



EDUNINE

IEEE World Engineering Education Conference

Presenter Instructions for Online Sessions

Links to all sessions were distributed by mail in a pdf document. All registered participants (authors and non-authors) have access to the links to all sessions and can participate.

Each session has a **Session Manager** for administrative work and support.

The **Session Manager** opens the session **15 minutes in advance**. Participants and presenters can join the session once it is open. We ask that all presenters to enter the session before it starts so that the session chair can begin the session on time and in the order of the presentations on the program.

- 1) When you click on the link (session name in PDF document), the browser will open (or install and open) the Zoom app on your device. Make sure the microphone and speakers are working properly
- 2) The session chair manages the presenters. If any of the presenters are absent or have technical issues, they will change the order of the presentations.
 - a) The session chair will introduce you and the title of your presentation. You will share your screen with the presentation in the Zoom session. You will **have 15 minutes for the presentation and 5 minutes for questions**. The Session Chair will help you control the presentation time.
 - b) During the presentation, participants may only ask questions via chat (which will be answered at the end of the presentation). Their microphones must be muted.
 - c) During the Q&A time, the Session Chair will read out questions received via chat and allow participants to ask questions during the designated time. Please end screen sharing at the end of your presentation.
- 3) At the end of the session, you and all registered and non-registered authors are invited to a virtual coffee break to meet friends and colleagues, or you can relax during "Lunch Time" or participate in an interesting online activity to which we will specially invite you. The links to all the *virtual social sessions* are included in the distributed pdf document and are open to all registered or non-registered participants. We will keep you informed of updates via email.