JOINING INSTRUCTIONS FOR PAPER PRESENTERS (PARTICIPANTS)

1. You **Must** download and install **Zoom App** on your computer (laptop).

2. You will login using your **password** (note that the password cannot be shared with any other presenter).

3. You are expected to login at least **15 minutes** before the scheduled time for both the **opening** and **panel sessions**.

4. If you want to share your slides (ppt), ensure that your slide is already opened on your laptop screen before you login to zoom.

5. **Mute** your mic when you are not speaking.

6. **Unmute** your mic when you want to speak.

7. **Unmute** your video during your presentation.

8. Raise your hand on the screen if you want to speak.

9. Reserve your questions until the **interactive session**.

10. Ensure your name (first and surname) on your abstract and as you registered for the Zoom conference is the same as the name you used to register on zoom. Please, **Do Not** use any of your aliases to register on zoom.

11. If your phone is what appears, kindly change the name of the phone to YOUR NAME.

12. If your internet connection to your laptop is through phone **hotspot**, you are urged to terminate all incoming calls as quickly as possible or get a new **sim card** for this purpose.

13. At the end of the panel session in the rooms, leave and rejoin the general session.

14. If by any technical hitch you cannot rejoin your room, kindly use the chat box and send a message such as: "Dr. Gerald, please add me to room..." (you mention your room [panel] number). *You may also contact Dr Freedom Onuoha (08037791916)*