

Guide for Participants

I. Hardware Preparation

1. Personal computer (connected to cable or WiFi; please debug the devices in advance to ensure that the sound card, camera, microphone and other computer programs on the computer work properly)
2. Smartphone or PAD device (it is recommended to turn on the airplane mode and connect them to WIFI; or turn on call forwarding and use 4G/5G network in the silent mode)

II. Software Preparation

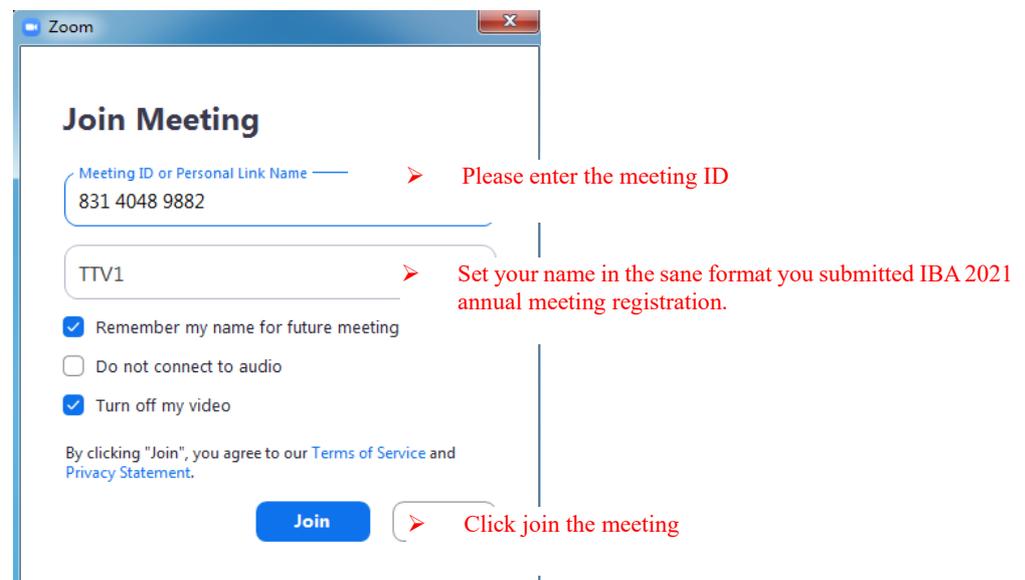
1. Personal computer: Please log in to <https://zoom.us/download>, and download the latest version of the software according to the computer operating system.
2. Smart phone: Search for "ZOOM" APP in the mobile app store and download the latest version.

III. Preparation for the Meeting

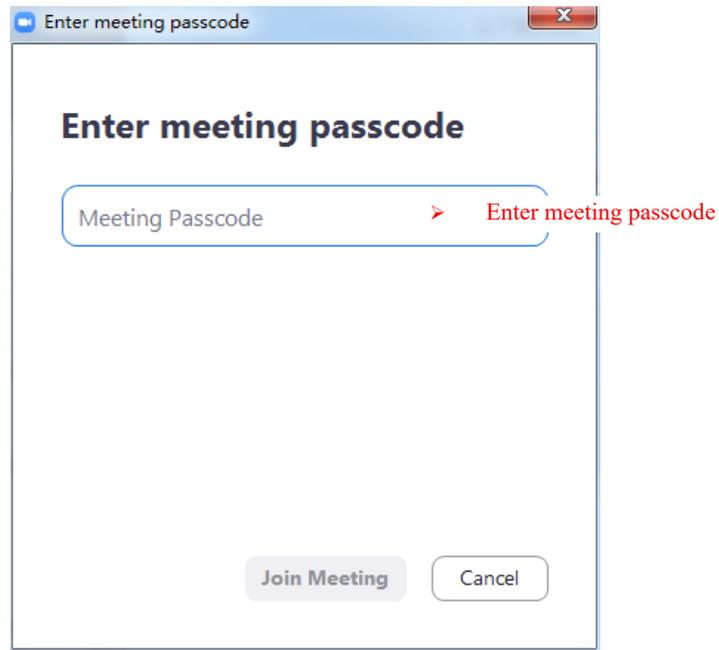
1. Click <https://us06web.zoom.us/j/83140489882?pwd=K08yZDI3M01yRkV5VllicjF2RThBZz09>

to join the meeting, or enter the meeting ID 831 4048 9882 in the ZOOM software.

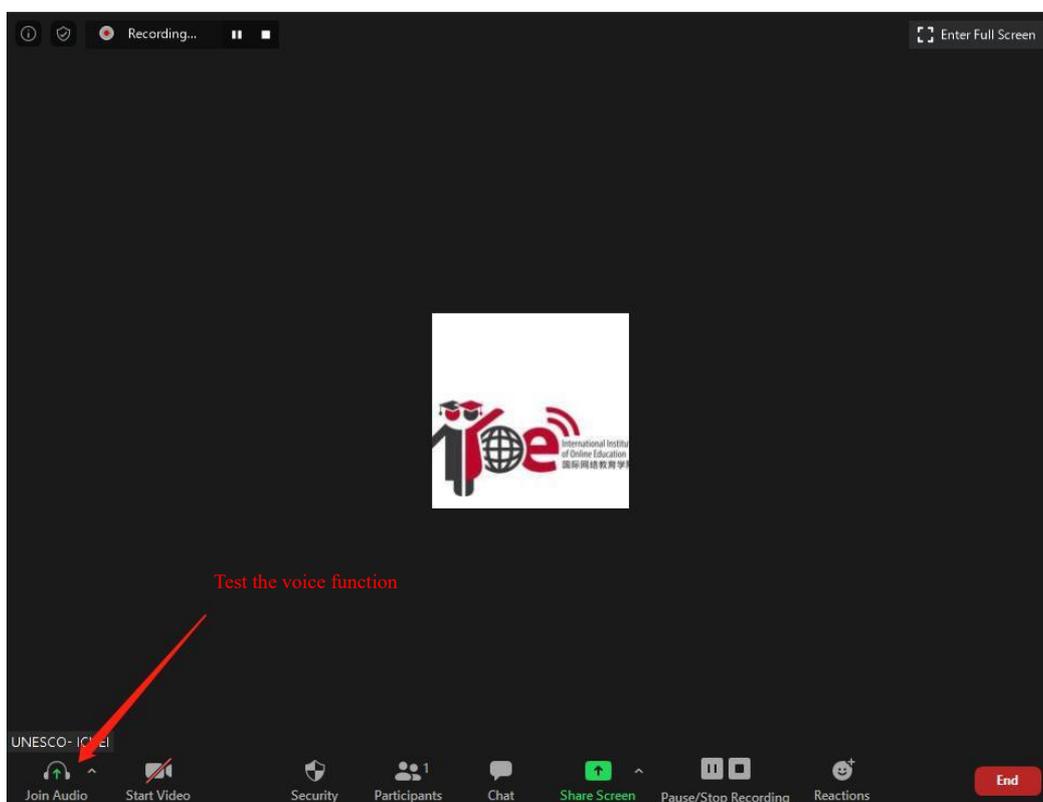
2. Please set your name in the same format you submitted IBA 2021 annual meeting registration.



3. Please enter the meeting passcode>(*The meeting passcode will be emailed to the registered users who paid the fee.)



4. Device debugging: After entering the software, please test the voice function of your device; Ensure that the microphone and audio/headphone device are connected correctly.



IV. PPT Sharing

Open the prepared PPT file first

Click "Share Screen" and find the open PPT window in the pop-up interface - then click "Share"; Click "Stop Sharing" in red at the top of the window to terminate the sharing.

V. Matters Needing Attention

1. Participants, especially speakers, shall join the meeting (by clicking "Join") in advance.
2. To ensure the orderly progress of the meeting, all participants are set to "mute" mode by default, and you can click "Unmute" to speak.
3. To achieve a high-quality and efficient meeting, it is suggested that speakers should be prepared according to the length of their speeches.

VI. Zoom Link

Invite you to Join Zoom Meeting

Meeting Theme: IBA2021

Meeting Time:24 Oct 2021-29 Oct 2021

Join the meeting

<https://us06web.zoom.us/j/83140489882?pwd=K08yZDI3M01yRkV5VllicjF2RThBZz09>

Meeting ID: 831 4048 9882