

Online Conference Notice

Platform: Microsoft Teams

Download link: <https://www.microsoft.com/en-us/microsoft-teams/download-app>

Sign in and Join

- **Join a meeting without signing in.**

An MS Teams account is not required if you join a meeting as a participant, but you cannot change the virtual background or edit the profile picture.

- **Sign in with a Microsoft Teams account.**

All the functions are available.

Time Zone

Malaysian Standard Time (UTC+8)

- You are advised to set up the time on your computer in advance.

Online Room Information

Online Room	MS Teams Meeting ID	Link	Password
Room 1	446 746 237 785	https://tinyurl.com/CoNeScINTech-2024-ROOM-1	MH2qDa
Room 2	441 750 706 27	https://tinyurl.com/CoNeScINTech-2024-ROOM-2	Ba5Hn3
Room 3	491 418 656 913	https://tinyurl.com/CoNeScINTech-2024-ROOM-3	5ZKeJP

Briefing Session

Monday, 23 th September 2024 (UTC+8)		
10.00 a.m. – 11.00 a.m.	Online Room 1: https://tinyurl.com/CoNeScINTech-2024-ROOM-1	Committee
03.00 p.m. – 03.30 p.m.		Keynote Speakers
03.30 p.m. – 04.30 p.m.		Authors / Delegates

1. You can download the virtual background at:
<https://ftmk.utem.edu.my/conescintech2024/index.php/backdrop/>
2. Prior to formal conference, presenter shall join the briefing to make sure everything is on the right track.
3. Note: Please rename your MS Teams Screen name in the below format before entering the meeting room.

Role	Format	Example
Conference Committee	Position-Name	Conference Chair-Assoc. Prof. Nurul Akmar Emran
Keynote Speaker	Position-Name	Keynote Speaker-Prof. Abdul Hafidz Omar
Author	Paper ID-Name	Paper 100-Baek Hyun Woo
Delegate	Delegate-Name	Delegate-Akeem Hassan

Author Presentation Process by MS Teams Meeting

Step 1: Turn on the camera.

Step 2: Brief self-introduction.

Step 3: Presentation video.

Step 4: Q & A time, unmute yourself, or type your question in the chat box.

Step 5: The next presentation will follow Steps 1-4.

About Author Presentation

- Every presenter has 10 minutes of video presentation and 5 minutes of Q & A time.
- Presenter must attend the Q & A session.
- Presenter must be present throughout the conference.
- Only presenters with full attendance will be given certification.
- The presentation certificates will be sent by email after the conference.

Environment & Equipment

- A quiet place, stable Internet connection, proper lighting, and background
- A computer with a camera, microphone, and speaker.