

## ACCESSING CONFERENCE SESSIONS

The video meeting platform used in this conference is ZOOM. The meeting link for every session is provided in the Presentation Schedule. Click on the meeting link provided for the session you wish to attend.

### Session registration

If you are prompted to fill in a registration form, **type your full name** in the “First Name” field. The “Last Name” field need not be filled. Please use the name you had registered with the secretariat when making your payment previously. This is to ensure that the secretariat will be able to identify you as a registered presenter.

If you are a presenter, type the code for your paper preceding your name. Please refer to the Presentation Schedule for the code of your paper. Example: P32-Henry Lee VK

If you are a listener (non-presenter), precede your name with the letter “L-“. Example: L-Gary Smith

After completing the session registration, a link will be sent to your e-mail address to allow you to enter one of the three main rooms. There are three main rooms, named MICOLLAC Main Room 1, 2, and 3.

### Entering the Main Rooms

Clicking on the meeting link will allow you to enter one of the Main Room venues. You may now attend sessions in the Main Room. You are also free to move to the Breakout Rooms at any time.

### Entering the Breakout Rooms

If a session you wish to attend is held in a Breakout Room, click on the link corresponding to the session provided in the Presentation Schedule. This will bring you to the corresponding MICOLLAC Main Room. From the Main Room, proceed to the Breakout Room.

### How to locate Breakout Rooms on Zoom

Once you have entered a Main Room, click on the “Breakout Rooms” icon on the task bar at the bottom of the screen.

You will see a list of available Breakout Rooms. To enter a Breakout Room, click on the link “Join” next to the room.

You are free to move between Breakout Rooms and the Main Room at any time.

(See illustration in Figure 1)

### Attending Workshop Sessions

Click on the link provided in the Presentation Schedule next to the workshop session you wish to attend. For session registration, type your full name in the “First Name” field. Please use the name you had registered with the secretariat when making your payment previously. This is to ensure that the secretariat will be able to identify you as a registered participant.

Please note that workshop sessions are available only to participants who have paid either the conference fee or the workshop fee. **The workshop session links will be e-mailed directly to you.**

Figure 1

