

We will be using **Zoom*** to host the PAKDD2020 online conference. *Note on Zoom Performance: We apologize in advance that during the virtual conference you might experience poor visual quality. The video quality depends on your network connection bandwidth, personal computer performance and Zoom servers' capacity. You can refer to the Zoom system requirements webpage as a reference: <https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms>

ZOOM User Guide for PAKDD 2020

1. First visit <https://zoom.us/download> and download Zoom according to the platform you are using. E.g. Windows or Macintosh.
2. Download the "Zoom Client for Meetings" onto your machine.

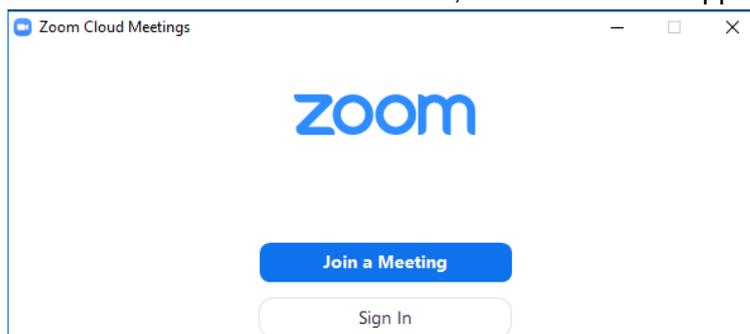
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

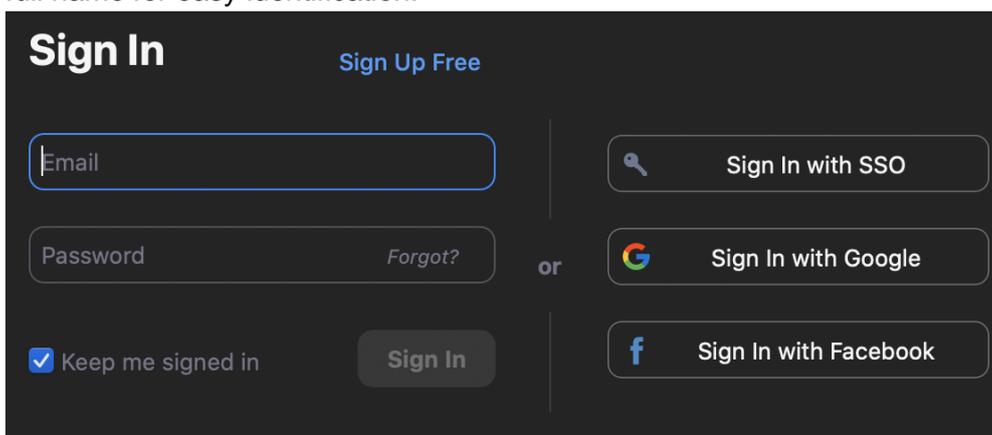
[Download](#)

Version 4.6.12 (20613.0421)

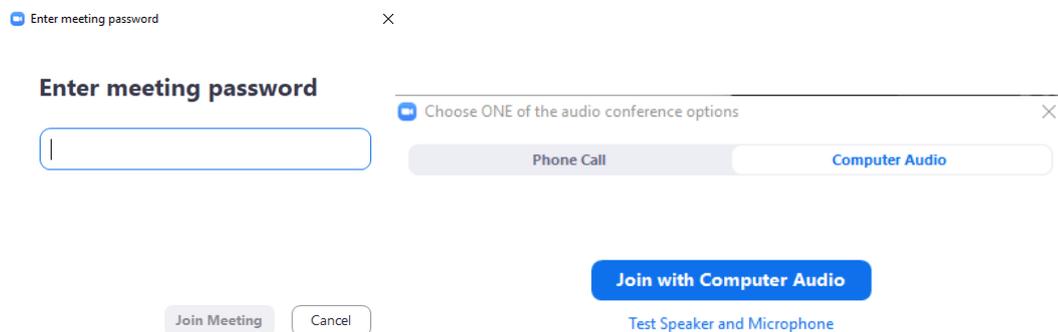
3. Run the installer and once is done, it will launch the application.



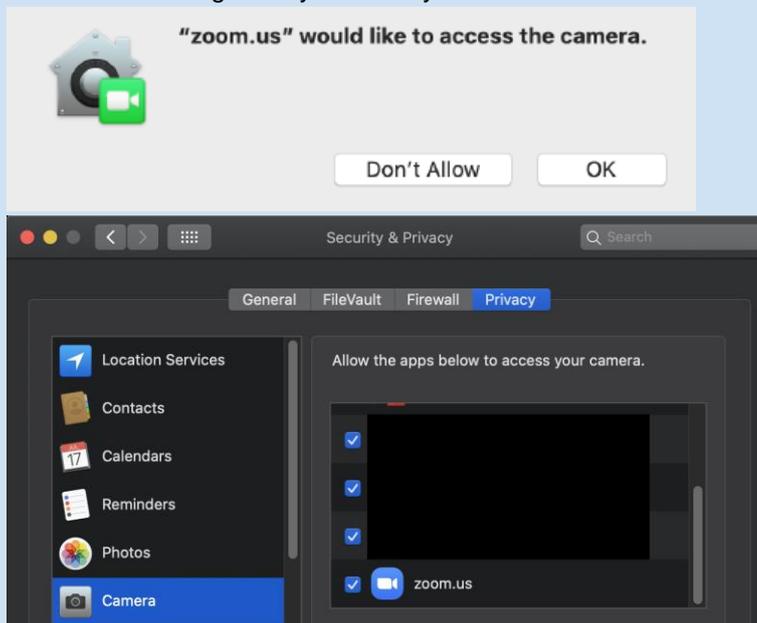
4. Sign up a personal account to attend this conference. We strongly recommend you to do so before the conference. Click on "Sign Up Free" to create an account with your full name for easy identification.



- Next click on  button to join a meeting. Then you will have to enter the meeting ID given and click “Join”.
- Then, the application will prompt you to key in the meeting room Password to bring you to the meeting screen. (Click on “Join with Computer Audio to enter the meeting room”).

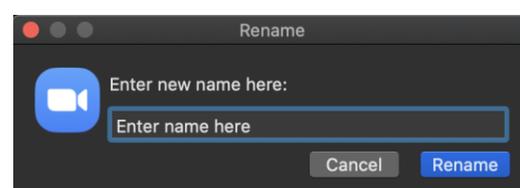
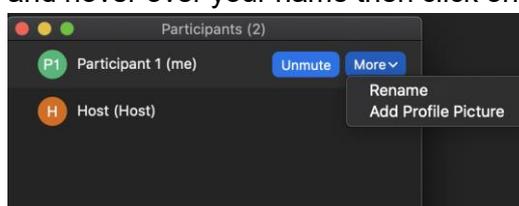


For **Macintosh** users, zoom will ask to access your Mac’s camera, click “OK” to allow the use of the camera. You will need to go into your OS System Preferences to allow access.



For more detailed on audio, video and sharing please visit: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-aud>

- To ensure your name is displayed correctly, you may click on the “Participants” button, and hover over your name then click on “More” > “Rename”. Then entered your name.

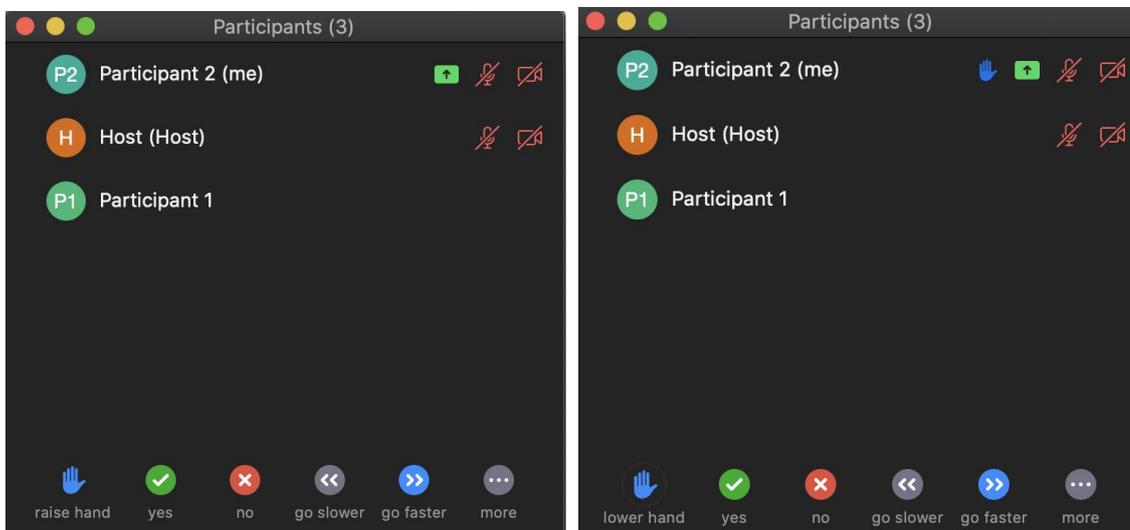


- Once you are in, you will be able to see the presentation. Please ensure that your microphone and video are **always muted and turned off**.

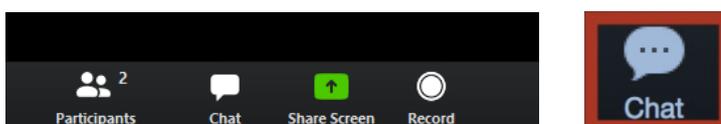


During Q&A Session

- Ask a question to the presenter. You may speak in front of the Zoom meeting only during the Q&A session.
- If you have a question to ask, first click on the **“Participants”** button then click on the **“Raise Hand”** or **“yes”** button once and wait. If you are chosen to ask a question, the session chair will call your name and unmute you to speak on the mic. If your mic does not work, you may choose to ask question using Zoom chat.



- Once you have finished your question, you may click on the **“lower hand”** icon to indicate you are done.
- During the whole session, you may use the Zoom **Chat Room** function to give comments and ask questions especially when the Q&A session time is insufficient.



- Once the session is over, you may wait for the next session to begin or click on the **“Leave meeting”** button and join a different session.

If you have any questions, please email us at pakdd2020enquiry@gmail.com

===== End of Guide =====