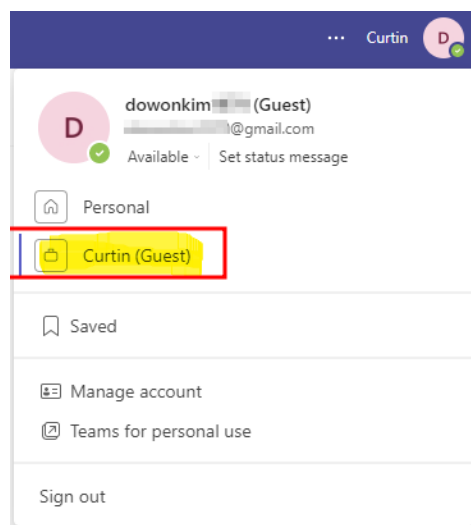# iSPEC2022 - Presentation Instructions

## 1. Joining Online Meetings

• **You are invited to iSPEC2022 Microsoft(MS) Teams group as a guest (based on the registered email on the submitted paper).**

- You will receive the notification "You have been added to a team in Microsoft Teams" in your mailbox.Click the link to the sign-in. In some cases, it can take one or two days to properly access the MS Team group)

- Please select "Curtin (Guest)", if you have multiple organisations in your account.



• **Do I need to install "Microsoft Teams" on my computer?**

- No, you can access MS Teams through web browser such as Google Chrome, Microsoft Edge, etc.,

- Please refer to the instruction video from Microsoft.

https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4

• **Is it compulsory to join the MS Teams iSPEC2022 group for my presentation? (Because I cannot join the MS Teams, there might be something wrong with my account……)**

- Don't worry! You can still deliver your presentation. You can join the meeting with Meeting ID and Passcode. Please check the following instructions.
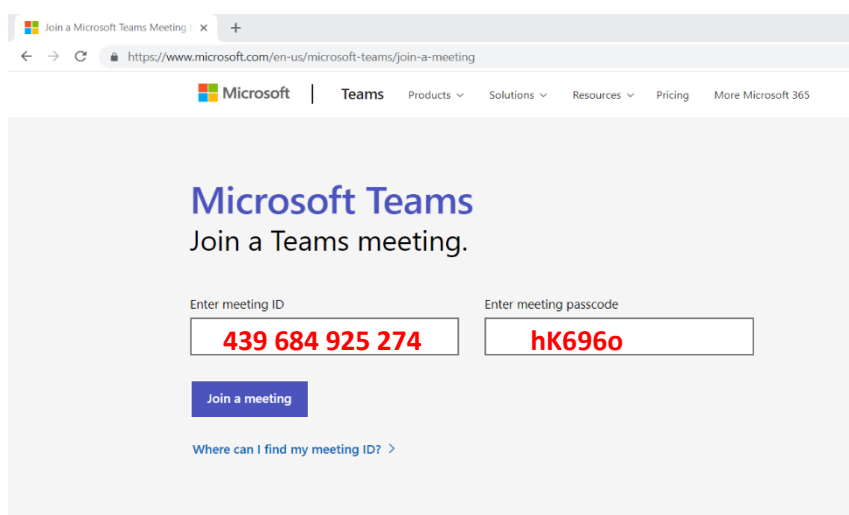
## 2. Meeting (Presentation)

• **Before you present your research, please check your paper number (or title), your presentation time, and venue.**

 *- For example: if my paper number is 1288. The presentation is scheduled for 6.Dec.2022 on the excel sheet (available on the website) number "D2_A2_2". Hence, I will have a presentation at Venue 2 between 13:30 and 15:30 during the Day 2, Afternoon 1 session.*

• **You can join the meeting on the web browser manually. Please find the detailed information about the Venues on the last page of the instruction.**

https://www.microsoft.com/en-au/microsoft-teams/join-a-meeting

 *-For example: if you will present at Venue 2. Venue 2 meeting ID is 439 684 925 274 and Passcode is hK696o. Please type the ID and Passcode then you can join it.*



• **Please refer to the instruction video about Screen Sharing from Microsoft.**

https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7

• **Please remember that your presentation is 20 minutes, and manage your presentation time (15-minute presentation + 5-minute Q&A). The chairperson may interrupt the presentation if it is determined that time is running out.**

• **Also, please mute your microphone when the other participants are presenting and recommend your background is blurred.**

• If you need practice before the presentation to familiarise yourself with MS Team, the "Test Venue" is available during the conference. **If you need to use the Test Venue before the conference or have questions, please contact** dowon.kim@curtin.edu.au

[Appendix]

**Detail Information on Venues**

# Venue 1

■ Direct Link (**Ctrl** + 🖱)

| https://teams.microsoft.com/l/meetup-join/19%3ac1678b809c2740fd87a65f3557c4f244%40thread.tacv2/1667359912778?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%227430bac4-23c9-48de-8854-e1cdb1af42d1%22%7d |
|---|

■ Manual Connection
  [https://www.microsoft.com/en-au/microsoft-teams/join-a-meeting]

| Meeting ID | 498 327 322 714 |
|---|---|
| Passcode | hK696o |

*\* All tutorials, Keynote Speaks, Industrial Sessions and main events will be conducted at Venue 1.*

# Venue 2

■ Direct Link (**Ctrl** + 🖱)

| https://teams.microsoft.com/l/meetup-join/19%3ad76323fae2f84648b49aa4b9595f2177%40thread.tacv2/1667360050520?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%227430bac4-23c9-48de-8854-e1cdb1af42d1%22%7d |
|---|

■ Manual Connection
  [https://www.microsoft.com/en-au/microsoft-teams/join-a-meeting]

| Meeting ID | 439 684 925 274 |
|---|---|
| Passcode | 6wKWGT |

# Venue 3

■ Direct Link (**Ctrl** + 🖱)

| https://teams.microsoft.com/l/meetup-join/19%3aee074308afe74741a206962742ad30b8%40thread.tacv2/1667360171723?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%227430bac4-23c9-48de-8854-e1cdb1af42d1%22%7d |
|---|

■ Manual Connection
  [https://www.microsoft.com/en-au/microsoft-teams/join-a-meeting]

| Meeting ID | 439 829 508 838 |
|---|---|
| Passcode | u3Bi2o |

# Test Venue

■ Direct Link (Ctrl + 🖱)

| |
|---|
| https://teams.microsoft.com/l/meetup-join/19%3a6cfc5dea74fd46efb3489797d52a7f53%40thread.tacv2/1667357620236?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%227430bac4-23c9-48de-8854-e1cdb1af42d1%22%7d |

■ Manual Connection

   [https://www.microsoft.com/en-au/microsoft-teams/join-a-meeting]

| Meeting ID | 422 404 395 548 |
|---|---|
| Passcode | nkDdG3 |

*\* Please check the technical issues (audio and screen share) or practice the presentation here.*