

THE 13TH INTERNATIONAL CONFERENCE ON RELIABILITY, MAINTAINABILITY, AND SAFETY (ICRMS)

21 - 24 August, 2022 | Hong-Kong, China

www.icrms2022.org

GUIDE TO PARTICIPATION

Program uses Hong Kong, China Standard Time (GMT+8)

1. Key Dates

1.1 Presenters

Submit Presentation Files – Deadline: Thu-18 Aug 2022

1.2 Presenters & Session Chairs

Virtual Open House – Test Presentations/Check Connections
Sun-21 Aug, From: 12:00 – 16:00

1.3 Help Desk – Live Attendee Support

Daily on Mon-22 Aug and Tue-23 Aug
From 07:30 – 12:00, 13:00 – 17:00

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For self-service information and navigation on ICRMS2022 portal

2. PRESENTER GUIDE

2.1 PREPARE YOUR PRESENTATION

Total duration is 15 mins for each talk and consisting of 10 mins presentation + 5 mins Q&A. Your presentation must cover the same material as the abstract submitted.

You are kindly requested to be in your presentation/zoom room at least 15 mins before the session starts.

2.2 VIRTUAL PRESENTERS

Online presenters should pre-record and submit their talks ahead of the conference. These talks will be shown simultaneously to the live and virtual audience.

Though available, the recordings will not be available for public viewing.

Preparing Your Video

- Speakers are required to submit a 10-min pre-recording of their presentation.
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 800mb.
- [See also Point 4.2](#) “How to” Guide for Pre-Recording a Video
- The deadline for submitting the pre-recording is **Thu-18 Aug 2022**.
- Presenters may choose to either present live virtually or request for their uploaded video to be screen shared by the Session Assistants.

Submitting Your Pre-Recording to ICRMS portal

- a. [Log-in](#) with your email & password
- b. On the left menu, click “Upload Presentation(s)” to upload your file. This function is auto-enabled for individuals who registered for the paper/abstract.
- c. You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.

Delivering Your Presentation

- Be considerate to the other speakers and audience by staying within your allocated time. The allocated time for your presentation includes a discussion and changeover to the next speaker.
- Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.
- The session host will play your **10-min pre-recording** at the scheduled time if video has been uploaded.
- The presenter is required to participate in the **live 5-min Q&A session** to be held immediately after the presentation.
- Questions from the audience will be asked through the **Zoom Chat**. Alternatively, audience can also use the ‘Raise Hand’ function to ask questions verbally.
- The zoom links will be embedded in the ICRMS2022 Portal (See point 5) and only registered attendees will be able to access them. Zoom room access will be enabled in the morning on the day of the session.

3. CONFERENCE POLICY

3.1 IMPORTANT NOTES TO PRESENTERS

- a. All presenters need register (and pay the registration fee, if applicable)
- b. Each accepted paper/abstract must be presented by the registered author/co-author
- c. Presenter Access to conference venue or online platform is granted to the **“Registrant”** only.
- d. The presentation must be given by a single presenter; even if equal contributions were made by two or more co-authors.

3.2 NO SHOW POLICY & PROOF OF ATTENDANCE

- a. Each accepted paper/abstract to ICRMS2022 must be presented by the registered author/co-author during the online conference. By default, the registrant is deemed to be the presenter. This can only be the author or a co-author of the abstract.
- b. Papers not presented will not be included in any other publications that are produced for distribution at the conference.
- c. Proof of Attendance is an official document proving the completion of a presentation and attendance at a session or the conference.
[ICRMS2022](#) → “Author Options” → “Proof of Attendance”

3.3 PROCEEDINGS DOWNLOAD

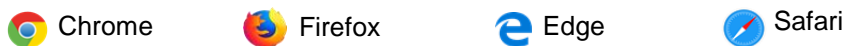
- a. Available for download only from Sun-21 Aug 2022 to Thu-24 Aug 2022 in the ICRMS2022 portal (See point 5) and only registered attendees will be able to access them.

4. HOW TO GUIDES FOR

4.1 GETTING ZOOM READY

All presenters will require a PC or Laptop with

- Internet Speed of minimum 10mbps – to test your connection speed, visit <https://fast.com> OR <https://www.speedtest.net/>
- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers – Ensure that they are updated to their latest versions



Lighting/Camera - Diffused light in front of you will usually work best to avoid shadows. Position your camera just above your eye level.

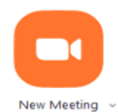
Presentation/Clothing - Darker colour shirts/blouses appear better on camera, avoid busy plaid or patterned outfits.

Audio/Sound - Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

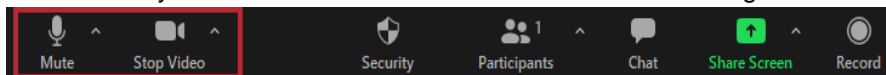
4.2 PRE-RECORDING A VIDEO

Pre-recording via Zoom

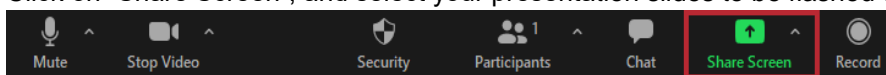
- a. Create a free Zoom account at <https://zoom.us>
- b. Install and open the Zoom application on your computer
- c. Click on the “New Meeting” button to start a meeting
- d. Refer to the toolbar at the bottom of the meeting window.



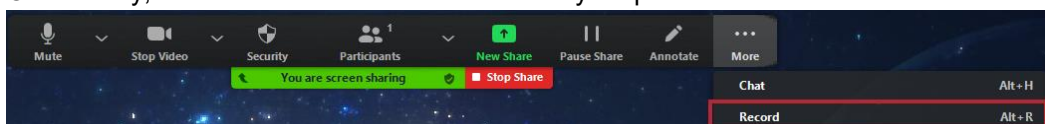
Ensure both your audio and video are connected to the meeting.



- e. Click on “Share Screen”, and select your presentation slides to be flashed on the screen



- f. Look for the toolbar which should now be at the top of your screen. Move your mouse around the area if there isn't any bar. Once ready, click on “More” → “Record” to start your presentation.



- g. Upon completion, end the meeting. Zoom will compress the recording and save a copy in your computer

Pre-recording via LOOM

- a. Create a free Loom account at <https://www.loom.com/>
- b. Install and open the Loom application on your computer
- c. Select “Screen+Cam”, and set your screen, microphone and camera.
- d. Once ready, click “Start Recording” at the bottom of the app
- e. After stopping your recording, you will be redirected to Loom’s website to view/download the recording. It may take a few minutes for the download button to light up.



4.3 SESSION CHAIRING/ASSISTANCE

The functions of the session chair are to lead the session, to ensure presenters stay on time, and to maintain a professional and insightful dialog among participants of the session. You will introduce each presenter (name, affiliation, co-authors) along with their abstract/paper title. A session assistant will be assigned to assist you as necessary. Please connect to your session room at least 15 mins before the start of your session to test your set-up before hand.

Session Assistant Roles

1. Oversee presenter check-in
2. Keep track of no-shows & report it to session chairs
3. Provide live technical support during the conference
4. Handling of presentation materials
5. Click on the attendance link to make a record of who has presented

Session Chair Roles

1. Introduce presenters in your session
2. Ask questions to the presenter based on their presentation
3. Keep track of time allocated for each presenter

Chairing the Session

- Ensure all presenters are present in the session
 - Introduce presenters before each presentation (Presentation details will be provided to all session chairs)
 - Facilitate the Q&A from in-person and virtual audience.
 - Keep track of time allocated for each presenter: Oral – 10 min presentation + 5 min Q&A
If talk ends before the 10-min mark, use the extra time as more time for Q&A, up to the 15-min total allotted time to the talk.
1. Audio Mute/Unmute – Virtual audience will be muted when they join the meeting.
 2. Remind presenters to unmute themselves during Q&A; and then mute themselves when done.
 3. Zoom Chat – Remind participants to send you questions using this feature. Be sure to check the Chat regularly and convey questions to the in-person presenters
 4. Introduce yourself at the beginning of the session and mute yourself when done.
 5. Session Assistant will play the pre-recorded presentation of the virtual presenter if the video has been uploaded.

5. USER DASHBOARD

For self-service information and navigation on **ICRMS2022 Portal**

ICRMS2022

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- > Topics List
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- > Upload Presentation
- > Bill and Receipt
- > Proof of Attendance