

**International Conference on
Recent Trends in Photonics**

National Photonics Symposium | NPS-2022

27 February to 01 March 2022

Getting started guide for the delegates



**International School of Photonics
Cochin University of Science and Technology
Cochin, Kerala, India – 682022
Visit us: photonics.cusat.ac.in**

Contents

1. [Introduction](#)
2. [Prerequisites](#)
 - 2.1. [Zoom webinar registration](#)
 - 2.2. [Zoom client installation](#)
3. [Attending the conference](#)
 - 3.1. [Attending the webinar](#)
 - 3.1.1. [Attending the talks](#)
 - 3.1.2. [Presentation at the oral sessions](#)
 - 3.2. [Attending Poster Session](#)
 - 3.2.1. [To view the posters](#)
 - 3.2.2. [To present the posters](#)
4. [Instructions for oral and poster presentation](#)
 - 4.1. [Instructions to Oral Presentations](#)
 - 4.2. [Instructions to Poster presentations](#)

1. Introduction

International Conference on Recent Trends in Photonics, NPS 2022, is being conducted on the Zoom platform. This document contains the key instructions to use the Zoom platform. A detailed documentation on getting started with Zoom for new users is available on: <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>.

2. Prerequisites

2.1. Zoom webinar registration

Complete the registration for the Zoom webinar with the following link:

https://us02web.zoom.us/webinar/register/WN_3VF-dtA1SAaomR8gQtat0w

Please make sure that you have registered for the conference (Visit <https://photonics.cusat.ac.in/> for more details) and completed the registration fee payment.

Please make sure to use the same email ID to register for the conference and Zoom webinar. After completing the registration, the organizing committee will approve the registration, and you will receive a personalized email from Zoom with a link to join the webinar. Please **keep that link confidential** and do not share it with others. You can use the link to attend all the sessions of the conference except the poster presentation. A separate link will be provided for the poster presentation later.

2.2. Zoom client installation

Please install the Zoom client on the device you are using and make sure to sign-in/sign-up to Zoom with the registered email id.

You can download the Zoom client from the official website of Zoom (<https://zoom.us/download>) or the App Store/Google Play store of your mobile device. Please make sure to use the latest version of the Zoom client for better experience and security.

Note: Please sign in with registered email id to Zoom client. If you did not register the mail id used for the conference to Zoom, you could use the sign-up option

(<https://zoom.us/signup>), and after completing the sign-up, you can sign in to Zoom client with the email id.

3. Attending the conference

All the sessions of the conference except the poster presentation are scheduled as Zoom webinars. After completing the registration, you will receive a mail from Zoom with the joining link. (Please visit session 2 of this document for more details on Zoom webinar registration.)

You can use the link received from Zoom to join the webinar. Alternatively, you can also use the webinar ID and Passcode shared through email to join. The poster presentation session is scheduled as a separate Zoom meeting, and the link for that meeting will also be shared through the registered email ID.

3.1. Attending the webinar

3.1.1. Attending the talks

You can either use the link or meeting ID & passcode received to join the Zoom webinar. The participants of the webinar are organized in such a way that the speakers can join the webinar as panelists and registered participants as the attendees. The attendees can use the chat option or Q&A session to type their questions to interact with the speaker. The speaker may discuss those points at the end of their talk.

3.1.2. Presentation at the oral sessions

If you have the paper to present as a contributory talk, you will be promoted as the panelist of the webinar a few minutes before your slot. After promoting as the panelist, you may unmute yourself and share your screen to present your work.

Please be in a quiet place without any disturbance during your presentation and also use high-speed internet for seamless communication.

If you doubt the internet connectivity at your end, you can send a recorded video of your presentation well in advance to the organizers. The organizers may present this video. But please be available online for the discussion.

Note: The organizing committee has the right to change the slot order depending on various parameters. So please be available online throughout the session.

3.2. Attending Poster Session

The poster presentation session of the conference is scheduled as the breakout rooms in the Zoom meeting. Each delegate who has a poster to present is allotted a specific breakout room, and the breakout room name will be the same as the poster code.

Since the session is designed as a breakout room, the discussion in one breakout room will not be disturbed by the discussion in other breakout rooms.

A separate link or meeting ID & Passcode is provided to join the poster session, and you can use those details to join the Zoom meeting. You will be entering the main session of the Zoom meeting, and details of the posters will be displayed there.



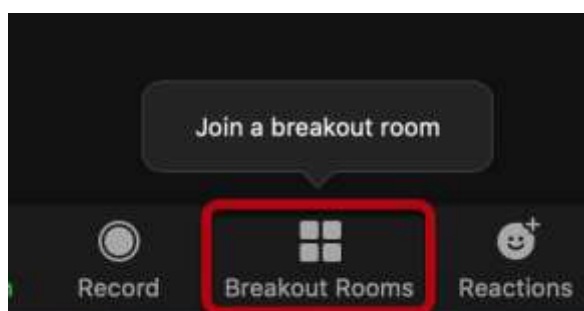
To join the breakout room, click on the icon as shown, and select the desired breakout room.

Kindly note that the interface of the Zoom client may vary depending on the platform (Windows/macOS, Linux, Android/iOS, etc.) you are using. So please go through the link below to know more about the breakout room.

<https://support.zoom.us/hc/en-us/articles/115005769646>

3.2.1. To view the posters

While you entered the main session of the Zoom meeting, you can see the poster code and title of the poster there. Each poster will be displayed in the corresponding breakout room. You can enter any of these breakout rooms by clicking the join breakout room option.



The corresponding poster will be displayed there, and you may interact with the speaker through voice or chat. (Please ensure you are in a noise-free environment before unmuting yourself.)

You may leave the specific breakout room and join other rooms to view all the posters. Please click the "**Leave Breakout Room**" option to exit the room and enter the main session. The "**leave meeting**" option will exit you from the meeting.

3.2.2. To present the posters

As discussed in the previous session, you can join the meeting and enter the assigned breakout room. You can display your poster in the allotted breakout room using the "**share screen**" option. The attendees and evaluators can enter your room and view your poster.

You can unmute yourself to discuss with other delegates. The delegates and evaluators may communicate with you over voice or chat.

Please be online, in the allotted breakout room, throughout the session as various delegates and evaluators may enter your breakout room at different times.

Please prepare the poster in high resolution so that it can be zoomed in upon the request of participants (for better readability). We also prefer to design the poster in a **16:9 ratio** to fit appropriately on the computer screen. Also, use software with full screen or display in presentation mode option to open the file and share.

4. Instructions for oral and poster presentation

4.1. Instructions to Oral Presentations

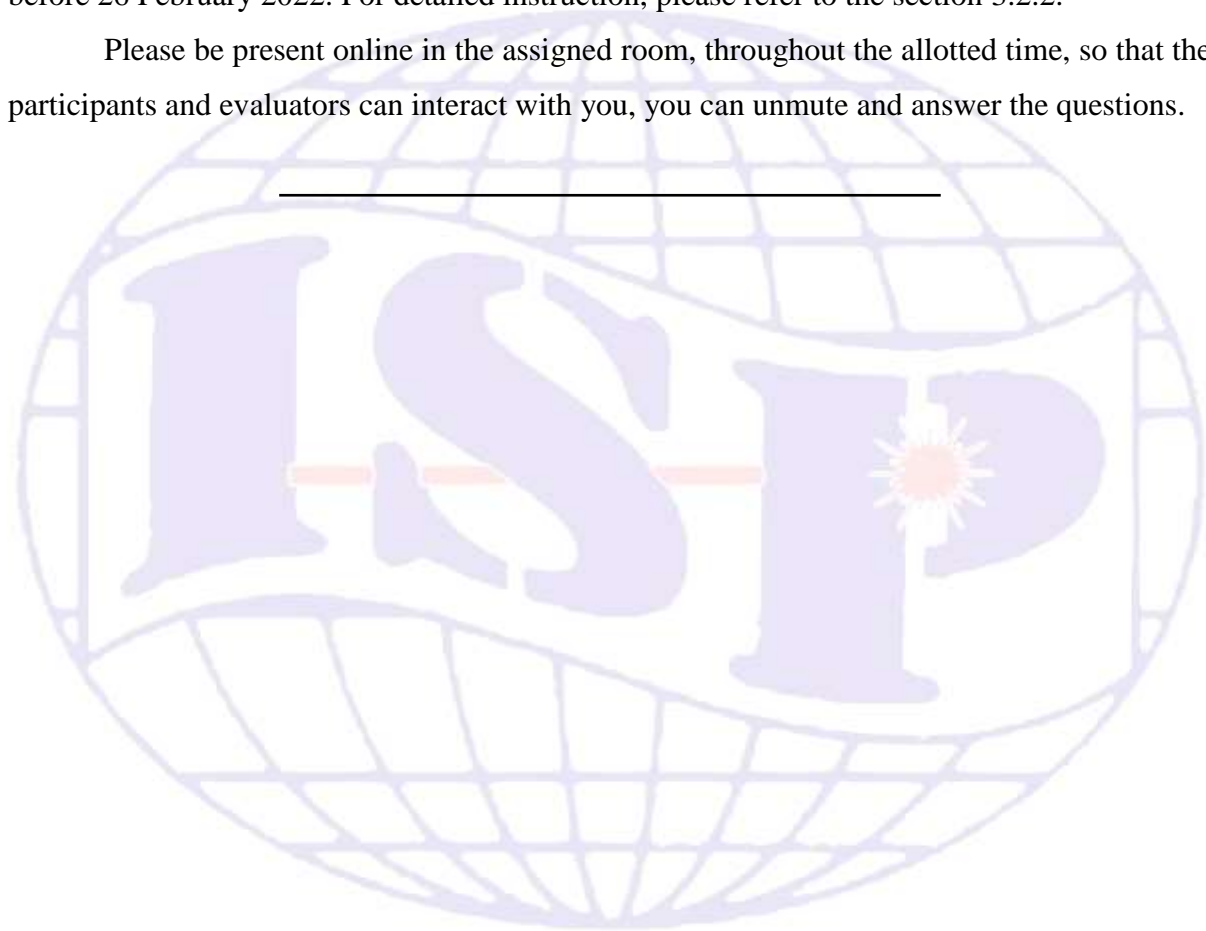
- a) Time allotted for an oral presentation is 8 minutes + 2 minutes for discussions. Please follow the time without fail.
- b) If your internet connectivity is not very good, we suggest you to send us a pre-recorded talk (of 8 minutes) which can be broadcasted at your given time-slot. In this case, please make sure you are present online throughout the session to address the questions.
- c) As we have a quite tight schedule, please ensure smooth conduct of presentation from your side.

- d) We may not be able to give any alternate time slot if you are unable to present due to technical difficulties at your end.

4.2. Instructions to Poster presentations

Please prepare a single page high resolution poster with landscape layout of ratio 16:9. The poster has to be displayed (with the share screen option in Zoom) in the allotted breakout room on the Zoom. Also, please send a PDF of your poster to nps@cusat.ac.in on or before 26 February 2022. For detailed instruction, please refer to the section 3.2.2.

Please be present online in the assigned room, throughout the allotted time, so that the participants and evaluators can interact with you, you can unmute and answer the questions.



For any technical assistance, mail us at: praveenp@cusat.ac.in