Guide and Instructions for Online Participants

The 9th expert meeting of IEA EBC Annex-79 meeting and 8th International Symposium on Occupant Behavior Research will be conducted using hybrid Zoom video and web conferencing platform (https://www.zoom.us/) hosted by the National University of Singapore.

Zoom links

Main Conference Room (Annex 79 Meeting and Occupant Behavior Symposium)

Join Zoom Meeting
https://nus-sg.zoom.us/j/86232536527?pwd=UGtFSmozRUs0VW1ybXgxYXFsUHRXdz09

Meeting ID: 862 3253 6527
Passcode: 699974

Subtask 1 Breakout Room (Same as the Main Conference Room):

Join Zoom Meeting
https://nus-sg.zoom.us/j/86232536527?pwd=UGtFSmozRUs0VW1ybXgxYXFsUHRXdz09

Subtask 2 Breakout Room: :

Join Zoom Meeting

https://nus-sg.zoom.us/j/7389326969?pwd=MGt6Q3pnQ3l3YmdxL2xaZFUyQjU3UT09

Subtask 3 Breakout Room:

Join Zoom Meeting

https://nus-sg.zoom.us/j/5858329570?pwd=RndNNStHTlJCUHZMRHdWZXFnMzFMdz09

Subtask 4 Breakout Room:

Join Zoom Meeting

https://nus-sg.zoom.us/j/87591480487?pwd=NEp3aUFkbjhaNzRhU3JRWTVBdjlZdz09

Log in

Participants should log in to the web conferencing platform 15-minutes before the start of the session. All participants will be required to provide their full name, and can include their institution name in brackets if they would prefer to. Attendees will be encouraged to share their camera; however, those that do not wish may use a profile picture instead. The moderator will be online to assist where necessary.

Use of Zoom

Zoom can be used on a PC, Mac, tablet or mobile, where presenters and attendees will be able to communicate using the device microphone with text options available. If you have not used Zoom before, we will provide you with a link to the program. The meeting ID for each day can be found in the information mail sent to you before the event.

To ensure full functionality, it is recommended that participants download the Zoom app or plug-in where possible (https://zoom.us/download/) . For those unable to download any plugins or software there is a zoom web client allowing one to join from the browser. The web client functions best on Google Chrome however it has limited features. You can enter the meetings at any time to test your connection and install the app and/or plugin in advance of the events.

Internet connection

If one participant has a poor connection that is causing issues, the moderator will privately message the participant offering possible solutions. Where necessary moderator will also have the ability to restrict access.

Contact

In case of issues during the conference, please email moderator Chua Yun Xuan: chuayunxuan@nus.edu who will be online and will be happy to address your questions.

Annex 79 Meeting

The Annex 79 Meeting sessions will run from a single Zoom meeting, with access provided via a meeting link emailed to registered participants. The subtask meetings will be run in parallel using the 'Breakout Rooms' functionality of the Zoom platform. Participants are required to download and install the Zoom app. Participants using Zoom Rooms, Web Client, or Chrome OS client may be required to have additional plugins, please check out the article:

Occupant Behavior Symposium

The Symposium will run from a single meeting (one Zoom link during the entire Symposium). A moderator will be on hand throughout the event to provide support and assistance.

Presenters

*Presenters are asked to **email their presentation slide decks** **by 8 am SGT on Tuesday, Sept 20** to the Symposium organizer, Dr. Clayton Miller (clayton@nus.edu.sg) and CC Co-organizer, Yun Xuan (chuayunxuan@nus.edu.sg), to be held locally.* During the Symposium and Annex meeting, presenters will need to share their presentation on their screen. In case there is a problem, the organizers will use the local versions of the presentation for the meeting.

Please note that the programme is structured to deliver the presentations within the allocated time slots. Please make sure that you do not go beyond your allotted time. The moderator will be strict with the programme timing.

Attendees

Attendees will be muted upon joining the session and will be able to raise questions through the chat function of the platform. By the end of the session, the presenters will have time to answer these. All those that join the meeting will initially join as an attendee and those presenting will be temporarily given presenter permissions (co-host) where they will be able to share their screen. These permissions will be altered between sessions by the moderator in the breaks between the sessions.