

2021 Academy of International Business Asia Pacific Regional Conference

8-10 December 2021

Note to Participants

1. Venues and Time (Thailand Time (GMT+7))

	<u>Date & Time</u>	<u>Event</u>
8 December Wednesday	09:00 – 11:00	Registration & Opening Plenary
	11:00 – 12:45	Concurrent Sessions
	12:45 – 14:00	Lunch
	14:00 – 17:30	Panel Discussion /Concurrent Sessions
9 December Thursday	09:00 – 12:45	Concurrent Sessions
	12:45 – 14:00	Lunch
	14:00 – 17:45	Concurrent Sessions
10 December Friday	09:00 – 12:15	Ethics Training /Concurrent Sessions

2. Presentation Time

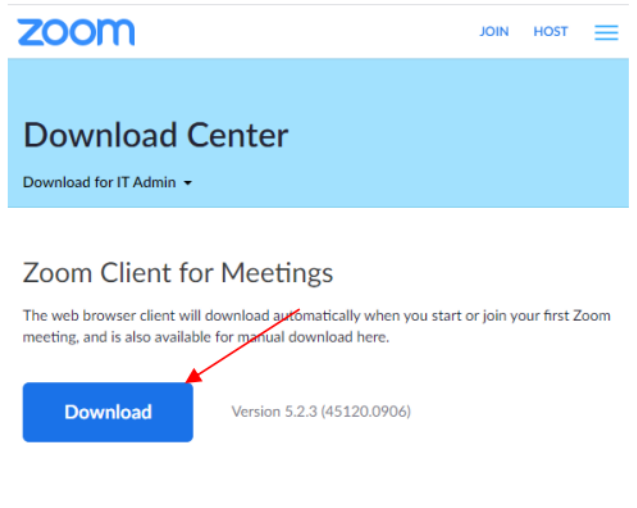
There are 18 concurrent sessions for paper presentation, and each session lasts for about 90-105 minutes, with the time per session determined by the number of papers in the session. Equal time should be given to each paper, with about 5-10 minutes for “Question & Answer” (Q&A). Presenters will be informed by the Session Chair at the last 5 minutes of presentation.

Please be on time for your session and check-in with the Session Chair.

Zoom Manual: Session Chair/Paper Presenter/Participants

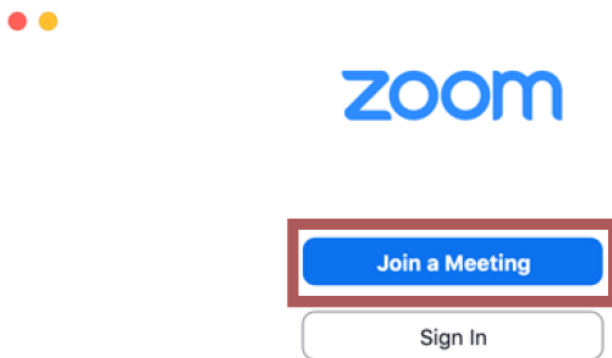
Step 1: Install Zoom app

Please download and install “Zoom” from the official website: <https://zoom.us/download>. You can click the “Download” button.

Steps	Screens
<p>a. Launch a browser, preferably Chrome.</p> <p>Enter the following URL to download Desktop and App version. Install the APP on both your desktop and mobile devices.</p> <p>https://zoom.us/download</p> <p>You may also search “Zoom” from Google Play and Apple App Store.</p>	

Step 2: Join the Meeting

After the installation of “Zoom”, you can click the “Join meeting” button



More information: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

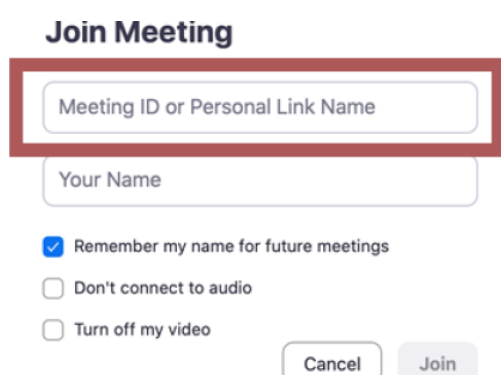
Step 3: Enter the meeting ID and Password

You can enter the meeting ID for the session that you are invited to chair/you are assigned to present. The Session Chair and Presenter(s) will be invited as Co-Host for the session.

For Session Chair, you will be invited to be Co-host in advance, and you are able to mute any participants in the meeting room.

For each presenter, you will be invited to be Co-host before your presentation. Please rename yourself at the Zoom as “**NAME (shown in the conference programme)-Presenter-MSxxxx (Paper Number)**” for our staff to locate you and invite you as co-host.

The session’s meeting ID/password/meeting link can be found in Final Conference Programme and in this file in Page 1 and Page 9 of this document.



Join Meeting

Meeting ID or Personal Link Name

Your Name

Remember my name for future meetings

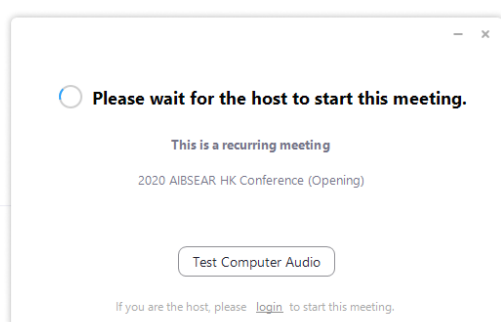
Don't connect to audio

Turn off my video

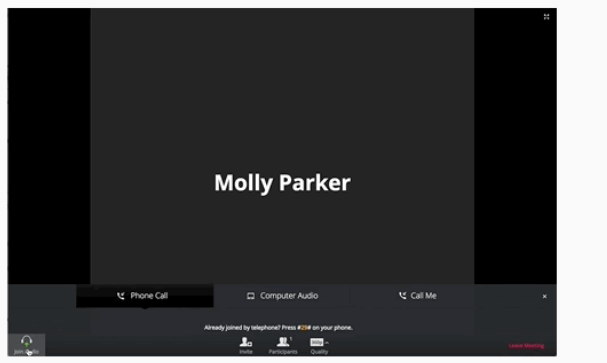
Cancel Join

Step 4: Enter the Meeting

If you succeed to enter the meeting room, you will see the following interface. You will be in waiting room before the host starts the meetings. After meeting starts, you will be admitted joining the meeting by host. After the session starts, we will disable the function of “Waiting room” so that all the participants can join the session/switch among the concurrent sessions they would like to join.



Waiting room before meeting starts



Interface when you join the meeting room successfully (Picture source: Zoom Help Centre)

Step 5: Bottom panel

By clicking the bottom panel, you can mute or turn on your speaker, start or stop video and share your screen to everybody in the meeting room.



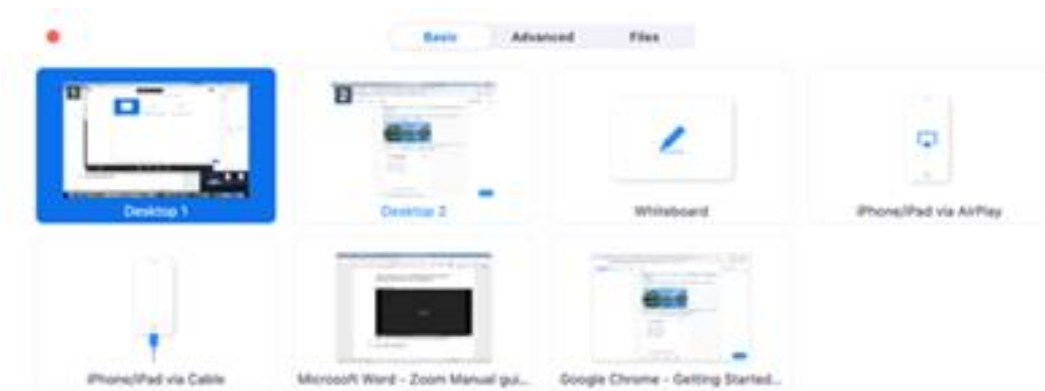
Step 6: Share screen (For Session Chair and Paper Presenter only)

When you click the share screen button from the bottom panel, you will be asked to select a screen that you want to share. If you intend to use PowerPoint slides or other files (e.g. PDF) for your presentation, you are recommended to have the file(s) ready at your screen before you click the “share screen” button.

If the PPT file is the only file you would like to share, it is recommended to share the PPT file directly.

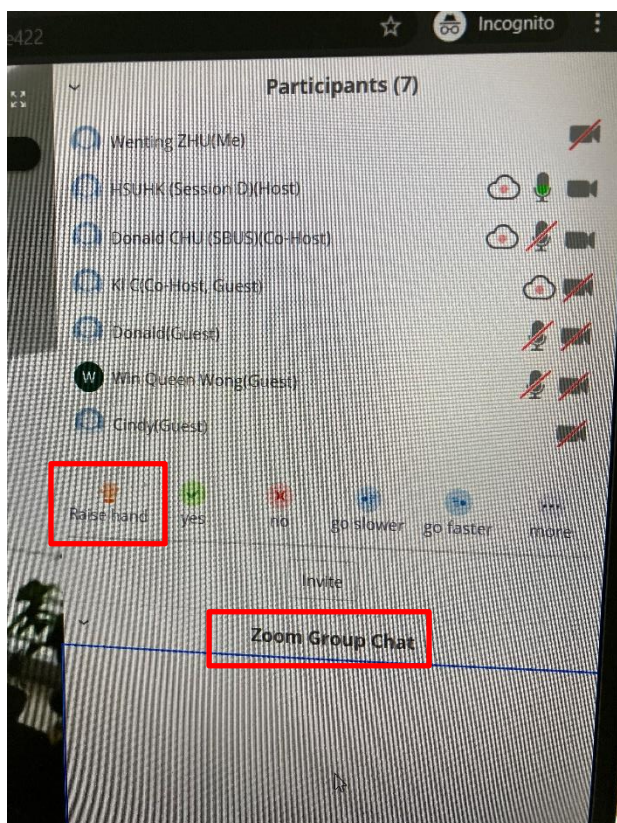
If you have more than one file to share during the presentation, it is recommended to share your screen directly in case that you change the file from you side while the participants will not able to see it.

Please tick the box of the “share compute sound” on the bottom left in order to let other participants to hear the audio from your computer and see you shared screen.



Step 7: Q&A session

During the Q&A session, you can click the “Participants” button from the bottom panel, to see if any participants click “Raise Hand” button or “Chat” function and session chair/host can arrange participants to ask questions one by one if time allows.



Note: Time Limit

Please mind your presentation time in consideration of the subsequent presenters.

****You are notified that meeting host and the session chair remain the rights to mute any overrun presenters****