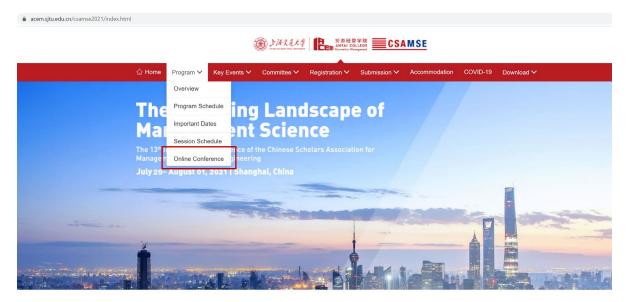
## **Guideline to 2021 CSAMSE Online Participants**

## Step 1: Log into the online conference system

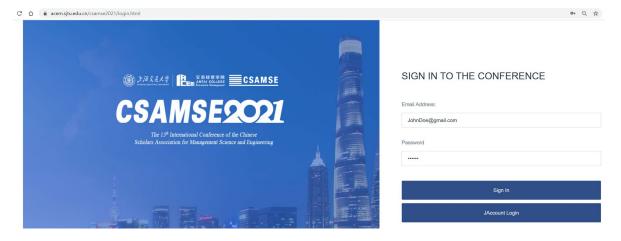
You can log into the online conference system either from the conference website (Method 1), or from the registration system (Method 2).

#### Method 1:

1. After logging into the conference website, please click "Program", and select "Online Conference". You can alternatively log into the online conference system via the following link: https://www.acem.sjtu.edu.cn/csamse2021/login.html



2. Log into the online conference system using your account information for the conference registration system.



If you do not have access to the online conference system, please make sure you have completed the registration. If you have any questions about registration, please contact us by email (csamse2021@sjtu.edu.cn).

#### Method 2:

1. After logging into the conference website, please click "Registration", and select "Registration".



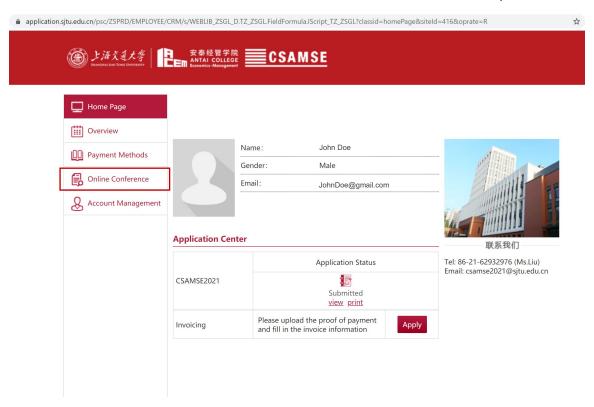
□ **Ⅲ •** ☆ **ⓒ** 

2. Log into the registration system using your account information.

C ♠ application.sjtu.edu.cn/csamse/login.html

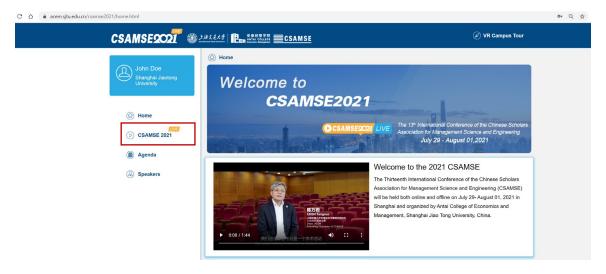


Tel: 86-21-62932976 (Ms.Liu) Email: csamse2021@sjtu.edu.cn (Ms.Liu) 3. Click "Online Conference" on the left menu bar to enter the online conference system.

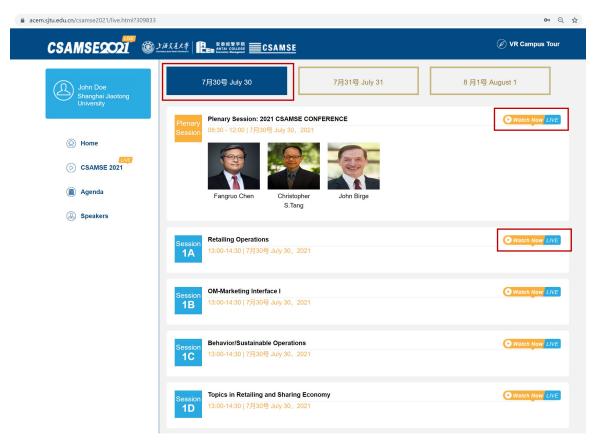


# **Step 2: Enter the Zoom meeting room**

1. After logging into the online conference system, you can click "CSAMSE 2021" to view the list of keynote speeches and breakout sessions.



2. You can select the conference date, and click "Watch Now Live" to enter the meeting room of the session that you would like to attend.



3. A pop-up link from Zoom will appear. By clicking "Open Zoom Meetings", you can enter the Zoom meeting room for the chosen session. Please make sure that you have installed Zoom on your device for attending the conference online.

■ us06web.zoom.us/j/81628682730?pwd=Qnd3Rkw4NWRDVUxCMU1J	JRJJUWDd4QT09#success		
zoom	Open Zoom Meetings? https://us06web.zoom.us wants to open this application.	Support	English <b>→</b>
	Always allow us06web.zoom.us to open links of this type in the associated app  Open Zoom Meetings  Central		
	Click Open Zoom Meetings on the dialog shown by your browser		
If you don't see a dialog, click <b>Launch Meeting</b> below			
	By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement		
	Launch Meeting		
	Don't have Zoom Client installed? Download Now		
	©2021 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies		

### **Important Notes to All Online Participants:**

1. Install or Update your Zoom Client: If you do not have Zoom installed, please install it by either following this link (<a href="https://zoom.us/download">https://zoom.us/download</a>) or the instructions provided by your institution. If you already have Zoom installed, please update your Zoom client to the latest version. Here is a tutorial of how to locate your current Zoom version and update it:

https://support.zoom.us/hc/en-us/articles/201362233-Upgradeupdate-to-the-latest-version.

- 2. To keep the sessions organized, please keep yourself muted during presentations. The session chair will organize the presentations and Q&A. You can ask questions by typing in the chat box or verbally during the dedicated Q&A time.
- 3. Each session will have a technical assistant to help you with the technology. If the technical assistant is not present, please contact our technical staff by phone (Tel: +86-21-62932509 or +86-21-62933381; Mobile: +86-18101886097 (Mr. Wu) or +86-18018655050 (Mr. Xiao) or +86-18018693238 (Mr. Fang)). If you encounter any technical problems during the conference, you can scan the following QR code to join our WeChat group for online technical support.



### **Instructions to Online Session Chairs:**

1. Please follow the above instructions to join the Zoom meeting room at least 5 minutes before the start time of your session. Please note that all times in the program are Beijing Time. The detailed session information is available here:

https://www.acem.sjtu.edu.cn/conference/static/2021CSAMSE SessionInformation.pdf.

- 2. The technical assistant will grant the co-host permission to the session chair for hosting the session.
- 3. Session chairs are responsible for organizing the presentations and Q&As. Each session is 90-minute long with 3-5 presentations. Please ensure that the session ends on time. Throughout the session, please monitor the text chat and help facilitate the Q&A discussions within the live meeting room.
- 4. Online presenters can choose to do the online live presentation or play a pre-recorded video. If the presenter(s) prefer to play the pre-recorded video in your session, please ask the technical assistant to play the pre-recorded video submitted by the presenter(s).

#### Instructions to Online Presenters:

1. Please follow the above instructions to join the Zoom meeting room at least 5 minutes before the start time of your session. Please note that all times in the program are Beijing Time. The detailed session information is available here:

https://www.acem.sjtu.edu.cn/conference/static/2021CSAMSE SessionInformation.pdf.

2. Please let the session chair and the technical assistant know if you prefer to play the prerecorded video for the presentation. At least one author should attend the session to participate in the online Q&A with the audience.