

# Attendee Guide: Registration for IMAT2021/ICSERA2021 Conference in Airmeet

## Attendee Guide: Before the IMAT2021/ICSERA2021 Conference Day

### Access through Airmeet via Invitation Link

1. An invitation link of IMAT/ICSERA conference, we will be sent to your email upon your registration (we will use the email from the registration form).

Example of sent email is as below:



Confirm your registration for IMAT ICSERA 2021 Conference (

2. You'll find a link for IMAT/ICSERA Airmeet registration in the email:

## IMAT ICSERA Technical Committee

Hello Norikhwan,

Here is the event access link for IMAT ICSERA 2021 Conference  
(Test Version) starting on Monday, September 27th 2021 8:00 AM  
MYT:

<https://www.airmeet.com/e/48987b30-1a93-11ec-8b88-17f1f7e0a221?code=1655444c-83d6-474f-a0a0-08e3b36b140f>

[Important] Please RSVP by clicking on the above link to confirm  
your registration before all the seats are filled.

This link is only for you. Please don't share it with others. You can  
use the same link until the end of the event.

### Important Note:

1. Airmeet is best experienced from your desktop computer and on Chrome browser (recommended).
2. You can add the event to your calendar [here](#).

See you then!

3. Through the link, you will be directed to Airmeet IMAT/ICSERA landing page where you can see your information (according to the details that you've provided in the IMAT/ICSERA conference registration form).

**Register for this event**  
**IMAT ICSERA 2021 Conference (Test Version)**  
27 September, 2021 8:00am UTC+08:00

Name\*  
Norikhwan

Designation\*  
Dr

Organization\*  
UTM

City\*  
Skudai

Country\*  
Malaysia

Complete registration

4. Complete the Airmeet registration by clicking the “Complete registration” button at the bottom of your information.

### **IMAT/ICSERA Airmeet Conference Site**

1. Upon Airmeet registration, you will be directed to IMAT/ICSERA Airmeet landing page. From here, you can enter the Airmeet conference site using the registered account.
2. Attendees need to provide device permission in order to allow access for your camera and microphone.
3. For detailed technical instruction related to computer and browser compatibility, kindly click here:  
<https://help.airmeet.com/support/solutions/articles/82000443161-what-are-the-technical-instruction-for-an-attendee->
4. If everything looks good, click "Continue," and you're in the conference!

\*Please remember, the session in the conference will only start on **1<sup>st</sup> November 2021 8:30am (Malaysian time)**. If you enter the conference before the start date, you can roam around the conference site, see all the scheduled session, and visit the available booths.

\*If you are using Android application, please refer this manual for setting up your device.

<https://help.airmeet.com/support/solutions/articles/82000480834-attendee-guide-to-airmeet-android-application>

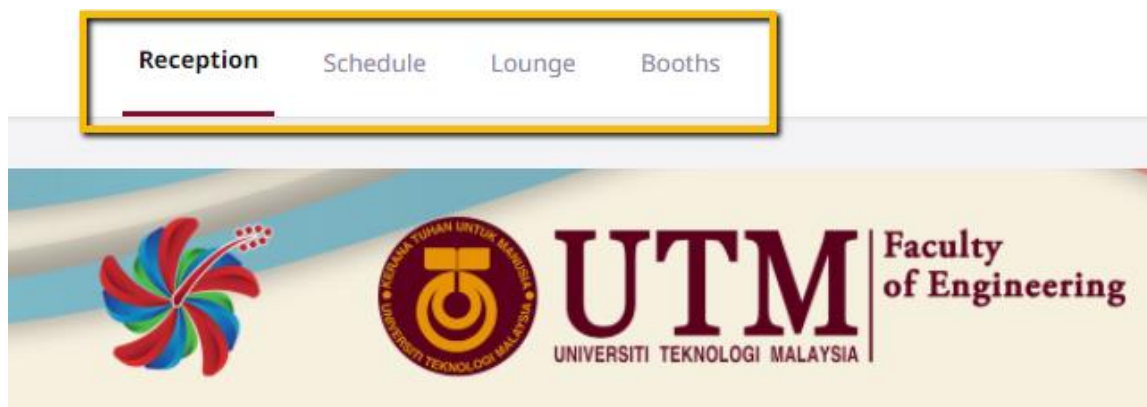
### **Attendee Guide: On the day of the Conference, 1<sup>st</sup> November 2021**

Finally, the day of the conference is here! So what should you know about Airmeet to maximize your experience in IMAT/ICSERA Conference 2021?

1. To enter the conference, click the link of the Airmeet sent to you, and if you have registered previously, you will be directed to the conference Reception Area.

**\*Don't forget to update your Airmeet account details (on the top right corner) with your photo and other details once you have enter the conference site!**

2. At the top of the reception area, you'll see four (4) main sections: **Reception, Schedule, Lounge, Booth.**



3. To see and access any session throughout the day, go to the Schedule tab, and it will show all the IMAT/ICSERA available session of the day.

**The IMAT2021/ICSERA2021 Schedule will also available in the online program book (downloadable pdf file)**

**\*Please do keep track of the day's important session through announcement made in the Event Feed!**



### **Attendee Guide: Presenting your research in the parallel session**

1. Once the session started – the Session Chairperson will invite the presenter according to the sequence of presenter in the IMAT/ICSERA schedule.
2. A notification of invitation to present will be sent to you by IMAT/ICSERA session host. Accept the invitation and you will be on the stage of the session and may start your presentation for 15 minutes!
3. On Airmeeet presentation stage, presenter can share their slides in two ways, **share your screen or present using a PDF.**

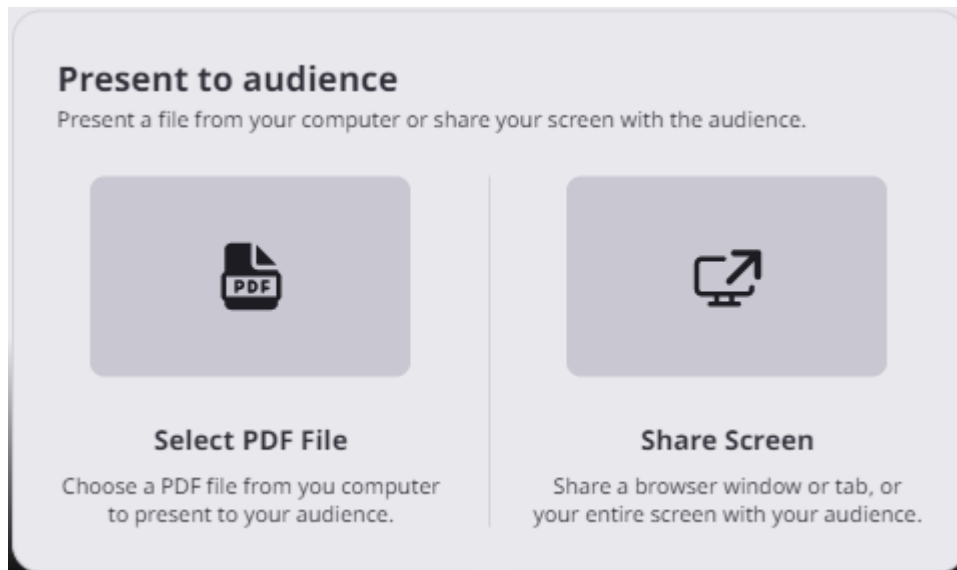
#### **Share Scree Option**

Step 1: Accept invitation to the stage.

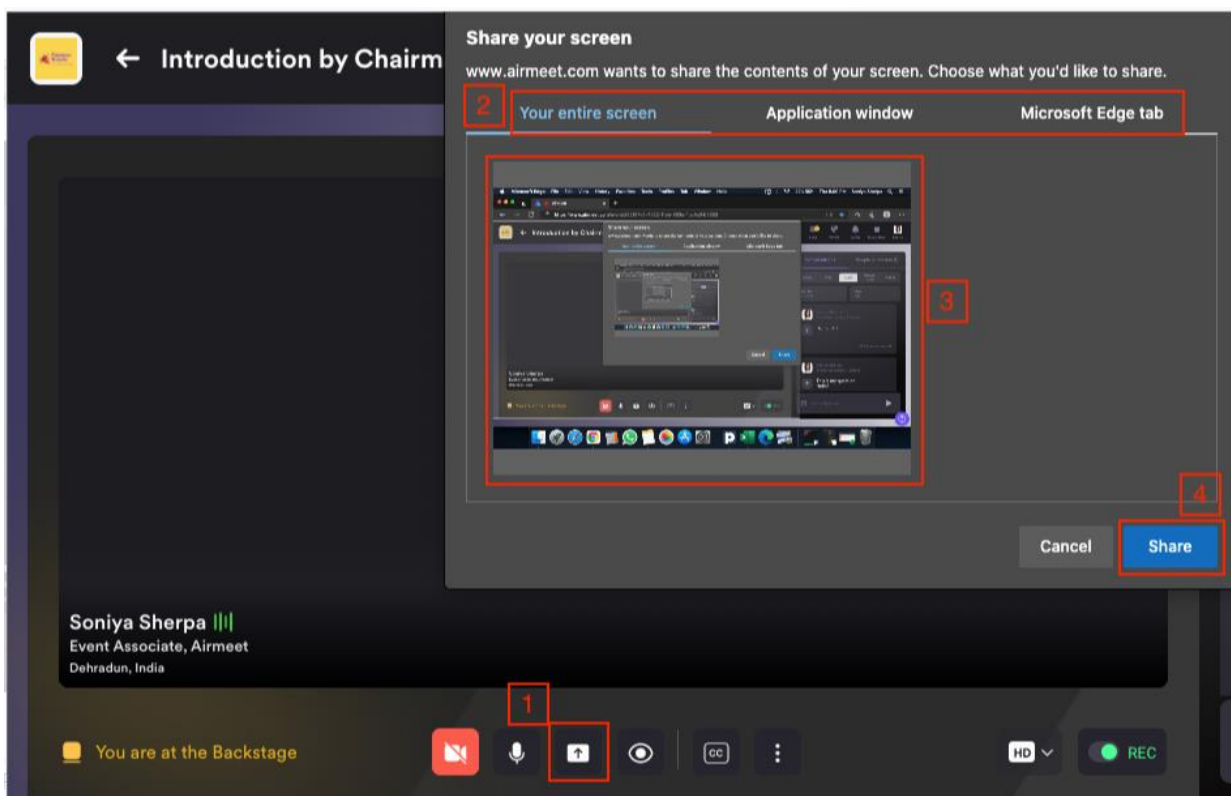
Step 2: Click on the upward arrow button (at the bottom, middle of your screen) and select the share screen option.



Step 3: Select to use PDF file or Share Screen.



**For Share Screen:** Choose what you want to share: “Your Entire Screen”, “Application window”, “Chrome Tab”. Then click on the window in the middle and click on the share button once it turns blue.



**\*Note:**

- **You will not be able** to see the Airmet screen and the interactive features such as chats, Q&A. The attendee will be able to see what you present.

- If you have audio in your content, don't forget to click on the share audio checkbox located on the right-side corner of the share screen dialog box.
- However, if you are using a Mac operating system (MacBook or iMac), you wouldn't get the share audio option while sharing the screen.

### **Present using PDF**

**For Select PDF File:** Choose the “Select PDF file” option, afterwards from your local computer select a PDF file that needs to be presented to the audience and click on “open”.

As a presenter, you'll have the following controls:

- Moving the slides next or going back to the previous slide by clicking the “<” & “>” arrows to navigate through different slides.
- The preview slides option can be used to preview all the slides and directly navigate to another slide if needed & click on "hide preview" in case you are done with previewing the slides.
- Fullscreen mode and navigation of slides can be done in the maximized mode as well.

#### **\*Note:**

- If possible, please make your PDF in 16:9 ratio (ratio of width to height of the screen on a high-definition TV or computer monitor.) for more visibility to the audience.
- PDF file doesn't support any kind of media like animations & video (in case a presentation file including media file has been converted to PDF).

Detailed step by step demonstration for presenting using PDF:

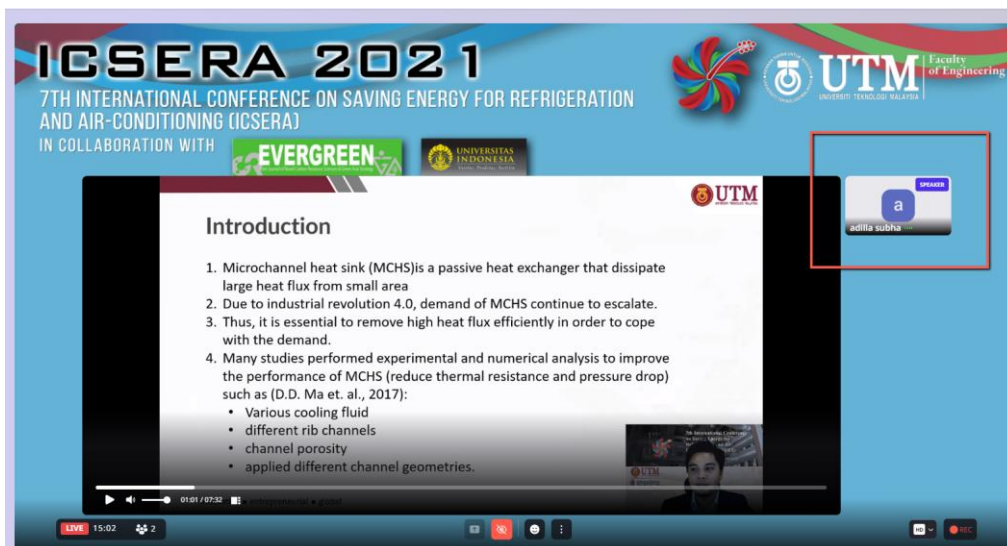
[https://www.youtube.com/watch?v=YowhWs0C4Ig&ab\\_channel=Airmeet](https://www.youtube.com/watch?v=YowhWs0C4Ig&ab_channel=Airmeet)

4. Once the you have completed your live presentation, you will be on stage for **Q&A session**.

## Attendee Guide: Presenting your research in the parallel session – Pre-recorded video presentation.

If you are presenting in the session, **BUT** opted to use your pre-recorded video for the presentation, please make sure that **you have selected the pre-recorded presentation option and uploaded the pre-recorded video in the Google Form provided before the conference day.**

5. If you are presenting in the session, the host will invite you to the stage.
6. Once accepted, the host will start playing your pre-recorded presentation. You will be visible to the other participant in the session on the side of the video (the red box in image below) – similar to when you are presenting the slide in real time.



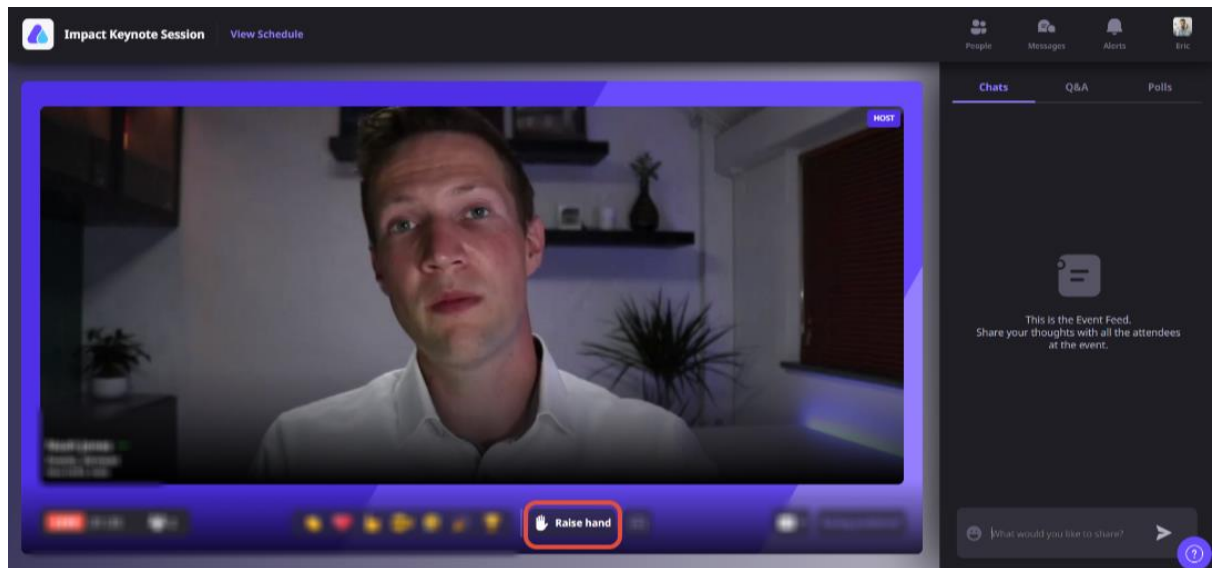
7. Once the video finished, the host will remove the video and you will be on the stage for **Q&A session.**
8. If for any reason that the presenter is not present in the conference for his/her presentation, the host will play the pre-recorded video, and move on to the other presenter once the video finished.

\*The main purpose for having your pre-recorded presentation is to ensure that the program of the session will not be interrupted by any technical/connection difficulties from the participant. Even though we allow presenter to choose to present with a pre-recorded video, we do highly encouraged participant to present their research in real-time for the benefits of the presenter and also the other participants.

## Attendee Guide: How to interact with speaker/presenter in a session.

There are two ways for attendees to interact with the speaker and the host:

1. Use the **Q&A tab** on the right side of the page to post your question as a text message. The Host will select your question to present it to the speaker or answer it.
2. You may click on the **Raise Hand** button to request the Host to invite you to join the broadcast.



3. You also can react to the presentation by clicking on the emoticon available on the bottom of the screen!

**\*For other attendee related FAQ – you can visit:**

[https://help.airmeet.com/support/solutions/folders/82000324183/page/1?url\\_locale=](https://help.airmeet.com/support/solutions/folders/82000324183/page/1?url_locale=)

### **Quick Tips**

For a flawless Airmeet experience, do keep the following in mind:

- Please have a stable and good internet connection.
- A noise-free ambiance is conducive to a smooth interaction.
- It is recommended to use a laptop with a Chrome browser.
- Restart the browser to avoid issues (if you face any) due to caching.
- An external and good headset with a mic is recommended, though not mandatory.



- If you have difficulty seeing other speakers' or the host's feed, please refresh the page or restart the browser and ensure that you close any other conferencing tool you may have used recently.