

POSTER PRESENTATION CHAIRPERSON GUIDELINES

ONLINE SYMPOSIUM
PPC & PETROMAT SYMPOSIUM 2021
July 1, 2021 by ZOOM

1. The Meeting IDs and passwords are available on website and sent to emails of all registered participants, speakers, and chairpersons.
2. **ZOOM Cloud Meeting:** To access the ONLINE Symposium by Zoom smoothly, please register to have a Zoom account.
3. Please visit our website to see the presentation schedule
<https://www.ppc.chula.ac.th/ppcsymposium/index.php/program>
4. Please log in to your session room at least 10 minutes in advance.
5. Please kindly enter your name as “Chair CAP1_First Name Last Name” e.g. Chair CAP1_Somchai Piti.
6. Please invite the speaker by introducing their name and presentation topic before starting the presentation.
7. Poster Presentation time is 12 minutes. Pre-recorded VDO as flash presentation uploaded on website is allowed to be used + additional presentation (if any). You can visit our website <https://www.ppc.chula.ac.th/ppcsymposium/index.php/poster-presentation-code-program/> to view abstract and flash presentation in advance.
8. For Q&A sessions, the audients can ask questions by using the chat or microphone. If possible, chairperson will help to summarize all questions from the chat quickly to avoid asking repeating questions to the presenter.
9. Technical assistance will be available in each room (the ZOOM name e. g. Sym Staff_1, 2...)
10. Please use “Symposium Virtual Background” during presentation. You can find and download the provided virtual background at <http://www.ppc.chula.ac.th/ppcsymposium>
11. Please dress politely
12. Before the session starts, please inform speakers and audience of the following messages:
 - Each presentation is 12 min including presentation and Q&A
 - After each presentation, the Chairperson will invite the audience for Q&A. When you have a question, please use “raise hand button”, then the chairperson will allow you to ask the question. You can also type a question in the chat box and the chairperson will repeat the question.

Contact Us: <http://www.ppc.chula.ac.th/ppcsymposium>



Line: PPC One Stop Service

Email: PPCACADEMIC@chula.ac.th

Tel: 02-2184123