

## REGISTRATION AND ACCESSING CONFERENCE SESSIONS

The video meeting platform used in this conference is ZOOM. The meeting links for presentation sessions are provided in the Conference Programme. Click on the meeting link provided for the session you wish to attend.

Please note that the links for each day of the conference are different. Please click on the link in the Conference Programme SPECIFIC FOR THE DAY. There is a different link for each day of the conference. You will find the links in the Conference Programme.

### Registration

Once you click on the Zoom link in the Conference Programme, you will prompted to fill in a registration form. Please use the name you had registered for MAALIC 2021. This is to ensure that the secretariat will be able to identify you as a registered participant. Also, fill in the email address registered with MAALIC 2021. **Once you have submitted the form, a unique link will be sent to your email to enable your access to the conference.**

If you are a presenter, type the letter P with your paper number preceding your name. Your paper number is given to you in your abstract acceptance email. Example: **P48 – Kenny Lee CL**

After completing the registration, a unique link will be sent to your e-mail to allow you to enter the conference venues. You may use this link to enter the conference multiple times. **If you leave the conference, you can reenter using the same link.** However, it is valid only for the particular day. You will need to click on another link for the next day. Please refer to the Conference Program for the link for each day.

The venues are named Main Session, and Breakout Rooms 1 to 4. Below are the instructions for accessing the venues.

### Entering the Main Session

Clicking on the meeting link will bring you to the Main Session. You will land in the Waiting Room. Please wait for the registration committee to admit you. Once admitted, you are in the Main Session.

You may now attend talks in the Main Session. You are also free to move to the Breakout Rooms at any time.

### Entering the Breakout Rooms

If a session you wish to attend is held in a Breakout Room, you may move from the Main Session where you are currently at, to any one of the Breakout Rooms.

(See illustration below)

To locate the Breakout Rooms, look for the “Breakout Rooms” icon on the task bar at the bottom of the screen. Click on that icon. If you do not see this icon, click on the three dots on the task bar, that is labeled “More”. “Breakout Rooms” should appear on the list.

You will see a list of available Breakout Rooms. To enter a Breakout Room, click on the word “Join” next to the room.

To leave the Breakout Room, click “Leave Room” followed by “Leave Breakout Room”. You will be redirected back to the Main Session. Do not click “Leave Meeting” unless you are exiting the conference.

## TO BE EMAILED TO ALL PARTICIPANTS

You are free to move between Breakout Rooms and the Main Session any time.

**\*\*If you do not see the Breakout Room icon at all on your screen, you should ask for assistance by typing in your request in the Chat. Technical Moderator will help to assign you to the room. Participants accessing the conference using a tablet or a mobile phone may face this problem.**

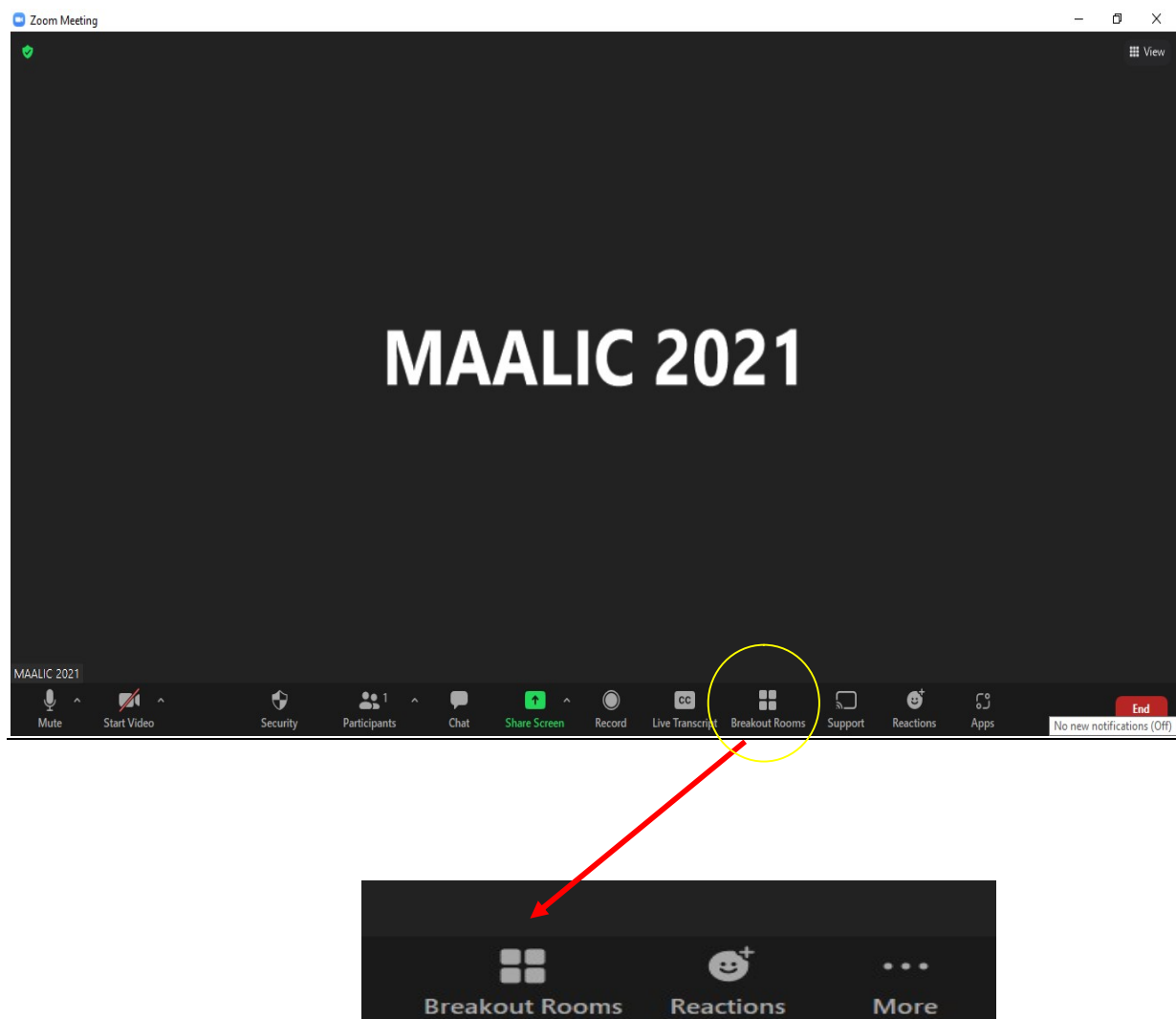
### MAALIC 2021 Secretariat Help Desk

If you encounter any problems during the conference, please email [maalic.conference.my@gmail.com](mailto:maalic.conference.my@gmail.com)

The Help Desk is available for the following times:

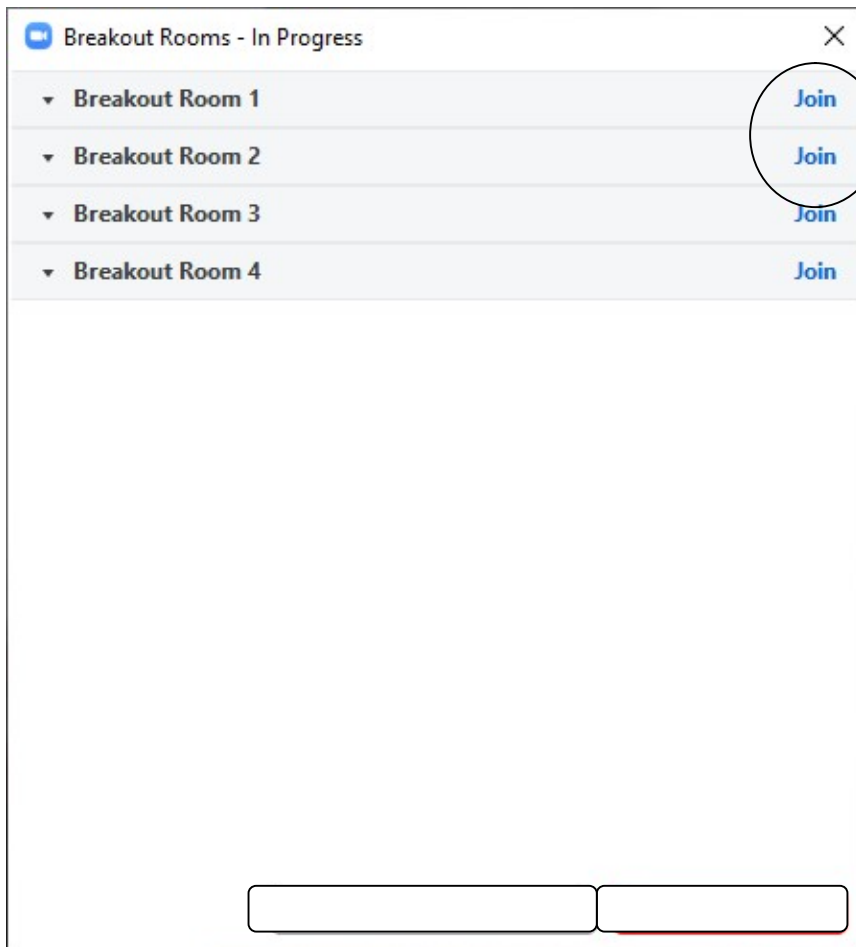
- 8 – 10 September: 8.30 am – 5.30 pm
- 11 September: 9.30 am – 12 pm, and 1.30 pm – 4.00 pm.

### Locating the Breakout Rooms



*Locate the Breakout Room icon on the task bar at the bottom of the screen. Click on it.*

TO BE EMAILED TO ALL PARTICIPANTS



*Join the Breakout Room of your choice*

Leaving the Breakout Room and back to the Main Session



TO BE EMAILED TO ALL PARTICIPANTS

