ICOET 2025 Virtual Presentation Guidelines

To receive the Zoom link for the conference, please reach out to alesot@ucdavis.edu and slemieux@ucdavis.edu

Prior to joining the Zoom for ICOET, please read the sections below regarding the Zoom set-up.

When you enter the Zoom room, please notify the host (Ale Soto) that you are a presenter, The following will then occur:
- You will be promoted to "**Co-Host**". Accept this notification.
- Quickly practice **sharing your screen**. Make sure you're able to locate your slides.
- Test your **audio quality**. We want to make sure we can hear you clearly, with little to no background noise.
- **Videos** will be turned off as the audience will not be able to see you.
- You will be able to see the **chat**, but we ask that you ignore it as we have Zoom Techs in each room monitoring them.
- To leave a **breakout room**, select "Leave" located on the bottom right of your Zoom task bar. **Do NOT close the breakout rooms**, as this will kick everyone out of their sessions.
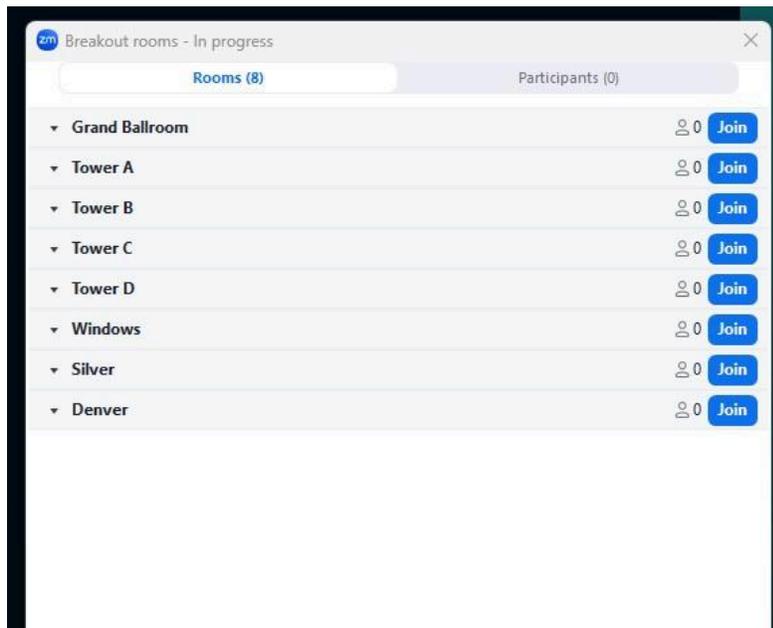
💻**Set-up:**

When you initially enter Zoom, you will be in the main room. The Zoom is set up so each room is a Breakout Room. To see and enter the Breakout Rooms, select the four square icon located on your Zoom taskbar:
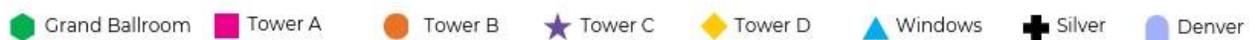

Once selected, you will be able to see all the room options. Simply select the room you wish to enter. You may change rooms throughout the conference if needed:

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To know when and where each session will occur, please reference the agenda: Conference Program | ICOET 2025. At the top of the agenda is a key for you to reference regarding the room locations:

For example, the Day 1 Welcome Plenary Session, is located in the Grand Ballroom:

MONDAY, MAY 12

8:30 AM (MDT) ● Day 1 Welcome Plenary Session
Remarks from Conference Chair and Lead Organizer

So in the Zoom, select the "Grand Ballroom" Breakout Room and you will be able to see the Plenary Session live.

Once you've entered your room and you have questions or tech issues, please reach out to the Tech Support in your room. They'll be labeled as "Zoom Tech".

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Slido:

Q&A will be done via Slido. To access Slido click here:

https://app.sli.do/event/xkNqmEkGZmvP3biasDjcX4

Slido Code: **#ICOET25**

To see all questions/comments, select the room name that corresponds to the session: