**5th International Conference on Computing Communication and Cyber Security**

**(IC4S-05 Vol 1)**

**Date: 29/02/2024 and 01/03/2024**

**GENERAL TIPS FOR PARTICIPANTS**

1. **15 minutes before the session as per Presentation Schedule (2:00 PM):** The host will start the Zoom recording.
2. **Registration and online joining through Zoom (1:00 PM)**: 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. **Breakout Rooms in Zoom:** The host will add participants in the breakout rooms in Zoom based on the final presentation schedule.
5. **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*)
6. **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.
7. **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](https://zoom.us/) 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-05 Vol 1 conference.

**Steps to rename/change the Zoom screen name**:

**Step 1:** Open Zoom and *Log In* with IC4S-05 Vol.1 *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-05 Vol.1 *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**

+91-8866711305 (Mr. Nilesh Jadav)

or write email to ic4s2020@gmail.com