3rd International Conference on Computing Communication and Cyber Security (IC4S-2021)

GENERAL TIPS FOR PARTICIPANTS

1) **2 minutes before the session (9: 28 AM):** The host will start the Zoom recording.
2) **Registration and online joining through Zoom (9:30 AM)**: Participants need to join the meeting for registration process.
3) **Rename Zoom screen name:** All participants are requested to change/rename their Zoom names as their Paper ID. If Paper ID is 101, then the Zoom screen name should be Paper ID 101. (*See steps for renaming/changing Zoom screen name at the end of the document*).
4) **Inaugural session at (9:45 AM):** The inaugural ceremony of IC4S-2021 will be pursued by the chief guest and patron of KEC, Ghaziabad, India.
5) **Breakout Rooms in Zoom:** The host will add participants in the breakout rooms in Zoom based on the final presentation schedule.
6) **Q&A for keynote speakers**: Participants can raise hand in case of any question for the keynote speaker, then host/Co-host will unmute those participants for questions. (*See steps for raising/lowering hand at the end of the document*)
7) **Beginning of the presentation session**: The session chair will announce the paper ID and the presenter will share its Zoom screen and start the presentation.
8) **Duration of a presentation**: Each presenter will be given 10-12 minutes for presentation and next 2-3 minutes for Q&A.

DETAILED ZOOM GUIDE FOR PARTICIPANTS

Initial Zoom setup: Please install Zoom in advance.

How to join the session: Click the Zoom conference link that you have received via email with Zoom ID and password.

During the session:

- The session chair will mute all the participants except the presenter.
- Other members can either raise hand or write in chat for their queries.

After the presentation:

- Once the presenter done with the presentation, he/she has a choice to move out from the breakout room.

- There will be two options in the Zoom, i.e., Leave Meeting or Leave Breakout Room.
- The presenters are advised to select Leave Breakout Room, otherwise you will be exited from the IC4S-2021 conference.
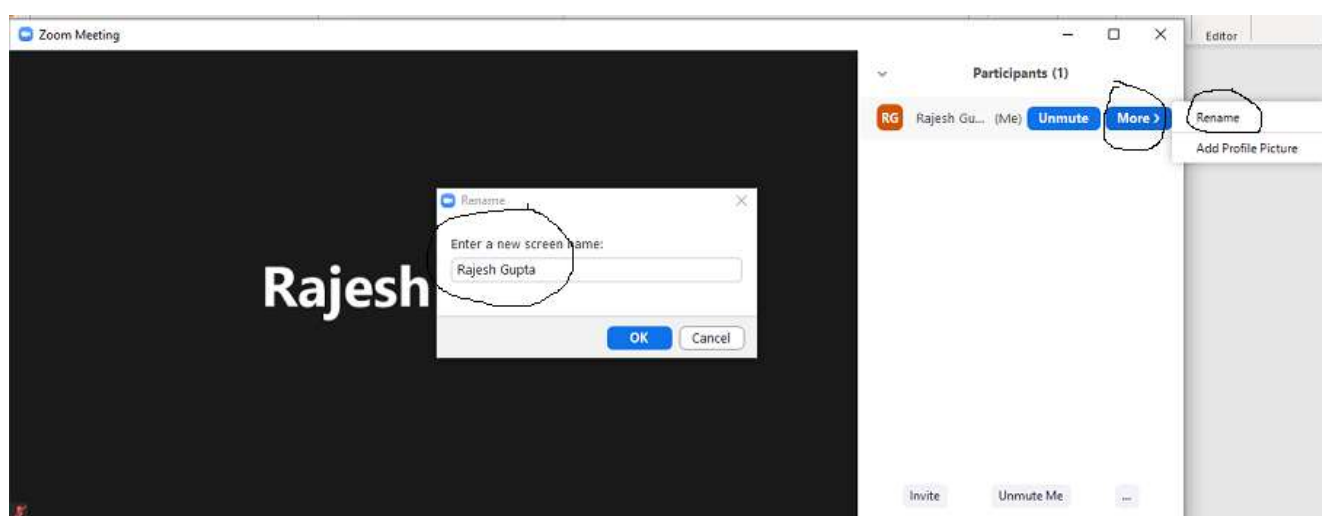
Steps to rename/change the Zoom screen name:

Step 1: Open Zoom and *Log In* with IC4S-2021 *registered mail ID*.

Step 2: Select option "*join with computer audio*".

Step 3: Click on "*participants*" at the bottom of the Zoom app and participant window will open

Step 4: Move pointer on to your name in the participant window and select "*More --> Rename*"

Step 5: Renaming of name is compulsory for all the authors of a paper. If more than one authors have contributed to a paper, then the naming conventions should be Paper ID 101_1, Paper ID 101_2, Paper ID 101_3, and so on.
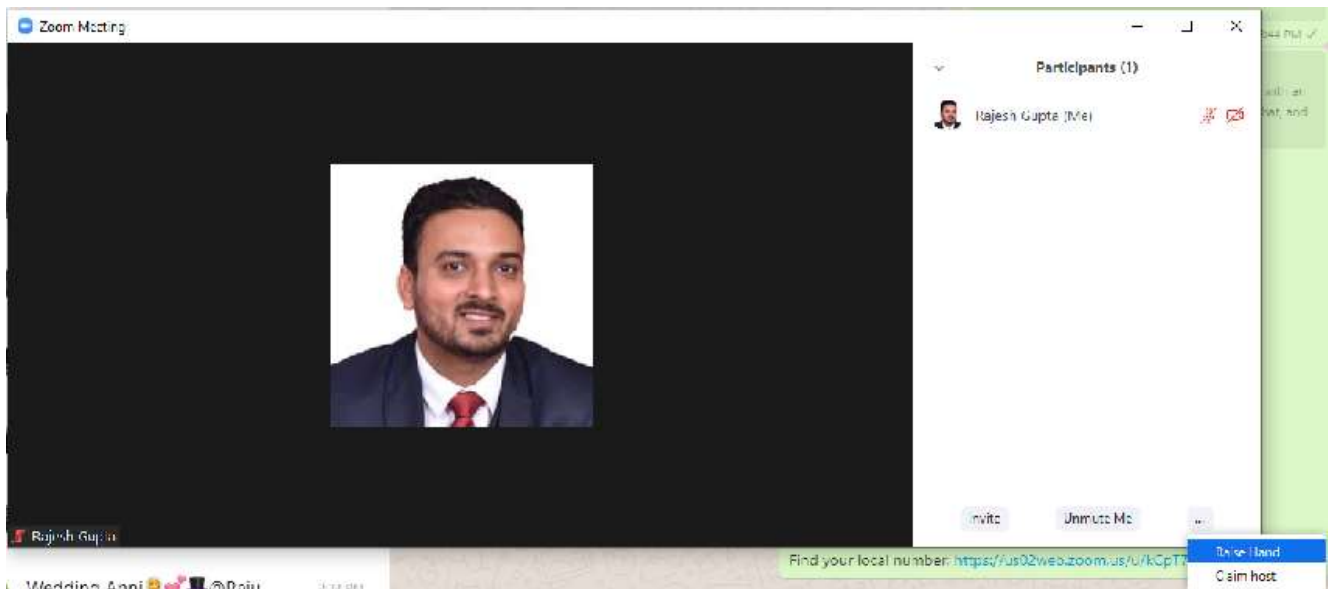
Steps to raise/lower the hands for Q&A:

Step 1: Open Zoom and *Log In* with IC4S-2021 *registered mail ID*.

Step 2: Select option "*join with computer audio*".

Step 3: Click on "*participants*" at the bottom of the Zoom app and participant window will open

Step 4: Select the "…" and click "*Raise Hand*" and if the participant is done with the question then he/she need to click on "*Lower Hand*" option.

For any technical query (only related to Zoom), contact
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or write email to ic4s2020@gmail.com