/downloads.html>

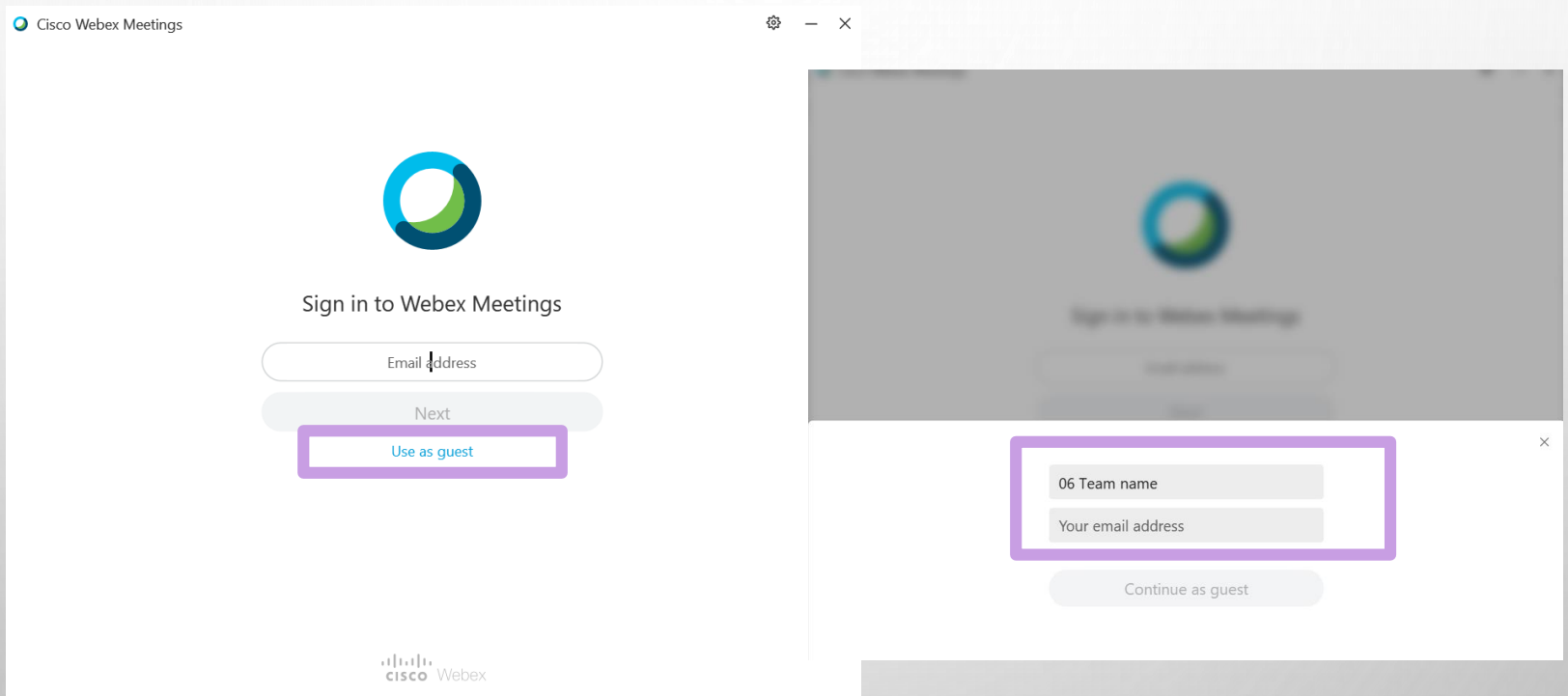


The screenshot displays the Cisco Webex website's download page. The navigation bar at the top includes 'Cisco Webex', 'Solutions', 'Plans & Pricing', 'Resources', and 'Learn'. On the right side of the navigation bar, there are links for 'Join a meeting', 'Download', 'Sign in', and a 'Start for Free' button. The main content area is divided into two columns. The left column, highlighted with a purple border, is for 'Webex Meetings'. It features the Webex logo, the heading 'Webex Meetings', and the question 'Looking for real time video conferencing?'. Below this, it lists features: 'HD video for face-to-face meetings', 'Flexible audio-only conference call options', 'Easy screen sharing', and 'Meet across any device'. A prominent blue button with a download icon and the text 'Download for Windows' is centered at the bottom of this section. Below the button, it says 'Also available here:'. The right column is for 'Webex Teams'. It features the Webex logo, the heading 'Webex Teams', and the question 'Looking for messaging and team collaboration?'. Below this, it lists features: 'One-on-one or group messaging', 'Digital two-way whiteboarding', 'Rich content and file sharing', and 'Video calling'. A prominent blue button with a download icon and the text 'Download for Windows' is centered at the bottom of this section. Below the button, it says 'Download Teams VDI' and 'Also available here:'. A chat icon is visible in the bottom right corner of the page.

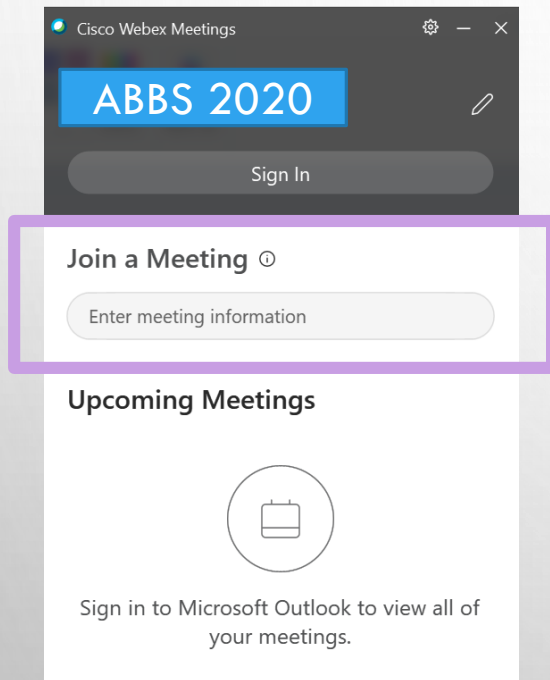
Sign In

- All the participants are advised to join the virtual meeting room at least one hour before the meeting starts (i.E. 19 december 2020 at 08:00 Taiwan time), in case troubleshooting is necessary.
- Upon signing in, participants will be placed in a “virtual lobby”. The meeting host will verify your credentials before admission into the virtual meeting room.

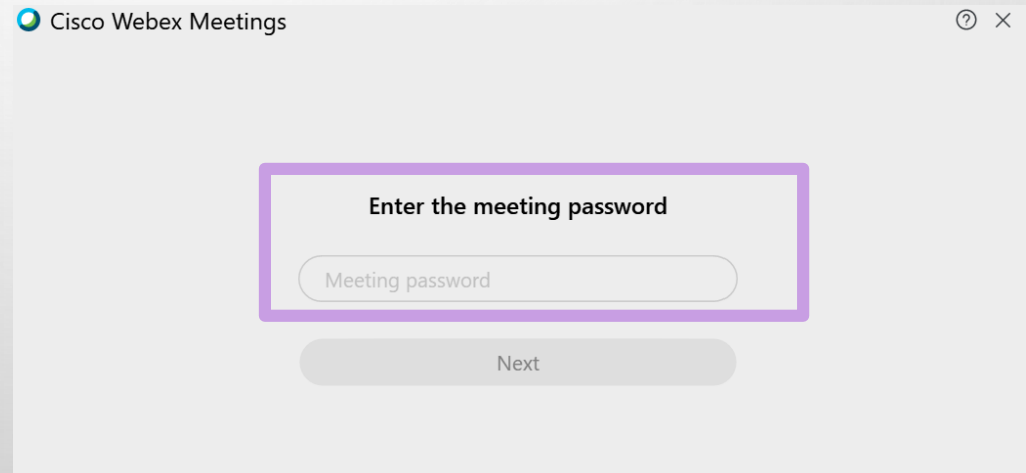
Use Guest Mode and the Given Username



Fill in the Meeting Code and Password

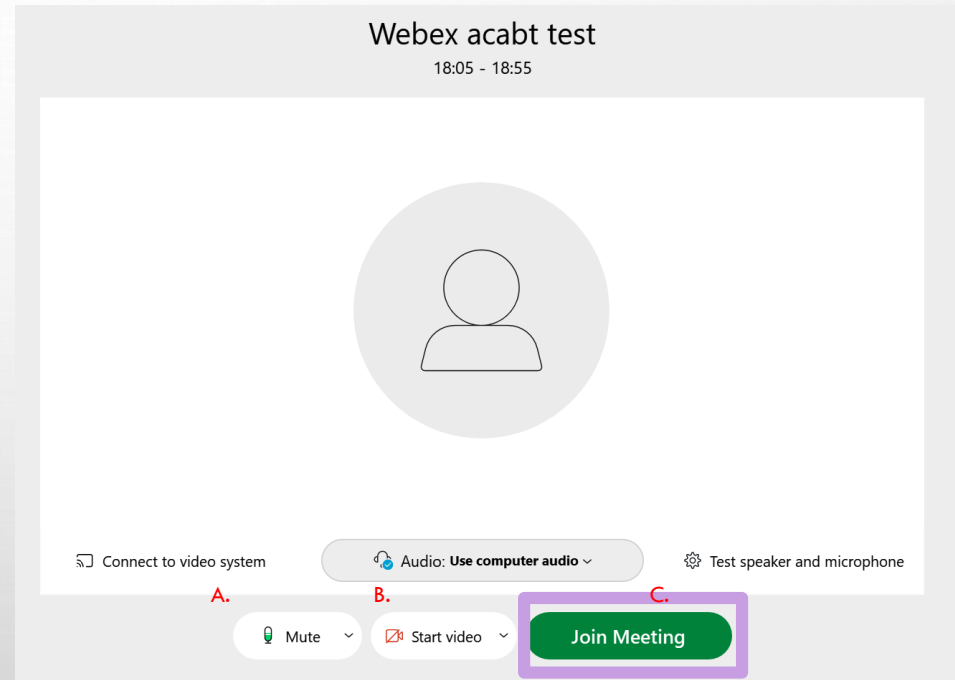


- Fill in webex meeting code and password



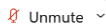
Sign In Successfully!

- a. You can choose to turn on/off the microphone
- b. You can choose to turn on/off the lens
- c. **Please enter the video conference**

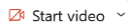


Enter the Video Conference Screen

a. This is you



b. You can choose to turn on/off the microphone



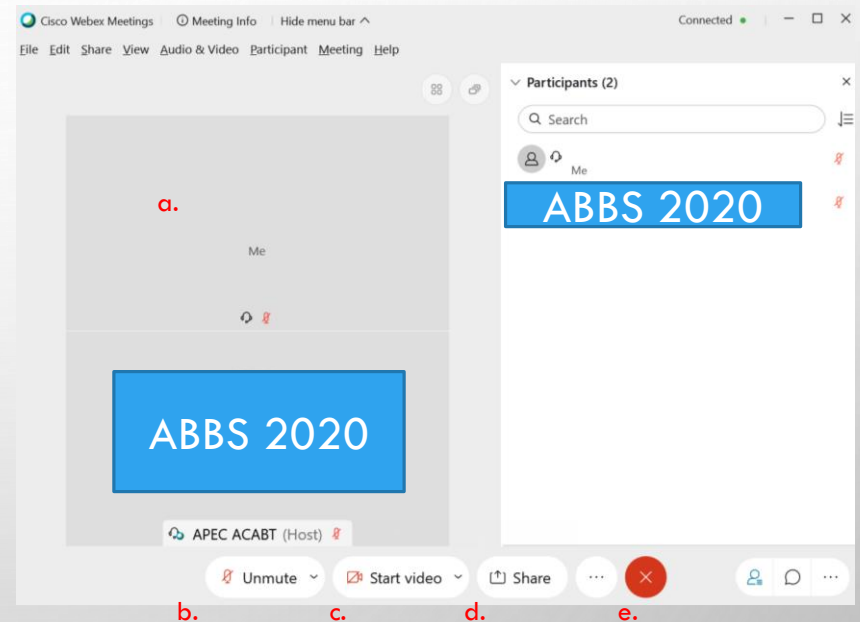
c. You can choose to turn on/off the lens



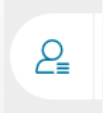
d. **No share PPT**



e. **Leave webex**



Right Column



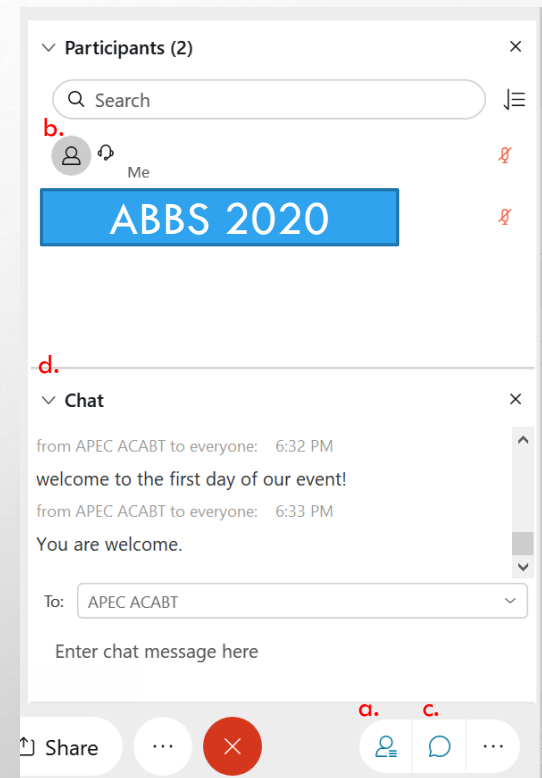
When you click the participants icon (a),
the list of participants will be displayed(b)



When you click the chat icon (c), you will
see the chat dialogue(d)

**** When you want to ask a question,
please type your question in the chatroom
(to: everyone)**

Ex: Q: _____



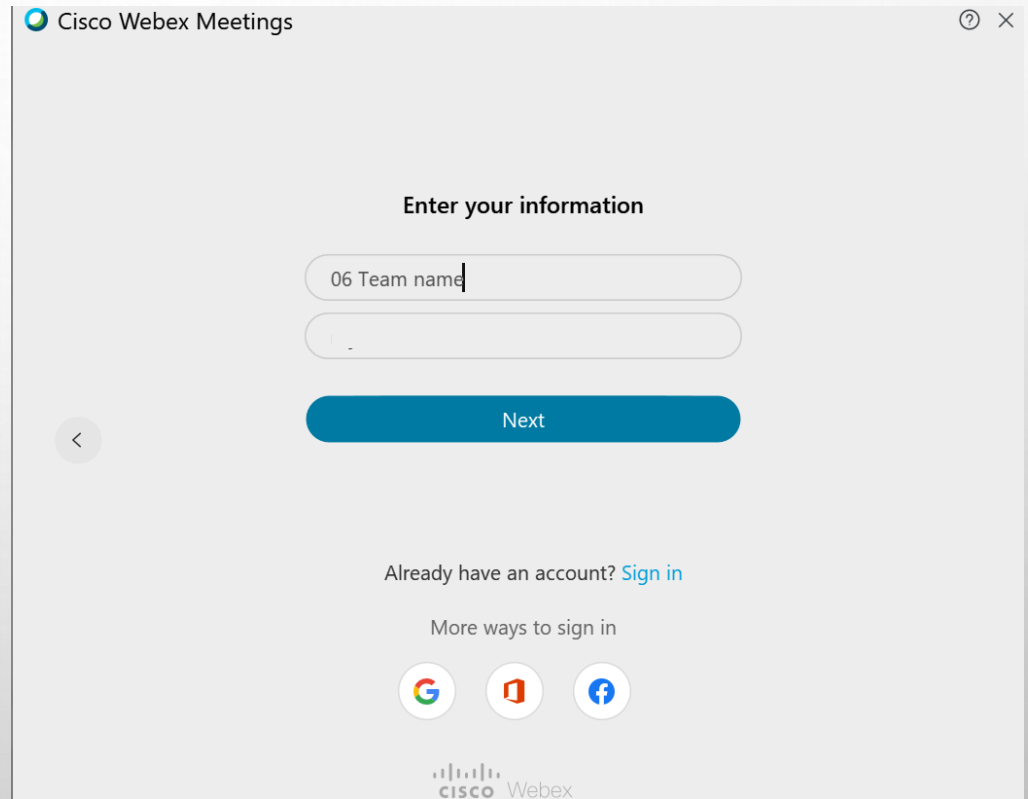
Reminder: Change Username (1/2)

- If your username is wrong and needs to be corrected, please click the pencil icon.



Reminder: Change Username (2/2)

- Please enter the correct username given by ABBS 2020 secretariat (sent three days prior to the event via email.)

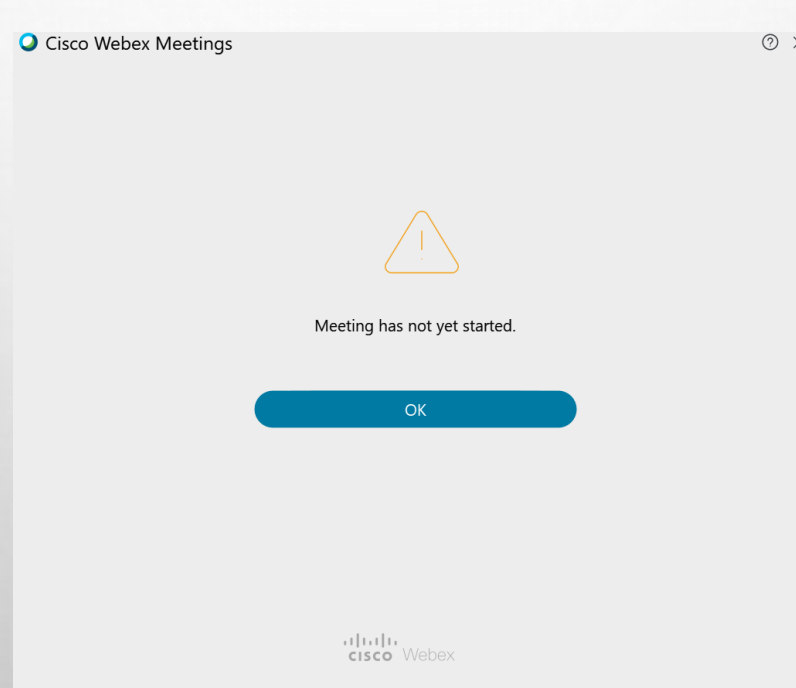


The screenshot shows the 'Cisco Webex Meetings' registration window. The title bar includes the Cisco logo and the text 'Cisco Webex Meetings' on the left, and a help icon and a close button on the right. The main content area is titled 'Enter your information' and contains two input fields. The first field is labeled '06 Team name' and contains the text '06 Team name'. The second field is empty. Below the input fields is a blue 'Next' button. To the left of the 'Next' button is a grey back arrow button. Below the 'Next' button, there is a link that says 'Already have an account? Sign in'. Below this link is the text 'More ways to sign in' followed by three circular icons for Google, Microsoft, and Facebook. At the bottom of the window, the Cisco logo and the word 'Webex' are displayed.

Reminder: Meeting has not started

- When you see this message,

It means the meeting has not started yet.



**5. WHEN TO OPEN YOUR CAMERA
& WHEN TO TURN ON YOUR
MICROPHONE**

Group Photo

- During the group photo session on 19 november 2020, all participants will be divided into groups to take group photos in batch due to data & time limit and prevention of slow internet speed. While taking the group photo, please turn on your camera and follow the emcee's instruction.

e-Oral - presentation session

(10 minutes pre-recorded, controlled by organizer)

Event	Camera/Microphone			
	Presenter with access code	Chairperson with access code	Participants (online) with access code	Participants (Physical Meeting) without access code
12/19-20	Open Camera and mute microphone	Open Camera, mute microphone	Camera off and mute microphone	<ul style="list-style-type: none">• No online access code.• Watch the e-Oral Presentation at Room A & B (1st floor of Xue Shi Building)

- Chairperson will host the presentation session and guide the Q&A session.
- If the participants would like to raise questions to that e-oral presentation, please raise during e-oral presentation and before the Q&A start.

e-Oral - Q&A SESSION

(ONLINE 5 MINUTES)

Event	Camera/Microphone			
	Presenter with access code	Chairperson with access code	Participants (online) with access code	Participants in Physical Meeting
12/19-20	Open Camera and unmute microphone	<ul style="list-style-type: none"> Open Camera, unmute microphone Moderate the Q&A session 	<ul style="list-style-type: none"> Camera off and mute microphone Leave Questions at Chatroom before Q&A starts 	<ul style="list-style-type: none"> No online access code. Watch the e-Oral Presentation at Room A & B (1st floor of Xue Shi Building) Leave Questions at Chatroom before QA starts

- The chairperson could refer to the questions that sent by online participants from the Webex' chatroom at anytime.
- When Q&A start, the meeting admin (arranged by organizer) will present all **questions** that collected from online and/or physical meeting.
- The presenter should respond and answer through virtual directly.
- However, due to the time limit (maximum only have 5 minutes for Q&A), **the Q&A part will be closed once 5 minutes has been reached.** ※(The organizer will reveal the time left through webex meeting room to remind the chairperson and presenter)

Others Presentation/Q&A Session

Event	Camera/Microphone			
	Presenter (Physical Meeting)	Chairperson (Physical Meeting)	Participants (online) with access code	Participants (Physical Meeting)
12/19-20	<ul style="list-style-type: none"> No online access code. Participate in Physical at Room A & B (1st floor of Xue Shi Building) 		<ul style="list-style-type: none"> Camera off and mute microphone QA via Chatroom - collected by ABBS's admin 	<ul style="list-style-type: none"> No online access code. Watch the e-Oral Presentation at Room A & B (1st floor of Xue Shi Building)

6. CONTACT FOR ASSISTANCE

- Should you need further assistance regarding the meeting preparations and access prior to the meeting, please contact the ABBS 2020 Secretariat (abbs2020@mail.fcu.edu.tw).
- During the meeting, you may also send private message to the meeting host at webex user name “**ADMIN**” for general inquiries or technical assistance.

7. SURVEY

Survey

- Please kindly finish the survey to report the result of this test run.

Internet speed test:

<https://testmy.net/>

Survey:

<https://www.surveycake.com/s/ydP9D>

Reference

- The official website of webex:

<https://www.webex.com/>

Thank you for your attention!