



JOINING INSTRUCTIONS

Dear Friend,

Thank you for joining the Conference! We hope you will find it an enjoyable and enriching experience!

Please note the following important joining instructions:

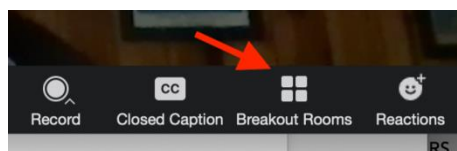
- ✓ The conference programme is attached with this mail (also available at <http://conf.theainet.net/conf/schedule/>). It will give you a complete idea of the event.
- ✓ The conference will take place on the Zoom platform. Please use the following link to join the conference: (THIS LINK IS UNIQUE. NOT TO BE SHARED WITH ANYONE.)

<https://us02web.zoom.us/j/85496891328?pwd=VzJrLoU4WFJsQXMrU2RXNmVEVE1NQTo9>

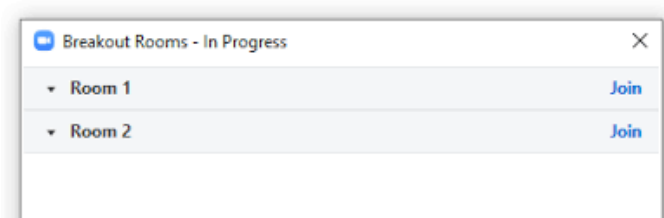
Meeting ID: 854 9689 1328

Passcode: ainet2022

- ✓ **Paper presentations** will happen in different break-out rooms in parallel. You can choose which room you would like to join. Here is how you can join the room of our choice:
 - Join the Zoom using the link already given for the conference.
 - On joining, you will see a break-out room icon at the bottom right.



- On clicking the icon a list of break-out rooms will be displayed.
- In front of the room of your choice, click 'join' to go to the room.
- You can always return to the Main Room or join another break-out room by clicking the same icon.



- ✓ Please log in at least 5 minutes before each session. Please keep your camera and mikes switched off during the sessions, unless you are the speaker, or you have been invited to say something.
 - ✓ Attached herewith is the detailed information about various presentations during the conference. You may also see the detailed presentations plans at this link: <http://conf.theainet.net/conf/presentations/>
 - ✓ We encourage more interaction and audience involvement. If you are presenting, we request you to leave some time for audience interaction. If you are in the audience, we request you to actively join the discussions during presentations.
 - **Poster presentations** will happen on conference page of the ainet website www.theainet.net/ainet2022conf
 - To see the posters, enter Live Interaction Zone at www.theainet.net/intzone and click the thumbnails. The zone will open on 7th January at 2 pm.
 - You will see the poster, bio of the presenters and poster description. On the same page you can post your comments/chat with the presenter.
 - Same procedure should be followed for the **Video Presentations** and **Creative Submissions**.
 - **Padlet**- We are eager to listen to you. Visit our padlets and post to your heart's content. You can also click your pics while attending the conference and share it on our padlet.
 - Padlet 1 (Comments Wall)- <https://padlet.com/theainet/c8mxvhp4wovozvkz>
 - Padlet 2 (Say Cheese!)- <https://padlet.com/theainet/ih46hud5uuty12i>
 - **Awards**- Apart from awards to the best presenters, some lucky delegates will be chosen and awarded by random picking. To participate in the lucky draw, submit your feedback on the last day before the valedictory session. The link to the Feedback form is <https://forms.gle/EUAm3AyHSWoE7Apt6>
 - **Social Events**- 'Unconferencing'- the social events are open for all, and we encourage you to share the link of the social events in your networks. The sharable link is <https://us02web.zoom.us/j/83544567818?pwd=VjE5ams2eHp6cGVobHFCNndTaWl6Zz09>
- Meeting ID: 835 4456 7818
Passcode: 6ainet
- For any assistance during the conference, please feel free to call us on 9322890031.
 - Don't forget to share your thoughts and takeaways on social media. We are on Facebook, Twitter, Instagram. Tag us! Use hashtags #ainetconnect and #ainet2022 in all your posts.
- ✓ Please take a good look at the 'Zoom Etiquette' note below. Let's follow it meticulously to ensure that every session is smooth and hassle-free for all of us!

We look forward to meeting you virtually at AINET 2022!

ZOOM NETIQUETTE

DOs	SN	DONTs
Use the Conference zoom link to join any session.	1	Please don't share the zoom link with others, who are not the participants.
Use your real names to join the meeting.	2	Don't use fancy names, codes or device name to join the meeting.
Join the session a little before the scheduled time.	3	Don't turn on video or mike when a session is in progress.
Use a good headset/ earphone and adjust speaker volume for clear hearing.	4	Don't annotate on the screen anytime during a session.
Use chat box to share your queries, concerns or comments.	5	Don't use chat box for personal chatting or post irrelevant messages.
Use the " Raise Hand " button if you want to say something.	6	Don't leave the " Raise Hand " on after your turn is over. Use " Lower the Hand " button.
7. Please come prepared to stay for the entire duration of a session. There is a break between every two sessions for you to relax a bit.		



Guidelines for Presenters

Thank you for choosing to present at the conference!

Paper presentations are important opportunities for you to share your work and to get valuable feedback from the audience. Hence, we strongly encourage you to leave some time for discussions and interaction with the audience.

Procedure:

- Papers will be presented in various rooms in parallel. Each room will have 5 presenters.
- Please join your break-out room at least 10 minutes before the start of the session. Check if your camera and audio are working fine. [Read the Joining Instructions carefully.]
- There will be a Chair-cum-Facilitator and an AINET-Connect associate in the room for the smooth conduct of the session.

- The Chair will introduce and invite the presenters one by one to make their presentations.
- You have 15 minutes for your presentation. You are strongly encouraged to finish your presentation in about 10 minutes and keep some time for discussions.
- Please take care that your total presentation time should not go beyond 15 minutes.
- If the situation demands it, the Chair may change the sequence of presenters.

Here are **Some tips for a good presentation**, which we have collected from experienced presenters:

- Introduce your topic in short and quickly come to the main points.
- Don't try to cover too much information or too many aspects in one presentation.
- Address the audience; make them feel that you are talking to them.
- If you are using power-point slides, don't crowd them with too much text. Use graphics, images, bullet points to make them catchy and effective.
- Occasionally pose questions or suggestions before the audience to stimulate their thinking.
- It is good to summarise key ideas or take-aways from your presentation in the end.
- Remember to thank the audience, the Chair and the Connect Associate in the end!
- Don't panic or worry if there are any glitches. There are people to help you.

Best wishes! We look forward to your presentation!

