Suggested Guideline To Session Presenters & Attendees

for COCOA 2020  Webex sessions
COCOA 2020 Virtual Conference Brief Review

- COCOA 2020 Virtual Conference use Cisco Webex Meeting
  - All registered attendees have access
  - All paper tracks are hosted here.
  - The pre-recorded videos will be played at the scheduled time of the paper
  - The session schedule is posted on the webpage
    https://theory.utdallas.edu/COCOA2020/program.html

- Your participation is important to make COCOA 2020 successful
To Presenters

- Please get familiar about Webex Meeting before the conference, this will greatly save time and make the conference smoother.
- Enter Webex meeting at least 15 minutes before your session
- You will be set muted as default
- You will automatically have rights to share screen, video and unmute yourself

**Important**
- You need to test your device before the session starts (Not before your talk)
- When session chair is asking that if you are ready to do the device test, please type like this into the chatroom for easy tracking:
  
  “I am the 2nd talker of Session 3, I’m ready”.

- Then the session chair will lead you to test your webcam, video and screen sharing.

- Control your time
- After Q&A, stop sharing your screen, disable your video, and mute yourself.
To other attendees

- Always stay muted until you are allowed by the session chair.
- If you would like to ask questions, please use “raise hand” in Webex.
- Then, session chairs will call you when it’s your turn to ask question.
- You are encouraged to ask questions during Q&A at the end of each presentation.