PPC & PETROMAT SYMPOSIUM 2020
July 23, 2020 by ZOOM

1. **Central & Official Communication for the Symposium:** by LINE ID: "PPC and Petromat Symosium 2020" available now for all speakers, chairman and staffs to add line. For all (registered) audiences, please use Line Official: "PPC one stop service" for communication.

PPC and Petromat Symposium 2020

PPC one stop service

2. **Virtual Meeting Rooms:** There are 12 virtual meeting rooms for Opening ceremony & Plenary session, 3 parallel rooms in the morning, 3 parallel virtual rooms in the afternoon, and 5 poster sessions (with breakout rooms as many as the posters).

3. **The Meeting IDs and passwords** are available on website and sent to emails of all registered participants, speakers and chairmans.

4. **ZOOM Cloud Meeting:** To access the ONLINE Symposium by Zoom smoothly, please register to have Zoom ACCOUNT.

5. **ONLINE Tools:** IPAD is found not to support all ZOOM functions so Computers and Notebooks are suggested as better tools.

6. **Program Operations thru Internet:** Hosts operate at PPC using University WIFI. Local speakers and chairmans may access ONLINE meeting room at home/office or come to PPC for ONLINE broadcast; for the latter, please inform host by July 22, 2020 using Line

7. **General Etiquette for Participants: (please dress politely)**
    7.1 The virtual meeting rooms are opened 30 minutes before meeting time. Please come early and wait a few minutes to be admitted by the host to get in the room.
    7.2 Check your audio system to work properly
    7.3 Once you are in the virtual meeting room, please do not forget to mute your microphone and rename yourself with full name e.g. Somsri Nharuk
    7.4 Stay quietly during presentation and check "CHAT" occasionally where the host or co-host may contact you directly.
    7.5 During presentation, please do not click record, play with "share screen" and ask any question (wait until the chairman calls for questions). After presentation, please fill an evaluation form.
    7.6 Please leave the room when the chairman says so.

8. **Etiquette for Speakers & Poster Presenters: (please dress politely)**
    8.1 Please come to the virtual room of your presentation early at least 10 minutes before meeting time and check your audio to work properly.
    8.2 RENAME with your presentation ID e.g. CAO-10 Somchai Kongka, and "CHAT" with the chairman or host that you arrive in the room. Please use "Symposium Virtual Background" during presentation.
    8.3 Poster presentations: the presenters should enter his/her breakout room and ready for presentation at 2:30 pm.
    8.4 Your Contact Phone & Line ID: Give both via Line now, they are necessary; our staff will call if you are not in the room early.

9. **Poster Presentation:** All posters & clips of 3-min flash presentations are available to visit early on Symposium Website & Facebook (FB) from Tuesday July 21, 2020 to Thursday July 23, 2020. Please use "comment" in FB for communication to the presenters before July 23.