

2022 Academy of International Business Asia Pacific Regional Conference

“Resilience in International Business”

Note to Participants

Venues and Time (GMT+8)

	Date & Time	Event	Venue
7 December (Wednesday)	08:30 – 12:15	Registration & Plenary	A401
	12:15 – 13:45	Lunch	
	13:45 – 17:30	Concurrent Sessions	Session A: A401 Session B: A307 Session C: A308
8 December (Thursday)	09:00 – 10:15	Plenary	A401
	10:30 – 12:15	Concurrent Sessions	Session A: A401 Session B: A307 Session C: A308 Session D: A309
	12:15 – 13:45	Lunch	
	13:45 – 17:30	Concurrent Sessions	Session A: A401 Session B: A307 Session C: A308 Session D: A309
9 December (Friday)	09:00 – 12:45	Concurrent Sessions	Session A: A401 Session B: A403 Session C: A404
	12:45 – 14:15	Lunch	
	14:15 – 18:00	Concurrent Sessions	Session A: A401 Session B: A403 Session C: A404

2. Presentation Time

There are 30 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.

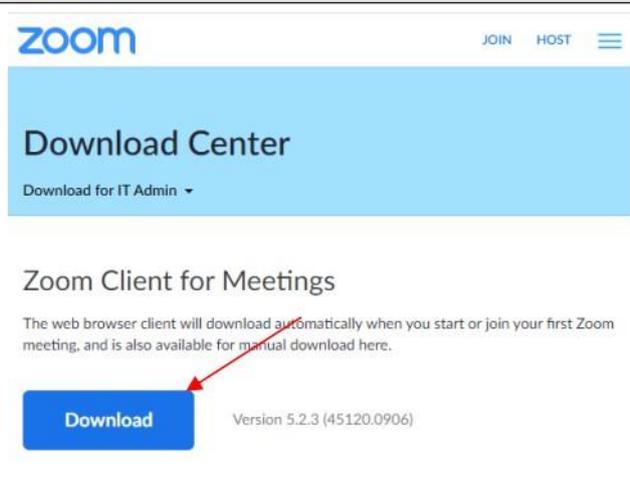
Please be on time for your session and check-in with the Session Chair.

Zoom Manual for Online Presentation

(For 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.

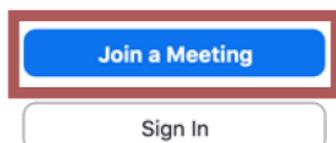
Steps	Screens
<p>a. Launch a browser, preferably Chrome.</p> <p>Enter the following URL to download Desktop and App version. Install the APP on both your desktop and mobile devices.</p> <p>https://zoom.us/download</p> <p>You may also search “Zoom” from Google Play and Apple App Store.</p>	

Step 2: Join the Meeting

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



zoom



For 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-Hosts** for the session.

For **Session Chair**, you will be invited to be a Co-host in advance, and you are able to

- a. mute any participants in the meeting room
- b. stop participants share screens if not being invited to

For **Presenters**, you will be invited to be a Co-host before your presentation. Please

- a. **RENAME** yourself at the Zoom as the format:
"NAME (shown in the conference programme)-Presenter- MSxxxx (Paper Number)"
for our staff to locate you and invite you as a co-host.

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



Join Meeting

Meeting ID or Personal Link Name

Your Name

Remember my name for future meetings

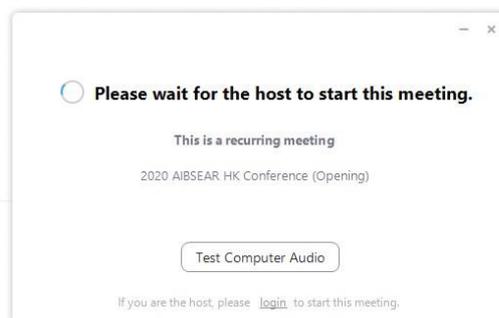
Don't connect to audio

Turn off my video

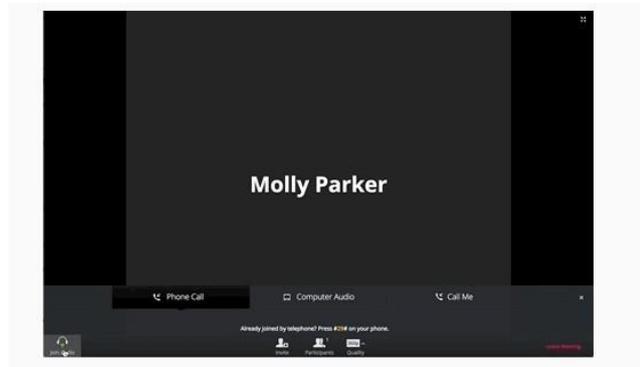
Cancel Join

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



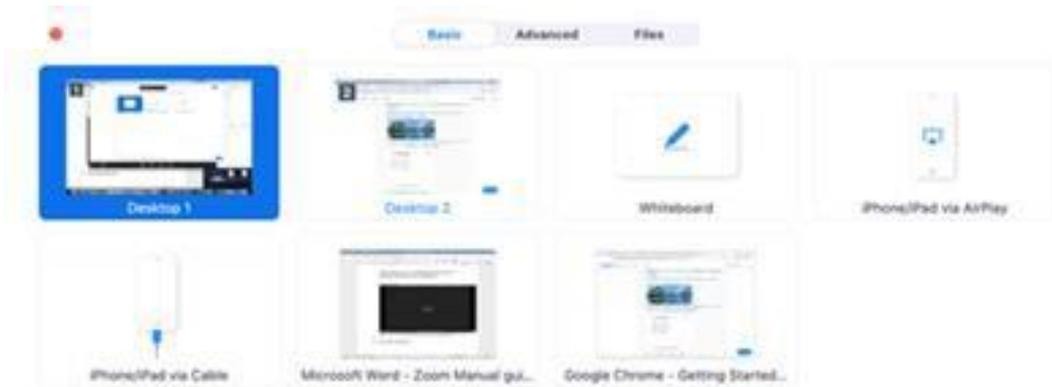
Interface when you join the meeting room successfully

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.

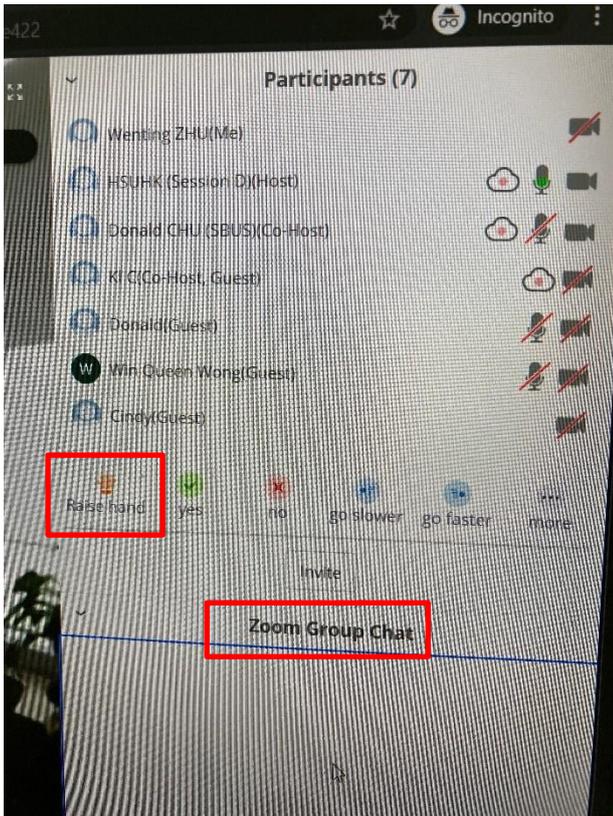
Warm Reminder

1. If the PPT file is the only file you would like to share, it is recommended to share the PPT file directly.
2. 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.
3. 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****

Travel Guide to Visit Hong Kong

<p>Within 24 hours prior to the scheduled time of departure of the flight to Hong Kong</p>	<p>Conduct a Rapid Antigen Test (RAT) with a negative result</p>
	<p>Complete the online Health Declaration Form of the Department of Health (www.chp.gov.hk/hdf/)</p> <p>Save the green Health Declaration QR code</p> <div data-bbox="639 533 1062 1554" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p style="text-align: center;">(the QR code is valid for 96 hours)</p> </div>
	<p>Download “LeaveHomeSafe” Mobile Application (It is an essential application to access every venue in Hong Kong)</p> <p>Iphone: Downlaod Here Andriod Phone: Download Here</p>
<p>Day 2 after arrival</p>	<p>Undergo PCR-based nucleic acid test</p> <p>Guests stayed near HSUHK are recommended to test at Ngau Pei Sha Street Playground (near City One MTR station)</p> <p>Adress: Ngau Pei Sha Street Playground,</p>

	6 Ngau Pei Sha St, Sha Tin, Hong Kong (google map)
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	For locations of other test stations, please visit here .
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	!! Do remember to keep the SMS notification!!
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End