

# IMMC 2022 中华区答辩指南

- 1. 因应新冠肺炎疫情风险和受到公共卫生情况的影响,IMMC 2022 中华区答辩决赛将采取遥距在线形式,通过视频会议平台 Zoom 进行。
  - a) 请仔细阅读附录"IMMC 2022 答辩赛 Zoom 使用说明"。
  - b) 您在 Zoom 会议中的个人显示名对于签到查验和安排答辩非常重要。 请按照附录"IMMC 2022 答辩赛 Zoom 使用说明"中所述,按要求的格式设置显示您的参加者显示名。
  - c) 请按照附录中的指引加入会议,以便您可以在进入等候室之前编辑显示名。 显示名对于在 等候室签到查验至关重要。
  - d) 如果当地的公共卫生情况允许,团队成员可以共用一台设备以小组方式一起参加会议;团队的学生成员也可以从各自的设备分别在自己处所单独参加会议。
  - e) 为在 Zoom 平台稳定且流畅地完成答辩,请确保所处环境的网络稳定、带宽足够,并使用个人电脑登录会议。如果在有接入限额的环境中通过 WiFi 连接,则可以建议其他用户关闭其 WiFi 连接,以确保您的设备有足够的带宽参与会议。
  - f) 请谨慎保管加入 Zoom 会议 ID 和密码的信息,请勿将其传递给团队以外其他任何人。

### 2. 答辩流程

第一日 (中华赛)

时间: 2022年4月22日,星期五 (签到时间8: 15am,答辩开始时间8: 30am)

第二日(国际赛中华区)

时间: 2022年4月23日,星期六 (签到时间8: 15am,答辩开始时间8: 45am)

	2022 年 4 月 22 日流程 (中华赛答辩)							
时	间	场	地	活动		参与者		
8:15am-8:3	0am	IMMC Zoo	m 等候室	签到	中华赛	及国际赛用	斤有答辩团	
					队成员	,指导教 师	i, 主办机构	
8:30am-9:0	0am	IMMC Zoo	m 会议室	开幕式	代表,	评审,嘉宾	及工作人员	
	答	<del></del> 辩			并行工作	作坊		
时间	场地	活动	参与者	时间	场地	活动	参与者	
9:00am-	IMMC	A 组团队	仅A组团					
10:30am	Zoom 会	答辩(上	队, 评审					
	议室	半场)	及工作人					
			员		HKU	教师及		
10:30am-	参与者本	答辩茶歇	A 组团队	9:15am -10:30am	Zoom	学生工	B 组及国	
10:45am	地处所		及评审	9.13aiii -10.30aiii	会 议	子 王 工   作坊	际赛团队	
10:45m-	IMMC	A 组团队	仅A组团		室	11-41		
12:30pm	Zoom 会	答辩(下	队, 评审					
	议室	半场)	及工作人					
			员					



	午餐(12:30pm-2:00pm)								
2:00pm-	IMMC	B 组团队	仅B组团						
3:30pm	Zoom 会	答辩(上	队, 评审						
	议室	半场)	及工作人						
			员		HKU	教师及			
3:30pm-	参与者本	答辩茶歇	B 组团队	2.15 2.20	Zoom	教 师 及 学 生 工	A 组及国		
3:45pm	地处所		及评审	2:15pm - 3:30 pm	会 议	子 王 工   作坊	际赛团队		
3:45pm-	IMMC	B 组团队	仅B组团		室	11-41			
6:00pm	Zoom 会	答辩(下	队, 评审						
	议室	半场)	及工作人						
			员						

		2022 年	4月23日第					
时	间	场地		活动		参与者		
8:15am-8:4	5am	IMMC Zoom 等候室		签到	签到		所有答辩团队成员,指	
						导教师,言	主办机构代	
8:45am - 8:	50 am	IMMC Zooi	m 会议室	欢迎词		表,评审,	嘉宾及工作	
						人员		
	答	辩			并行	L作坊		
时间	场地	活动	参与者	时间	场地	活动	参与者	
8:50am-	IMMC	A 组团队	仅A组团					
10:30am	Zoom 会	答辩(上	队,评审					
	议室	半场)	及工作人					
			员		HKU			
10:30am-	参与者本	答辩茶歇	A 组团队	9:15am - 10:30 pm	Zoom 会 议室	教师及学	B 组及中	
10:45 am	地处所		及评审			生工作坊	华赛团队	
10:45am-	IMMC	A 组团队	仅A组团					
12:30pm	Zoom 会	答辩(下	队,评审					
	议室	半场)	及工作人					
			员					
		·	午餐(12:30]	pm-2:00pm)				
2:00pm-	IMMC	B 组团队	仅B组团					
3:30pm	Zoom 会	答辩(上	队,评审					
	议室	半场)	及工作人					
			员		HKU			
3:30pm-	参与者本	答辩茶歇	B 组团队	2:15pm -	Zoom 会	教师及学	A 组及中	
3:45pm	地处所		及评审	3:30 pm	议室	生工作坊	华赛团队	
3:45pm-	IMMC	B 组团队	仅B组团		外土			
6:00pm	Zoom 会	答辩(下	队,评审					
	议室	半场)	及工作人					
			员					
			闭	幕				



- \*A 组包括答辩顺序为 1-13 的团队。他们被安排在上午答辩。B 组, 即第 14-26 名答辩的团队将在下午答辩。
- \*包括 B 组团队在内的其他人,在 A 组答辩期间不允许参加答辩会议,反之亦然;不在本时间段答辩的团队被邀请参加同时举办的 Zoom 工作坊。
  - 3. 答辩语言为双语,可以使用中文,也可以使用英文。
  - 4. 需准备答辩 PPT(中英文皆可),报告时间 8分钟,问答时间 8分钟,每个环节都实施双语政策(如果专家提问为英文,建议英文作答;如果提问为中文,建议中文作答)。
  - 5. 答辩内容是对入选答辩决赛所提交论文工作的报告与答辩。团队指导老师不参与答辩,可在答辩 前指导。
  - 6. 不参加上午或下午答辩的团队被邀请参加由香港大学同时间主办的工作坊。 工作坊主题和演讲 者如下(以英文为主):

		2022年4月22日IMMC	2022 答辩工作坊						
	时间	讲者	主题						
上	9:15am - 10:30 pm	主持人: 郭永鸿 博士	1. 香港大学工程学院简介						
午		工作坊讲者: 吴国宝	2. 数学在人工智能和机器学习中的应用						
		教授							
下	2:15pm - 3:30 pm	主持人: 郭永鸿 博士	1. 香港大学工程学院简介						
午		工作坊讲者:台雪成	2. 数学和图像处理						
		教授							
	,	2022年4月23日IMMC	2022 答辩工作坊						
	时间	讲者	主题						
上	9:15am - 10:30 pm	主持人及工作坊讲	1. 香港大学工程学院简介						
午		者:郭永鸿 博士	2. 工业工程: 当数学建模遇到数据科学						
下	2:15pm - 3:30 pm	主持人: 郭永鸿 博士	1. 香港大学工程学院简介						
午		工作坊讲者: 张江文	2.常微分方程 (ODE) 模型在生物学中的						
		博士	应用						

7. 中华区域赛答辩顺序于 2022 年 4 月 12 日 20:00 开始在微信群(WeChat)抽签决定,以"抢红包" 形式先到先抽。请每个团队指派一位指导老师于 2022 年 4 月 12 日 00:00 前扫以下二维码进群 抽签。





8. 国际赛中华区答辩顺序于 2022 年 4 月 12 日 20:30 开始在微信群(WeChat)抽签决定,以"抢红包"形式先到先抽。请每个团队指派一位指导老师于 2022 年 4 月 12 日 00:00 前扫以下二维码进群抽签。



该二维码7天内(4月13日前)有效,重新进入将更新

- 9. 请各答辩团队指导教师于 2022 年 4 月 14 日或之前交回 IMMC 秘书处(immc\_sec@126.com)贵 团队出席答辩活动的回执(Reply Sheet),并将邮件抄送至 esther.immc@gmail.com。
- **10.** 在线 Zoom 答辩测试将安排在 2022 年 4 月 20 日 12:00 am-13: 30 pm(中华赛),以及 2020 年 4 月 23 日 6:00 pm-7: 30 pm(国际赛)。每个团队都有 5 分钟的测试时间。测试项目包括:加入会议,音频,视频和屏幕共享。测试顺序以加入 Zoom 测试会议室顺序为准。**请使用测试过的相同设备和网络进行答辩。**
- 11. 请在 2022 年 4 月 21 日中午 12:00 am 前将答辩 PPT 发至 IMMC 秘书处(immc sec@126.com)。

# 附录:

# IMMC 2022 答辩决赛 Zoom 使用说明

因应新型冠状病毒肺炎疫情,大中华区 IMMC 2022 决赛答辩将通过 Zoom 平台在线举行。 以下是在比赛中使用 Zoom 的规则和简要说明。

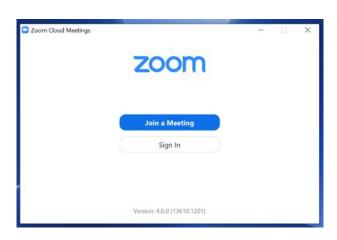
- 1. 为了答辩顺利,建议您使用便携式个人电脑或桌面个人电脑(而不是手机或平板电脑)参加答辩。 在参加答辩会议之前,强烈建议您预先从 Zoom 下载中心下载 Zoom 会议客户端。(来自香港、澳门和台湾的用户请从 https://zoom.us/download 下载)
- 2. 请使用以下会议信息加入 Zoom 在线会议。为保障会议的安全秩序,**除本团队成员和指导老师外,请勿与他人共享你的会议 ID 及密码。**

IMMC 20	22 中华区域赛答辩决赛	IMMC 202	2 国际赛中华区答辩决赛
日期 &	2022年4月22日08:15 AM	日期 &	2022年4月23日08:15 AM
签到时		签到时	



间		间	
会议 ID	868 3782 5646	会议 ID	836 9075 4224
会议链接	https://bit.ly/2022FinalPre_GreaterChina	会议链接	https://bit.ly/2022FinalPre_Int
会议密码	615972	会议密码	821593

- 3. 请按照以下步骤加入答辩会议。
  - 1) 打开 Zoom 桌面客户端。



- 2) 使用下面一种方法加入会议:
  - 如果您想在未登录的情况下参加会议,请点击"加入一场会议"。
  - 登录 Zoom,然后点击"加入会议"。



3) 输入会议 ID,并以以下格式设置您的参加者显示名称。如果您已登录,请 更改您的名称。请务必按照规定格式编辑参加者显示名称,以便评审团在答



辩过程中识别您的身份。 如果没有按要求的格式创建显示名称,则可能导致您无法被识别并不被允许加入会议室。

## 参加者显示名格式:

所参加的比赛(中华赛为 GC 或国际赛为 Int)-答辩次序-控制号或全名-身份(老师为 T 或学生为 S)

例 1. 如果国际赛团队的学生通过一个设备以小组形式一起参加答辩,则团队的显示名称(如 18 号,控制号为 IMMC22123456)应采用以下格式:

#### Int-18-IMMC22123456-S

例 2. 如果团队的学生分别用不同设备加入,例如国际赛第 18 队学生陈小文 (Siu Man CHAN) 的显示名称应采用以下格式: Int-18-SiuMan CHAN-S

例 3. 中华赛第 18 团队的老师陈大文(Tai Man CHAN)的显示名称应采用以下格式: GC-18-TaiMan CHAN-T

4) 选择连接音频和/或视频,然后点击"加入"。 我们建议您准备适当的音频和 视频设备,以便您可以成功地进行答辩

### 4. 答辩会议中

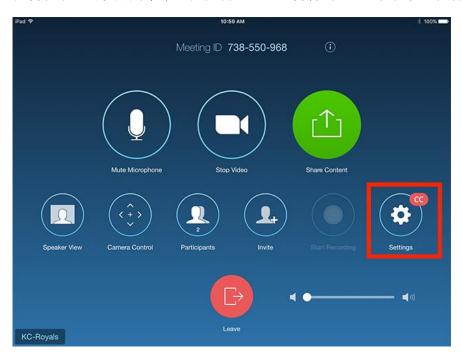
- 4.1 共享屏幕(请单击以下超链接获取详细信息)
  - 我如何分享屏幕?
  - 共享 PowerPoint 演示文稿
  - 在共享屏幕期间共享计算机声音
  - 在共享屏幕期间切换窗口
  - 更多分享选择
- 4.2 在开始您的答辩汇报之前,请仔细检查您的视频和音频设备并确保话筒和摄像头未关闭.
- 4.3 报告时间严格限制为 8 分钟,另外 8 分钟用于问答。 **在 8 分钟的演示过程中,3 分钟倒** 计时提醒和 1 分钟倒计时提醒会通过聊天或字幕方式发送至团队。 IMMC 工作人员会 以口头形式建议该小组在时间结束时停止比赛。
  - 聊天功能(群聊或私聊)





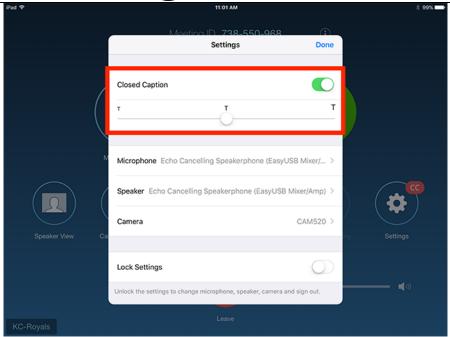
## ● 如何设置会议字幕

1) 在会议中,可以启用字幕。在控制器上,您会看到 CC 出现在设置图标上。



2) 单击设置,然后启用字幕。





- 3) 字幕将显示在 Zoom 显示屏上。您可以调整文字大小。
- 5. 在线会议的其他要求/建议。
  - 5.1 您如果在其他团队答辩期间有任何疑问,请使用 Zoom 的聊天功能与我们联系(与 IMMC 主持人"私聊")。
  - 5.2 本团队报告和问答期间,请启用视频和音频。 其他团队答辩时,请确保您的话筒静音。
  - 5.3 如果您当地的公共卫生情况允许小组聚会,则团队的学生成员可以从一个设备作为一个 小组一起参加会议,也可以各自从自己的处所单独以个人设备参加。

## 联系我们

联络人:

谢立强先生,程彬老师, 电话 +852-35211296 传真 +852-35211297 电邮 esther.immc@gmail.com 中华国际数学建模挑战赛委员会 香港湾仔摩理臣山道 80-82 号柏余中心 1202 室 苟青华老师, 电话 +86-18612977899 电邮 immc\_sec@126.com 北京朝阳区安立路安慧北里 国家科技传播中心 中华国际数学建模挑战赛委员会北京代表处



# Guide for the Online Final Presentation Competition of IMMC 2022 of Greater China

- 1. Due to the COVID-19 pandemic and for the sake of health and safety, the IMMC 2022 Greater China presentation competition will be held online via the video communications platform, Zoom. (<u>How to use Zoom?</u>)
  - a) Please read carefully the instruction on using Zoom described in the Appendix "Instruction for using Zoom participating in IMMC 2022 Final Presentation".
  - b) Your display name in the Zoom meeting is very important for checking your identity and arranging the presentation. Please set your display name as required format described in the Appendix "Instruction for using Zoom participating in IMMC 2022 Final Presentation".
  - c) Please follow the joining steps in the Appendix to join in so that you can edit the display name before entering the waiting room. The display name will be crucial for checking-in in the waiting room.
  - d) The student members of a team can join the meeting together from one device if the local public health situation allows the gathering, or individually from several devices remotely without gathering.
  - e) To ensure a stable and smooth presentation on Zoom platform, please use a PC as your device under an environment with enough bandwidth. If you are connecting by WiFi in an environment with limited connection quota, you can suggest other users to turn off their devices' WiFi connections to ensure enough bandwidth for your meeting.
  - f) Please keep the information of Join Zoom Meeting ID and Password with yourself only and DO NOT pass to anybody else except for your team members.

### 2. Rundown of the event

## **Day 1 (Greater China Round)**

Date: 22 April 2022(Friday) Admission time 8:15 am; Commencement time 8:30 am

### Day 2 (International Round Greater China Region)

Date: 23 April 2022(Saturday) Admission time 8:15 am; Commencement time 8:45 am

	22 <sup>nd</sup> April 2022										
Time Venue				Activity	y	Participants					
8:15am-8:	30am	IMMC Zoom Waiting Room			Admissio	on	All Teams of Greater China Round and International Round, Judges,				
8:30am-9:	00am	IMMC Z Room	Zoon	n Conferer	nce	Opening Ceremon		Hosts, Guests, and Staff			
	Pre	sentation						Paralle	l workshops		
Time	Venue	Activity	Activity Participants Time			Time		Venue	Activity	Particip	ants
9:00am-	IMMC	Teams	of	Teams	of	9:15am	-	HKU	Teachers	Teams	of



			Theyo bu				
10:30am	Zoom	GROUP A	GROUP A,	10:30am	Zoom	and	GROUP B
	Conference	to do	Judges and		Room	Students	and
	Room	presentation	Staff ONLY			workshop	international
		(1st half)					round
10:30am-	Local site	Break	Teams of				
10:45am	of		GROUP A,				
	participants		Judges				
			ONLY				
10:45m-	IMMC	Teams of	Teams of				
12:30pm	Zoom	GROUP A	GROUP A,				
	Conference	to do	Judges and				
	Room	presentation	Staff ONLY				
		(2nd half)					
		Lur	nch time (12:30)	pm-2:00pm)			
2:00pm-	IMMC	Teams of	Teams of				
3:30pm	Zoom	GROUP B	GROUP B,				
	Conference	to do	Judges and				
	Room	presentation	Staff ONLY				
		(1st half)				Teachers	Teams of
3:30pm-	Local site	Break	Teams of	2:15pm -	HKU	and	GROUP A
3:45pm	of		GROUP B	3:30 pm	Zoom	Students	and
	participants		and Judges	3.30 pm	Room	workshop	international
3:45pm-	IMMC	Teams of	Teams of			workshop	round
6:00pm	Zoom	GROUP B	GROUP B,				
	Conference	to do	Judges and				
	Room	presentation	Staff ONLY				
		(2nd half)					
			End				

	23 <sup>rd</sup> April 2022							
Т	ime	Ven	Act	ivity	Partic	ipants		
8:15am-8:4	5am	Zoom Waiting Room		Admission		All Team Hosts, G	s, Judges, uests, and	
8:45am - 8:	Zoom IMMC Opening Remarks Conference Room		Staff					
	Prese	ntation		Parallel workshops				
Time	Venue	Time	Venue	Time	Venue	Time	Venue	
8:50am- 10:30am	IMMC Zoom Conference Room	Teams of GROUP A to do presentation (1st half)	Teams of GROUP A, Judges and Staff ONLY	9:15am - 10:30pm	HKU Zoom Room	Teachers and Students workshop	Teams of GROUP B and Regional round	



			-	Bull			
10:30am- 10:45 am	Local site	Break	Teams of GROUP				
10.45 aiii	participants		A, Judges				
	participants		ONLY				
10:45am-	IMMC	Teams of	Teams of				
12:30pm	Zoom	GROUP A	GROUP				
	Conference	to do	A, Judges				
	Room	presentation	and Staff				
		(2nd half)	ONLY				
		Lunc	h time(12:3	0pm-2:00pm	)		
2:00pm-	IMMC	Teams of	Teams of				
3:30pm	Zoom	GROUP B	GROUP				
	Conference	to do	B, Judges				
	Room	presentation	and Staff				
		(1st half)	ONLY				Teams of
3:30pm-	Local site	Break	Teams of		HKU	Teachers	GROUP
3:45pm	of		GROUP	2:15pm -	Zoom	and	A and
	participants		B and	3:30 pm	Room	Students	Regional
			Judges		Room	workshop	round
3:45pm-	IMMC	Teams of	Teams of				Tourid
6:00pm	Zoom	GROUP B	GROUP				
	Conference	to do	B, Judges				
	Room	presentation	and Staff				
		(2nd half)	ONLY				
			Enc	1			

<sup>\*</sup> The group A includes teams with presentation order 1-13. They will be arranged to do presentations in the morning session. Group B, the teams with presentation order 14-26, will be arranged to do presentations in the afternoon session.

- 3. The Presentation can be conducted in either Mandarin Chinese or English.
- 4. Presentation slides (PPT) are required (either Chinese or English). The time for the presentation is strictly limited to 8 minutes with another 8 minutes for Q&A. If the question by judges is in English, the answer in English is suggested; if question in Chinese, answer in Chinese.
- 5. Your team's presentation is on the submitted solution paper that has been selected into this Final Competition (Greater China Round or International Round). The teacher advisers are not allowed to be part of the presentation; they can give their team guidance before taking the stage.

<sup>\*</sup>Other people include teams of Group B are not allowed to join the presentation meeting during Group A's presentation time, and vice versa; parallel workshops are arranged for them.



6. Teams who are not to present in the morning or afternoon session will be invited to attend parallel workshops hosted by the University of Hong Kong. Topics and speakers are listed as below:

	IMM	C 2022 Workshops on	22 <sup>nd</sup> April 2022
	Time	Speaker	Title of the Talk
Morning	9:15 am - 10:30 am	Host: Dr. Yong-	1. Introduction to HKU and Faculty of
		Hong KUO	Engineering
		Workshop	2. Application of Mathematics in AI
		instructor: Prof	and Machine Learning
		Michael NG	
Afternoon	2:15 pm - 3:30 pm	Host: Dr. Yong-	1. Introduction to HKU and Faculty of
		Hong KUO	Engineering
		Workshop	2. Mathematics and Image Processing
		instructor: Prof	
		Xuecheng TAI	
	IMM	C 2022 Workshops on	23 <sup>rd</sup> April 2022
Morning	Time	Speaker	Title of the Talk
Session			
Morning	9:15 am -10:30 am	Host and Workshop	1. Introduction to HKU and Faculty of
		instructor: Dr. Yong-	Engineering
		Hong KUO	2. When Mathematical Modeling Meets
			Data Science in Industrial Engineering
Afternoon	2:15 pm - 3:30 pm	Host: Dr. Yong-	1. Introduction to HKU and Faculty of
		Hong KUO	Engineering
		Workshop	2. Application of Ordinary Differential
		instructor: Dr.	Equation (ODE) models in Biology
		Jiangwen ZHANG	

7. The order of the presentation competition of Greater China Round will be decided in a Wechat group by drawing lots at 20:00 April 12<sup>th</sup>, 2022. Each team should designate a teacher advisor to sign up the lot-drawing Wechat group before 00:00 April 12<sup>th</sup> 2022 by scanning the QR code below. The form of the lot will be "grabbing lucky money" on the basis of first-come-first-draw.



该二维码7天内(4月13日前)有效,重新进入将更新

8. The order of the presentation competition of International Round Greater China Region will be decided in



a Wechat group by drawing lots at 20:30 April 12<sup>th</sup> 2022. Each team should designate a teacher advisor to sign up lot-drawing Wechat group before 00:00 April 12<sup>th</sup> 2022 by scanning the QR code below. The form of the lot will be "grabbing lucky money" on the basis of first-come-first-draw.





该二维码7天内(4月13日前)有效,重新进入将更新

- 9. Teacher advisor of the team should send back the Reply Sheet to the secretariat at <a href="mailto:immc\_sec@126.com">immc\_sec@126.com</a> on or before April 14<sup>th</sup>, 2022.
- 10. The online Zoom testing will be arranged at 12:00 am-13:30 pm April 20<sup>th</sup> 2022 for Greater China Round and at 6:00 pm-7: 30 pm April 20<sup>th</sup> 2022 for International Round Greater China Region. Each team will have 5 minutes for the testing. The testing items include: joining in, Audio, Video, and sharing screen.
- 11. Please send your team's presentation slides (PPT) to the secretariat of IMMC before 12:00 noon April 21<sup>st</sup> 2022 at immc sec@126.com.

### **Contact Us**

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# Appendix:

# Instruction for using Zoom participating in IMMC 2022 Final Presentation

Due to the spread of the novel coronavirus and for the sake of safety, the Final Presentation Competition of IMMC 2022 of Greater China will be held online via Zoom. The following please find a brief instruction for using Zoom and requirements in the competition.

- 6. To do a presentation smoothly, you're suggested joining the Presentation event on a laptop or desktop PC instead of a mobile phone or pad. Before joining the Presentation event, you are strongly suggested to download in advance the Zoom APP (Zoom Client for Meetings) from Zoom <u>Download Center</u>.
- 7. Please use the following meeting information to join the meeting. Please DO NOT share the meeting ID and password with anybody else except for your team members and teacher advisors.

The Final Present for Greater China	ation Competitions of IMMC 2022 Round	The Final Presentation Competitions of IMMC 2022 for International Round		
Date & Time	Apr 22, 2022 08:15 AM	Date & Time	Apr 23, 2022 08:15 AM	
Meeting ID	868 3782 5646	Meeting ID	836 9075 4224	
Meeting Link	https://bit.ly/2022FinalPre_GreaterChina	Meeting Link	https://bit.ly/2022FinalPre_Int	
Meeting password	615972	Meeting password	821593	

- 8. Please follow steps below to join the meeting.
- A. For Windows/Mac users
  - 1) Open the Zoom desktop client
  - 2) Join a meeting using one of these methods:
    - Click **Join a Meeting** if you want to join without signing in.





• Sign in to Zoom then click Join.



3) Enter the meeting ID number and set your display name in the following format. It's very important to edit your display name as a required format for jury judges to identify you during the presentation. Failure to create your display name in the required format may result in that you cannot be identified and approved to join the meeting room.

### Format of display name:

Competition Round (GC for Greater China Round and Int for International Round)-presentation order – Control No. or Full name – Capacity (T for teacher or S for student),

- e.g. 1 If students of the team are joining the presentation together as a group from one device, the display name of the team such as No. 18 of International Round with Control No. IMMC22123456 should be in such format: Int-18-IMMC22123456-S
- e.g. 2 The display name of International Round Team 18's Student 陳小文 Siu Man CHAN should be in such format: Int-18-SiuMan CHAN-S
- e.g. 3 The display name of Greater China Round Team No. 18's Teachers Advisor 陳大文(Tai Man CHAN) should be in such format: **GC-18-TaiMan CHAN-T**
- 4) Select to connect audio and video and click Join. We suggest you to connect proper audio and video equipment so that you can do a presentation successfully.
- B. Please visit their official website for the instruction of more systems and devices.
- 9. During your presentation

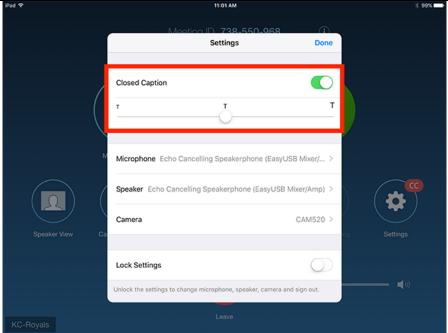


- 9.1 Sharing Screen (please click the following hyperlinks for details)
  - Sharing your screen
  - Screen Sharing a PowerPoint Presentation
  - Sharing Computer Sound During Screen Sharing
  - Switching Windows During Screen Sharing
  - More sharing choice
- 9.2 Please double check your video and audio equipment and ensure your speaker and camera is unmuted before starting your presentation.
- 9.3 The time for the presentation is strictly limited to 8 minutes with another 8 minutes for Q&A. During the 8 minutes presentation, the team will receive timely reminders twice at the last 3 minutes and the last 1 minute via Chat or Closed Caption. The team will be advised orally by IMMC staff to stop when time is over.
  - <u>In-meeting Chat of Zoom</u>
  - How to set Closed Captions for a Meeting
    - 4) On the controller, you will see CC appear on the settings icon when Closed Captions are available for a meeting.



5) Click on Settings and toggle Closed Caption to on.





- 6) You can adjust the text size. Closed Captions will now appear on the Zoom Room display.
- 10. Other requirements/suggestions during online.
  - 10.1 During the competition, please use the chat function of Zoom to contact us if you have any questions when other teams are giving a presentation.
  - 10.2 During your presentation and Q&A time, please enable your video and audio. Please mute your speaker when you are listening to others' presentation.
  - 10.3 The student members of a team can join the meeting as a group together from one device if group gathering is allowed by your local public health situation, or several devices individually from their own places.