

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.

