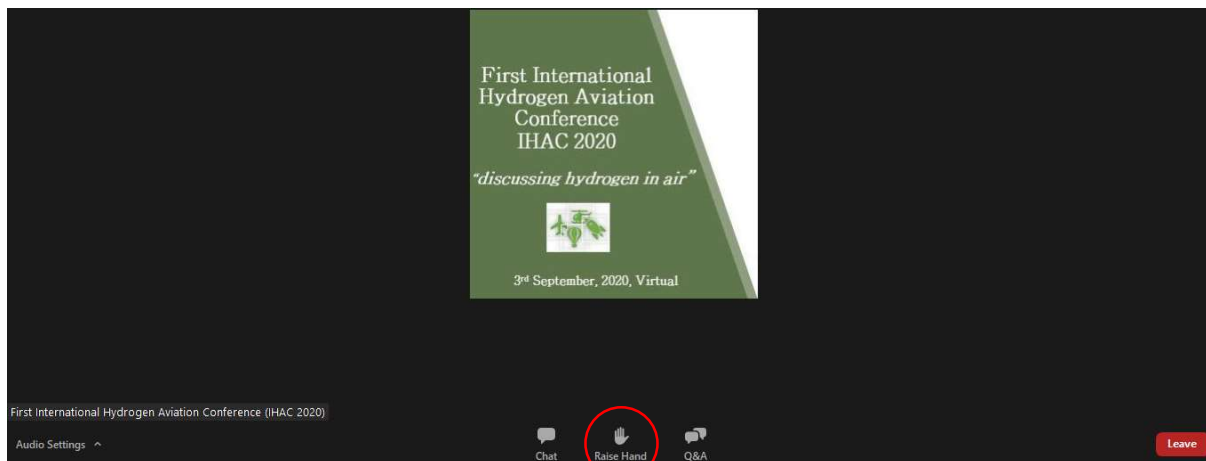




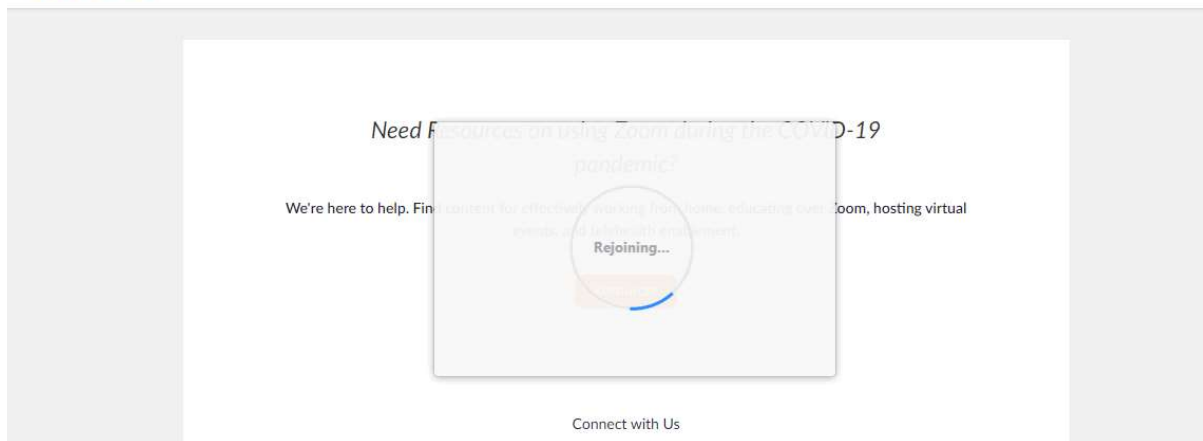
First International Hydrogen Aviation Conference (IHAC 2020)

Zoom Platform: Quick Intro for IHAC 2020 attendees

- 1) You all should have entered the IHAC 2020 (virtual) Conference as an Attendee:



- 2) If you are a Session Chair/Speaker: When your presentation slot comes, you will be asked to raise your hand by clicking the **raise hand button** on your zoom screen. You will then be upgraded from Attendee to a Panellist status. Each Speaker shall have 15 mins **(STRICTLY)** for presentation followed by 5 mins for Q&A session. The Session Chair shall send a private message to the Presenter 2 mins in advance of the allocated 15 mins time slot to alert the Presenter. The Session Chair shall facilitate the Q&A session by keeping the time management, i.e. up to a maximum allocated time of 20 mins for each presentation (including 5 mins Q&A session).
- 3) If your role is designated as an attendee: Please feel free to use the Q&A button displayed on your zoom screen. You may use Chat button to give your comments to the Host/Panellist/Attendee.



- 4) If you are a Presenter and have been upgraded to a Panellist status, you will then enter the following screen. Please first open your presentation in the slide show mode at your local PC. Then share your screen, unmute your mic and start video.



5- The default position will be that you will have a full control over your presentation on your local PC. When you are presenting, please make sure the other audio devices such as mobile, PCs etc are muted, otherwise you/audience will hear a background noise.

6- Once your presentation slot is finished, your status will be changed back to the Attendee.

Note: The Session Chair/Host may end your presentation if you do not keep-up with the time management!