

Airmeet Presentation Guidelines

Presenters are required to present the papers live using an online Airmeet presentation during the conference day (01-02 December 2021). Live presentation of Oral papers is a requirement for publication in IEEE Xplore.

Attendee Guide: Registration for MICC 2021 Conference in Airmeet

1. Access through Airmeet via Invitation Link. An invitation link of MICC 2021 conference will be sent to your email upon your registration. Please update the presenter's name in EDAS so we can email the link.

*If you didn't get the invitation link, please do inform us by email to the MICC 2021 secretariat(noonlindawaty.jizat@mmu.edu.my).

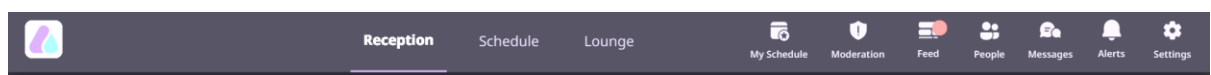
2. Through the link, you will be directed to Airmeet MICC 2021 landing page where you can see your information.
3. Complete the Airmeet registration by clicking the "Complete registration" button at the bottom of your information.

4. [A step-by-step guide to use Airmeet: For participants](#)

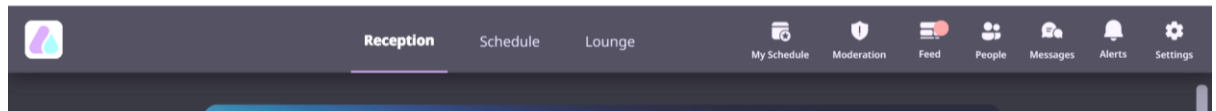
*Please remember, the session in the conference will only start on 1 st December 2021 8:30am (Malaysian time). If you enter the conference before the start date, you can roam around the conference site, see all the scheduled session, and visit the available booths.

Airmeet Conference Site

1. Upon Airmeet registration, you will be directed to MICC 2021 Airmeet landing page. From here, you can enter the Airmeet conference site using the registered account.
2. To enter the conference, click the Airmeet link sent to you, and if you have registered previously, you will be directed to the conference Reception Area. *Don't forget to update your Airmeet account details (on the top right corner) with your photo and other details once you have entered the conference site.
3. At the top of the reception area, you'll see three (3) main sections: Reception, Schedule, Lounge.



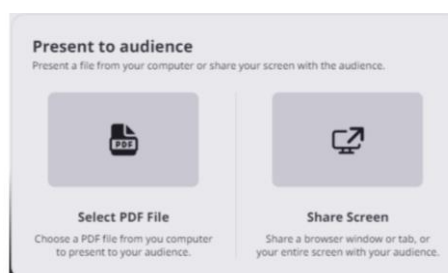
4. To see and access any session throughout the day, go to the Schedule tab, and it will show all the MICC 2021 available session of the day. The MICC 2021 Schedule will also be available in the online program book (downloadable pdf file) from the website.
5. *Please do keep track of the day's important session through announcement made in the Event Feed!



Presentation Guideline

1. Once the session started – the Session Chairperson will invite the presenter according to the sequence of presenter in the MICC 2021 schedule.
2. You may start your presentation for 10 minutes.
3. On Airmeet presentation stage, presenter can share their slides in two ways, share your screen or present using a PDF.

Share Screen. Option Step 1: Accept invitation to the stage. Step 2: Click on the upward arrow button (at the bottom, middle of your screen) and select the share screen option. Step 3: Select to use PDF file or Share Screen.



Once the live presentation ended, you will be on stage for Q&A session.

There are two ways for attendees to interact with the speaker and the host:

1. Use the Q&A tab on the right side of the page to post your question as a text message. The Host will select your question to present it to the speaker or answer it.

2. You may click on the Raise Hand button to request the Host to invite you to join the broadcast.

*For other attendee related FAQ – you can visit:

https://help.airmeet.com/support/solutions/folders/82000324183/page/1?url_locale=

Quick Tips For a smooth Airmeet experience:

- Please have a stable and good internet connection.
- A noise-free ambiance is conducive to a smooth interaction.
- It is recommended to use a laptop with a Chrome browser/ Microsoft Edge.
- Restart the browser to avoid issues (if you face any) due to caching.
- An external and good headset with a mic is recommended, though not mandatory.

We welcome you to this conference and look forward to your participation.