ICFN Co-Moderator Parallel Session Guidelines

- The conference will be conducted virtually using Zoom Webinar Platform
- The parallel session will be conducted on 10 September 2020, kindly refer to the updated schedule of the conference
- You will receive draft of abstract book which contain the list of the presenter and their abstract prior to the conference day
- All moderators/co-moderators and speakers will be expected to use the Virtual Background of the conference during all sessions
- We will conduct dry-run and testing of devices for all moderators and speakers on 8 September 2020. You can use this opportunity to test your device and testing for using the virtual background of the conference. The committee will give you the link to the dry-run session one (1) day prior to the session
- You will receive a link to the conference **One (1) day prior to the event**
- You are expected to Login to Zoom Webinar using the given link at least 15 minutes prior to your session, for a brief introduction and preparation on the day
- Please ensure you have a stable internet connection.
- Co-Moderators are responsible for assisting the moderator to manage the session. Therefore, we would expect for the session requested you would:
    - Introduce yourself and your affiliation
    - Assist the moderator to choose questions from the participants. The committee will help you to collect the questions from the chat box and put it in a google sheet. You may highlight the questions to be asked by the moderator to the presenters.
    - Be prepared with a few opening questions to start discussion, if necessary.
    - Make sure to keep the schedule of your session.
    - Use any reasonable means to assist the moderator to stop a speaker who has exceeded the allotted time.
    - Co-moderators are required to fill in the **"Oral Presenter Evaluation Form"** and select a **"Best Presenter"** from your session(s). Please submit your evaluation to arientasudibya@seameo-recfon.org and ahmad.thohir@seameo-recfon.org

Session Rule

- All presenters will be given 7 minutes for presenting their work.
- The question and answer session for all presenters will be conducted after all of the presentation presented.
- If the audience wants to ask question, please write it down in the chat box.
- Please follow this format to ask question: [Name_Country_Institution_Question]
- The question should be brief and clear.
- Please mute your microphone when you are not speaking.