

THE RISE OF ASIA 2023 OFFLINE AND ONLINE CONFERENCING
February 8-10, 2023, French Time Zone (GMT+1)

ZOOM TECHNICAL GUIDELINES

GENERAL GUIDELINES

- 1) Please, ensure that you have the last updated Zoom installed in your device (computer or smartphone) and other related necessary equipments (web camera, microphone, headset, loudspeakers, etc.).
- 2) Please, ensure that you have a Zoom account with identification of your real name (not pseudo name).
- 3) Please, ensure that you have filled-in the conference online registration with your real name identical to your Zoom identification name. When you try to enter into a session, a co-host of the session will check if your name is in the list of registered names. If you have not registered yet, or your Zoom identification name is different from your real name, the co-host will not let you enter into the session.
- 4) Please, notice that all the sessions will be recorded. You will receive an audio notice when the recording starts. If you do not accept to be recorded, there are two possibilities for you to do: either you deactivate your camera and your microphone; or you leave the session.
- 5) You will receive one Zoom link for the three days of the conference.
- 6) Please, notice that when you enter into a session, your microphone is automatically deactivated. The co-host will activate the microphone of those who are supposed to speak under the authorisation of co-chairs.

DAY-1 GUIDELINES (Hybrid mode: offline and online at the same time)

- 1) The first day conference will be organised in 2 plenary sessions with a lunch break in between: at 09:30-12:00 and at 14:00-16:00 PM.
- 2) During the lunch break (installation, connection), the Zoom virtual room stays open.

DAY-2 GUIDELINES

- 1) The second day conference will be organised in two parts: Morning and Afternoon with a lunch break in between.
- 2) The morning part is dedicated to 2 successive plenary sessions. After lunch there are 6 parallel sessions on 2 successive time slots.
- 3) After entering into the Zoom main virtual room, you will see a chart indicating the number of the six rooms (VR1A, VR2A, VR3A etc.) and the keywords of the sessions organised in the rooms (see the chart at the following page).
- 4) You may choose any room; enter into your selected room by clicking the link « rejoindre » (a French word meaning « join »). You may move to another room by leaving the session and choose your desirable room.
- 5) While the parallel sessions are going on, the Zoom main virtual room stays open.
- 6) There is a break of 15 minutes between two successive sessions to allow participants to take a break, to move to another session, to disconnect and reconnect to Zoom link, etc.

DAY-3 GUIDELINES

- 1) The third day conference will be organised in two parts: Morning and Afternoon with a lunch break in between.
- 2) The Morning will be organised in 5 parallel sessions on 2 successive time slots. The running of the sessions is technically similar to the parallel sessions at the second day.
- 3) The Afternoon will be organised in two successive plenary sessions with a break of 15 minutes. The running of the sessions is technically similar to the plenary sessions at the first day.

SEE THE DEMONSTRATION OF SIMULATION AT THE NEXT PAGES

PARALLEL SESSIONS – DAY 2 AND 3

STEP 1: You will see the chart below when you are admitted in THE MAIN VIRTUAL ROOM

PROGRAMME DAY2

THURSDAY FEBRUARY 9, 2023

	A206 ROOM 1 Hybrid	A2014 ROOM 2 Hybrid	ROOM 3 Online	ROOM 4 Online	ROOM 5 Online	Austria ROOM 6 Online
14:00-15:30	VR1A	VR2A	VR3A	VR4A	VR5A	
15:30-15:45	COFFEE BREAK					
15:45-17:15	VR1B	VR2B	VR3B	VR4B	VR5B	
17:15-17:30	COFFEE BREAK					
17:30-19:30	AMPHI JULES DURAND: FILM SCREENING					

PROGRAMME DAY3

FRIDAY FEBRUARY 10, 2023

08:45-09:00	RECEPTION/INSTALLATION/CONNECTION					
09:00-10:30	VR1C	VR2C	VR3C	VR4C	VR5C	
10:30-10:45	INSTALLATION/CONNECTION					
10:45-12:15	VR1D	VR2D	VR3D	VR4D	VR5D	
12:30-14:00	LUNCH BREAK					

STEP 2: Click on the icon « Diviser en group » (Room break-down) below.

The screenshot shows a Zoom meeting interface. On the left, a PowerPoint slide titled 'PROGRAMME DAY2 THURSDAY FEBRUARY 9, 2023' and 'PROGRAMME DAY3 FRIDAY FEBRUARY 10, 2023' is displayed. The slide contains a table with columns for rooms (A206 ROOM 1 Hybrid, A2014 ROOM 2 Hybrid, ROOM 3 Online, ROOM 4 Online, ROOM 5 Online) and rows for time slots (14:00-15:30, 15:30-15:45, 15:45-17:15, 17:15-17:30, 17:30-19:30) and activities (COFFEE BREAK, AMPHI JULES DURAND: FILM SCREENING, RECEPTION/INSTALLATION/CONNECTION, INSTALLATION/CONNECTION, LUNCH BREAK). The Zoom meeting window on the right shows a grid of participants. A red arrow points from the 'Diviser en group' button in the Zoom toolbar to the 'Diviser en group' button in the Zoom meeting window. The Zoom toolbar at the bottom shows 15 participants, and the 'Diviser en group' button is circled in red.

PROGRAMME DAY2 THURSDAY FEBRUARY 9, 2023					
	A206 ROOM 1 Hybrid	A2014 ROOM 2 Hybrid	ROOM 3 Online	ROOM 4 Online	ROOM 5 Online
14:00-15:30	VR1A	VR2A	VR3A	VR4A	VR5A
15:30-15:45	COFFEE BREAK				
15:45-17:15	VR1B	VR2B	VR3B	VR4B	VR5B
17:15-17:30	COFFEE BREAK				
17:30-19:30	AMPHI JULES DURAND: FILM SCREENING				
PROGRAMME DAY3 FRIDAY FEBRUARY 10, 2023					
08:45-09:00	RECEPTION/INSTALLATION/CONNECTION				
09:00-10:30	VR1C	VR2C	VR3C	VR4C	VR5C
10:30-10:45	INSTALLATION/CONNECTION				
10:45-12:15	VR1D	VR2D	VR3D	VR4D	VR5D
12:30-14:00	LUNCH BREAK				

STEP 3: A white box with different rooms appears. Choose a preferred room and click on « Rejoindre » (Join) to join your chosen room.

The screenshot displays a Zoom meeting interface. At the top, a green banner reads "Vous voyez actuellement l'écran de LAURIOL SPHERIS". Below it, a row of video thumbnails shows participants: Bourdageau Elise, Darwis KHUDORI, Devon Ronald D..., Beatriz Bissio, MANJAL MYRIAM, and ERAMBERT GUIL... A white dialog box titled "Diviser en groupe - En cours" is open in the center. It lists several rooms under "Non affecté" and "ROOM 1: ASIA 1". The room "ROOM 1: ASIA 1" is selected, and the "Rejoindre" button next to it is circled in red. At the bottom of the dialog, there are buttons for "Diffuser un message à tout le monde" and "Arrêter toutes les séances". In the background, a grid of breakout rooms is visible, with columns labeled "A206 ROOM 1 Hybrid" and "A2014 ROOM 2 Hybrid". The Zoom control bar at the bottom shows icons for "Activer", "Vidéo", "Sécurité", "Participants", "Discussion", "Écran partagé", "Enregistrer", "Diviser en groupe", "Réactions", and "Quitter". The system tray at the bottom right shows the time "15:55" and date "06/02/2021".

STEP 4: You are now in your chosen room. Click on « Quitter la séance » (Leave the session) to go back to THE MAIN VIRTUAL ROOM.

The image shows a Zoom meeting interface. On the left, a presentation window displays a slide with a table. The table has columns for 'Date', 'Nom', 'Prénom', 'Adresse', 'Téléphone', and 'Email'. The slide is titled 'Zoom Meeting' and contains a list of names and contact information. A red box highlights the 'Zoom Meeting' title and the list of names. A red arrow points from the text 'STEP 4: You are now in your chosen room. Click on « Quitter la séance » (Leave the session) to go back to THE MAIN VIRTUAL ROOM.' to a blue button labeled 'Quitter la séance' in the bottom right corner of the Zoom meeting window. The Zoom meeting window shows a grid of participants, including 'Bourdageau Elise', 'Stephane Leydi...', 'Annamaria Art...', 'SEEMA MEHRA PA...', 'Viktor Eszterhai', 'Harry-Pascal B...', 'Monica Bruckmann', 'Beatriz Bissio', 'M Mohanty', 'Marzia Casolari', 'LAURIOL SPHE...', 'Devon Ronald Du...', 'Darwis KHUDORI', 'Tsvetelin Anast...', 'ETIENNE AUREORE', 'Agathe Jousset', 'Louise Ehault', 'Maud Lapeyre', 'MANJAL MYRIAM', 'Akhil Ranjan Dutta', 'Tulus Tambunan', 'Marie Chaîne', and 'Gwenaëlle JOST'. The 'Quitter la séance' button is circled in red.

STEP 5: You are now back in THE MAIN VIRTUAL ROOM. Take STEP 3 to enter into another room.

The screenshot displays a Zoom meeting window titled "Zoom Réunion - ROOM 2 : AFRICA 1". A dialog box titled "Diviser en groupe - En cours" is open, listing participants and room options. The participants listed are: Maud Lapeyre, Monica Bruckmann, paolo motta, SEEMA MEHRA PARIHAR, Stephane Leydier, Tsvetelin Anastasov, Tulus Tambunan, and Viktor Eszterhai. Below this list are three room options, each with a "Rejoindre" button:

- ROOM 1 : ASIA 1 (Rejoindre)
- ROOM 3 : ICT & MEDIA (Rejoindre)
- ROOM 4 : WESTERN WORLD (Rejoindre)

The "Rejoindre" button for ROOM 1 is circled in red. A red arrow points from the text box above to this button. The background shows a grid of video thumbnails for participants like Viktor Eszterhai, Monica Bruckmann, Harry-Pascal Bann..., M Mohanty, Akhil Ranjan Dutta, Marie Chaine, Gwenaëlle JOST, Tsvetelin Anast..., and Annamaria Artner. At the bottom, there is a Windows taskbar with various application icons and a system tray showing the time 15:58 and date 06/02/2021.