

第三十一届长城心脏病学会议 (GW-ICC)

The 31st Great Wall International Congress of Cardiology (GW-ICC)

亚洲心脏大会 2020

Asian Heart Congress 2020

GW-ICC

APHC | ICCPR | OCT.19-25 2020

Online meeting Instructions



Introduction: All participants will have interactive communication through video conferencing software. Therefore, PCs with Internet access should be necessary.

Using software: ZOOM

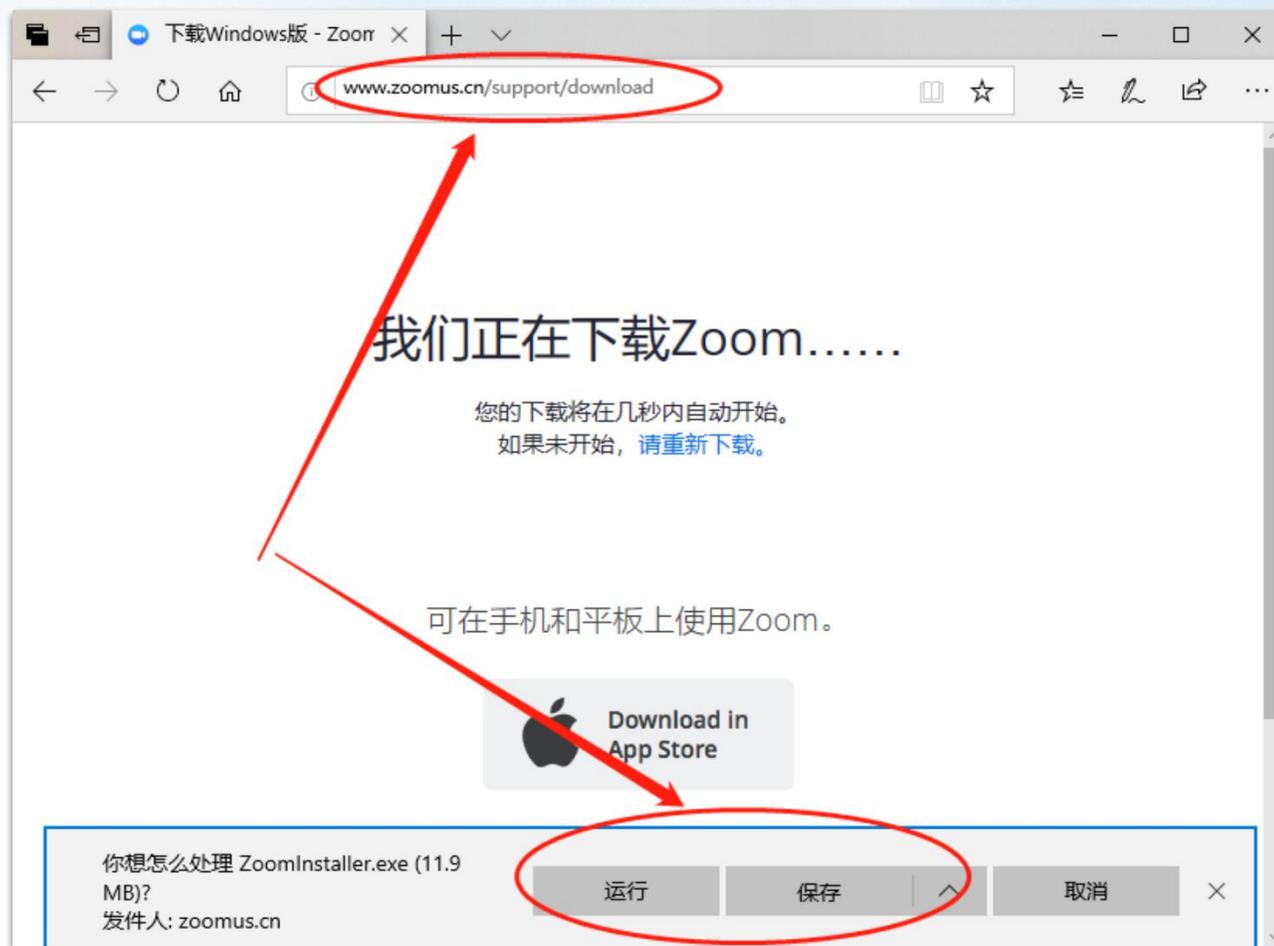
PC specs: I3 processor, 4G memory (minimum configuration);
the PC should have camera, microphone and loudspeaker.

Network requirement: 20Mbps bandwidth or stable 4G network

Software download address :

<https://zoom.us/download>

Step 1: Enter the download address in your browser to download the package.



You can install the software by clicking "Run" directly.

You can also click "Save" to save the installation package.

Meeting number:
Each session will have a meeting number, which means a virtual conference room.

Step 2: Join the meeting.

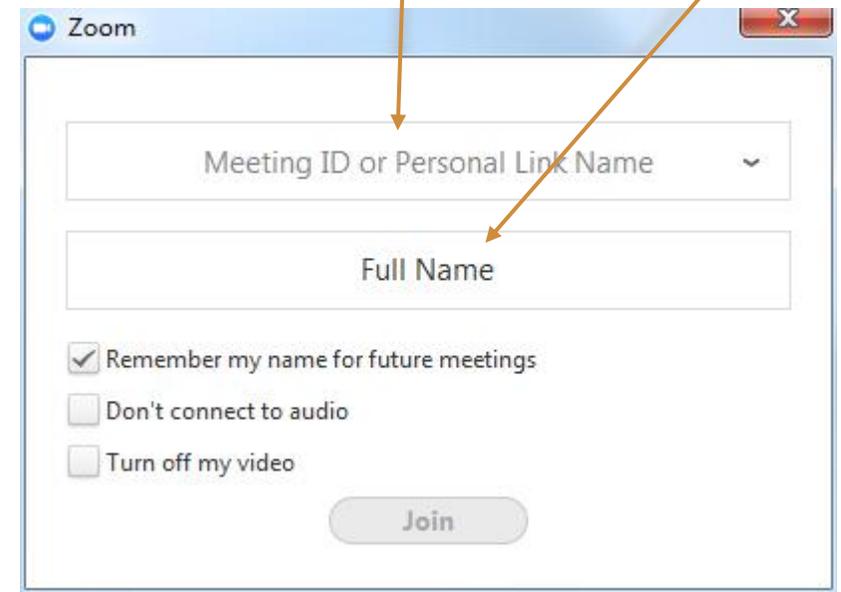


Double-click the desktop to open the software.

Click "Join the meeting".

Input the meeting number

Input the user name

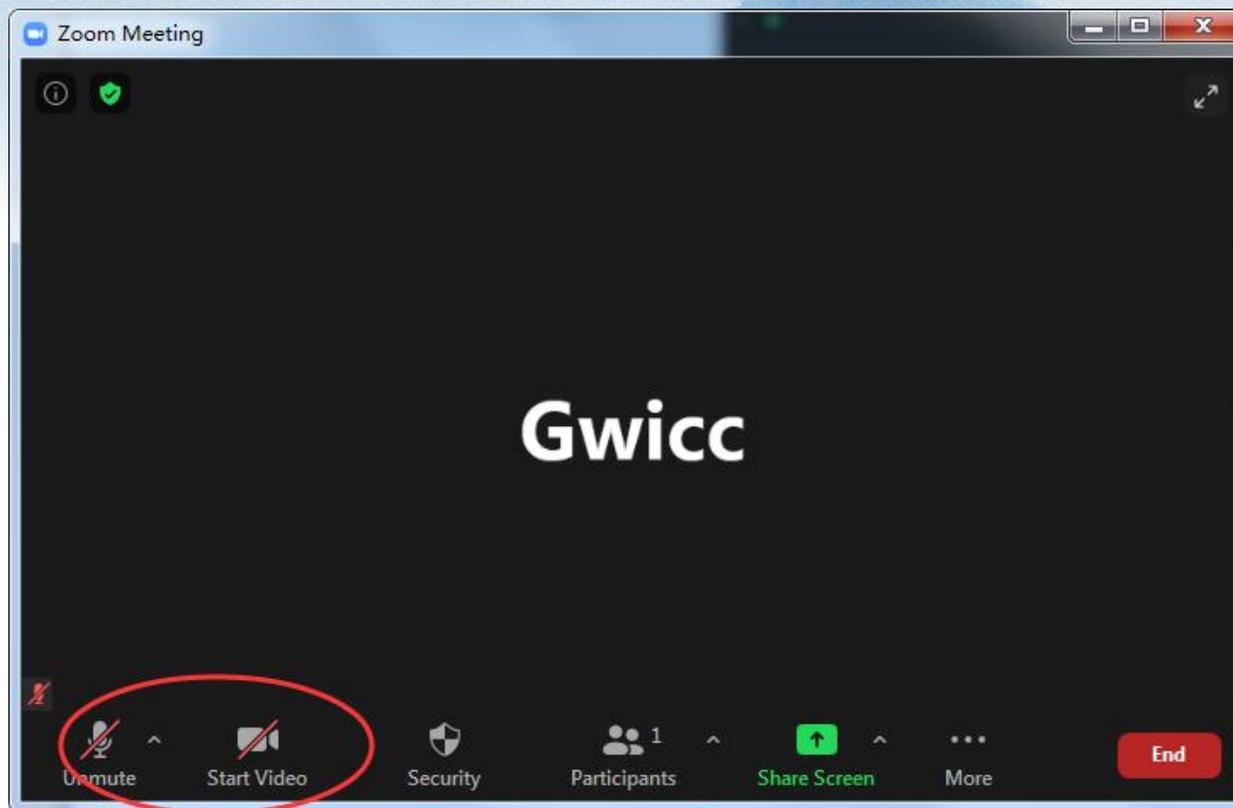


Enter the meeting number and the user name.

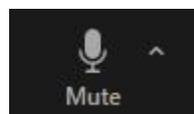
Click "Join the meeting" after typing above information.

Step 3: Audio and video settings.

After finishing this step, experts can communicate with others in audio and video



Microphone is off



Microphone is on



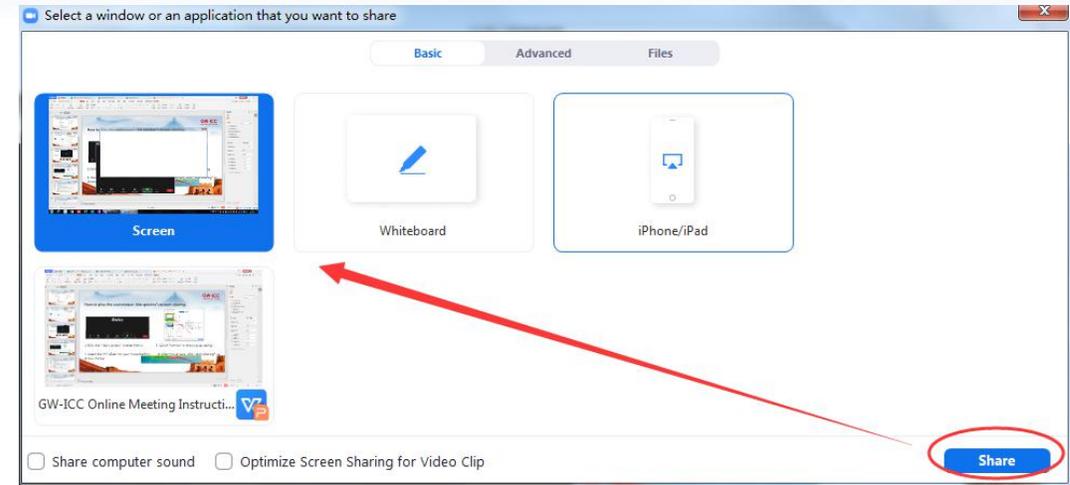
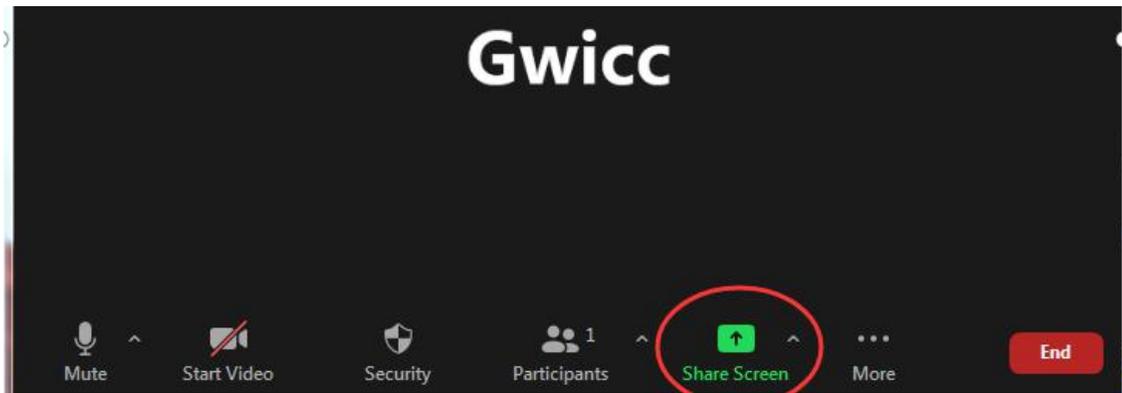
Video is on



Video is off

You can click the up arrow to select other audio and video devices..

How to play the courseware: the speaker's screen sharing.



1. Click the “share screen” button below.

2. Select “screen” in the pop-up dialog.

3. Open the PPT slides for your presentation as shown below.

4. After the lecture, click “stop sharing” as



Notes for online meeting participants

1. Devices requirements: Please use a laptop or desktop computer to go online, and ensure the camera, speaker and microphone work well. Close the anti-virus software before you get into the virtual conference room to prevent interception of audio and video startup.
2. Network requirements: The network should be stable for 2M or more (poor network quality will directly affect the online meeting).
3. Screen and audio requirements:
 - (1) Please keep your image in the center of the picture and make your image up more than 50% of the picture.
 - (2) Do not be too close or too far away from the computer.
 - (3) Remember to turn on the microphone when you would speak.
 - (4) Please pay attention to the room lighting, surroundings and your clothing when you are in the picture.Note: Please do not turn off the camera when online meeting begins, except in special cases.
4. Advice to speakers:
 - (1) The best ratio of PPT is 16:9. Here is the [link](#) of GW-ICC 2020 slide template download.
 - (2) If the PPT is blocked by the speaker's image in the picture, the speaker can drag the camera bar to other positions at will.
 - (3) Please exit screen sharing in time after the presentation.
 - (4) Please provide PPT of lectures to the meeting group before the meeting, in case of any unexpected conditions.
5. Test site requirement: the place should be the one where you will join the online meeting.
6. Test contents: Audio and video communication, network situation, and demonstration for speakers.

**Notes for online meeting
participants**

7. Matters needing attention on the day of the online meeting:

- (1) Please enter the virtual meeting room 20-40 minutes before the meeting and do the pre-meeting test.
- (2) Please turn off the microphone when you do not speak.
- (3) Do not cover the camera during the meeting and keep it on.
- (4) Please pay attention to your lecture time and do not go over time.

8. Advice on unexpected situations:

- (1) The speaker dropped the line (within a short time)-- then the background operator will switch to the host to have a discussion and communication with other participants, waiting the speaker's network recovery.
- (2) speaker's network connection is not available for more than 1 minute-- the host will lead to the next session.

