Procedures for Attending LLTC 2022

Requirement for Participants
- Please use a Laptop/Desktop/Tablet/ Smartphone with a microphone and a webcam.
- Please log in to your Zoom Application/Zoom Webpage.
- Make sure you are connected to the internet.

For plenary and parallel presentations
- Rename your Account using this format: FULL NAME_AFFILIATION. Example: BUDI AMIR_USD.
- To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- If you are disconnected accidentally in the middle of the presentation, please rejoin by clicking the Zoom Link.
- If the power goes out, please wait for around five minutes for us to continue the session.

For Plenary Session
- The allocated time for each keynote/plenary presentation is 40 minutes.
- We will have 20 minutes n for QnA session for each keynote presenter after the presentation(s) is finished.
- For keynote presenters, kindly download the virtual background we have provided and use it during presentations.
- Participants can use the raise hand feature to ask questions and please mention names and affiliations.

For Parallel Session
- To join a parallel presentation, you need to click the Zoom Link provided in the schedule.
- Presenters should enter the Zoom meeting at least 10 minutes before the parallel session begins.
- For parallel presenters, kindly download the virtual background we have provided and use it during presentations.
- The allocated time for each parallel presentation is 15 minutes.
- The presenters need to share their PPT through the share screen feature in Zoom. If you have difficulties sharing your screen to Zoom, you can send us your PPT via email at (lltc@usd.ac.id) on 20 October 2022.
- If the presenters are disconnected while presenting, we will wait for 2 minutes before proceeding to the next presentation.
- We will have 15 minutes for QnA session after the presentations have finished.
- Participants can use the raise hand feature to ask questions and please mention names and affiliations.

Attendance record and certificate
- All attendees must fill out the LLTC 2022 exit ticket (Google form) for us to issue a certificate of attendance. The exit ticket functions as both the daily attendance record and daily evaluation form. The exit ticket link will be given at the end of each conference day through the "chat room" in the Plenary Zoom meeting room https://bit.ly/lltc2022main.
- Participants will get the e-certificate only if they meet the 2 conditions below:
  - You have been registered on our website (http://e-conf.usd.ac.id/index.php/lltc/lltc2022)

- You fill out the exit tickets from both day 1 and day 2.

Thank you.