2020中国-东盟医院管理合作论坛

2020 Chian-ASEAN Forum on Hospittal Management Cooperation

融合创新·智慧医疗提升医疗服务可及性

A Guide for operating the Online Broadcast Expert System

Nanning,China

2020.11.23-25

2020

11月23-25日 中国·南宁

November 23-25,2020 Nanning,China

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[The testing ID for current web conference of the Academic Forum]

Meeting ID：To be determined

Password：To be determined

User name：input my name + company

Test time：November 15-22, 2020 (09:00-18:00)

Technical support：Zhao Yangyin 18776102498

Wei Liyan 15977129630

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Note:

For lecture or communication, the platform of ZOOM is using for the online broadcast

Hardwarere quirements

Computers (PC)

Network

Recommended & Minimum Computer Configurations

processor: I3,

memory: 4G RAM

Devices: camera, microphone and speaker

Network Requirements

10 Mbps or stable 4G network

Software download address

experts for oversea could download the ZOOM from it's official website , please log in using the ID provided by the our meeting affairs group.

In addition, our technical personnel could provide the installation package of ZOOM in the experts group of the conference.

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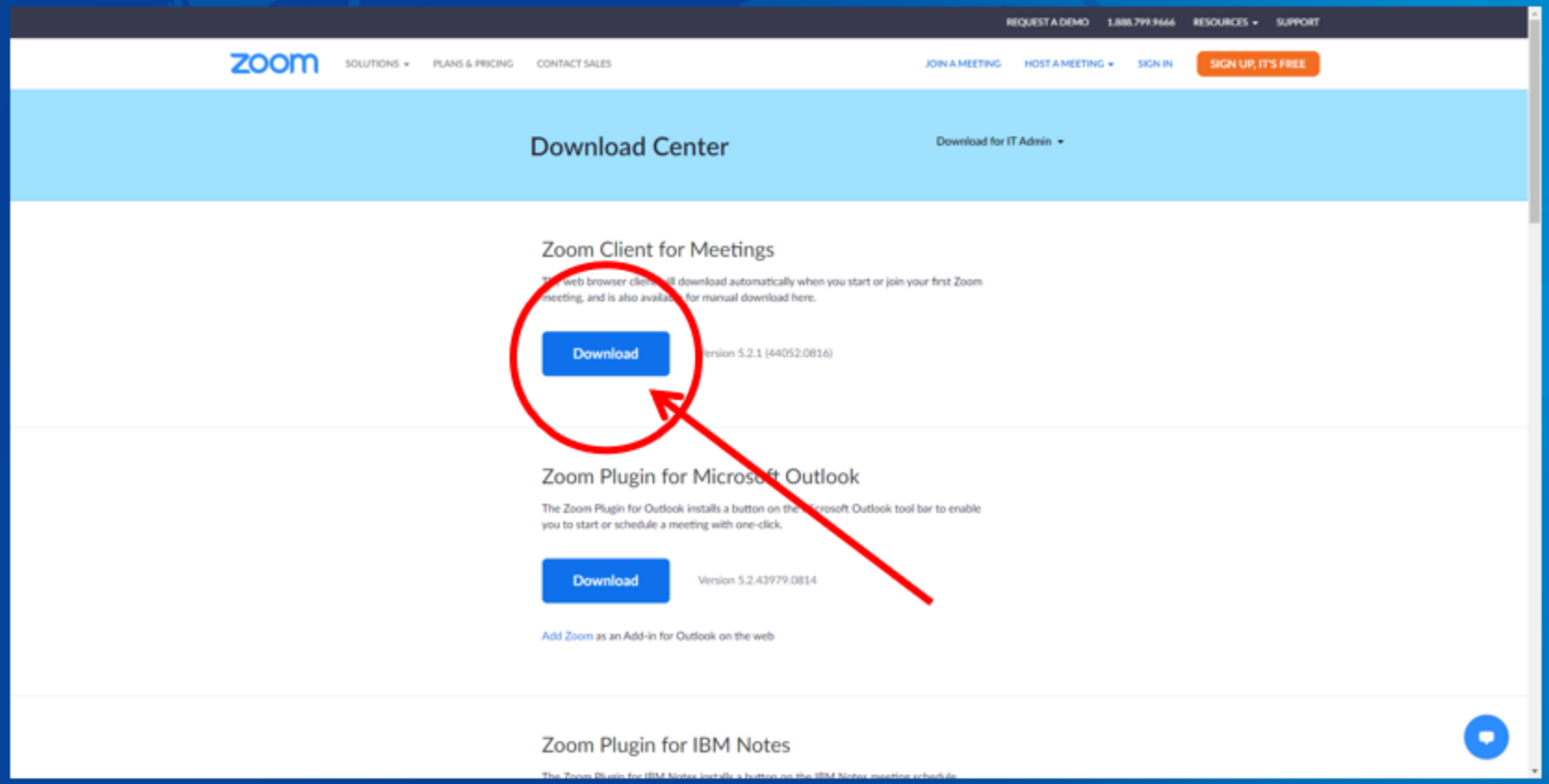
Step 1: enter the download address in the browser and download the software package.



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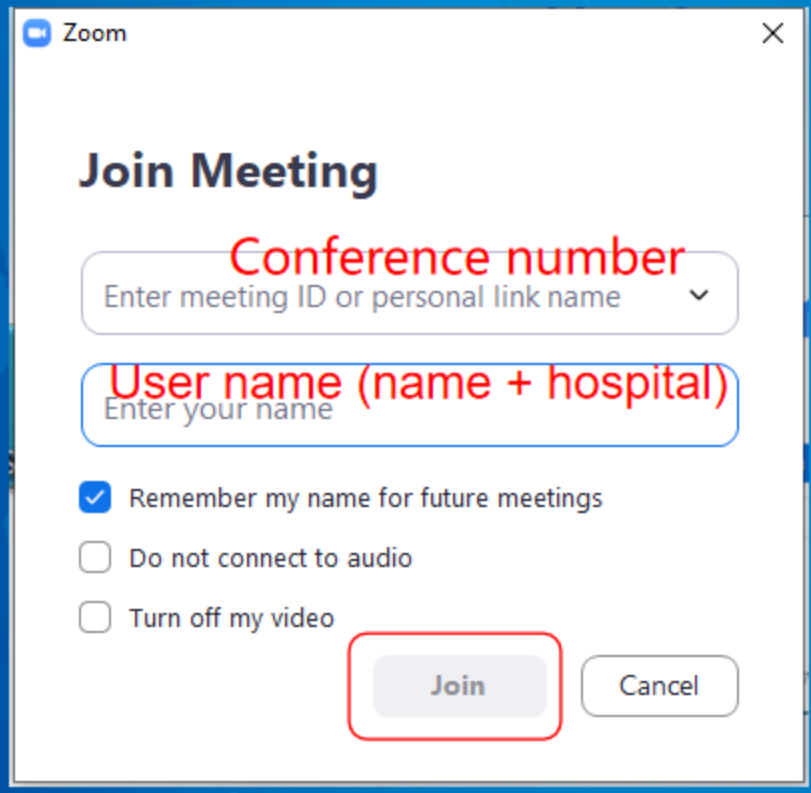
Step 2: join the meeting.

Double click to open the software

Click to join the meeting



Input conference number and user name

Input complete
Click "join meeting"

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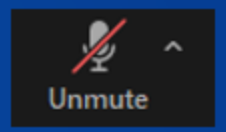
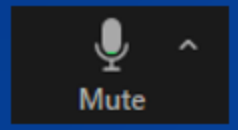
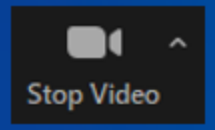
Step 3: audio and video settings



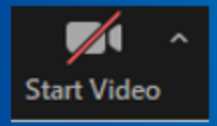
Microphone off



Microphone on



Video on



Video off

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

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Notes for online experts

1.Equipment requirements:

use laptop / desktop computer to go online to ensure that the camera, speaker and microphone are in good condition. Before entering the conference, please be sure to quit the anti-virus software to prevent the blocking audio and video from starting normally.

2. Network requirements:

the network should be stable for 10m or over.

3.Picture and audio requirements:

the head picture of the expert should be in the center of the video picture, and the portrait should account for more than 50% of the picture. Keep away from the computer.

If it is too close or too far away, please turn on the microphone and pay attention to the room light, location, expert clothing, etc.

Note: while our meeting starts, please keep the camera in on, except in a special circumstances.

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Notes for online experts

4.Notes for speakers:

①. the best aspect ratios of the PowerPoint slide is 4:3 or 16:9.

②. In case of the PowerPoint slides are hidden by speaker, move the camera to the right position.

③. Please leave "share screen" when all PowerPoint slides are finished.

④. in case of any abnormal situation during meeting, Please provide a copy of your PowerPoint slides in advance.

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5. Test site: test the entire system at the formal site of the meeting.

6. Test content: audio and video communication, network connection, lecture operating procedure

Notes for online experts

7.Notes on the day of the meeting:

①. Arrive the meeting room 20-40 minutes before the meeting starts, and test the system.

②. Please Turn off your microphone when not speaking, and leave wechat off on computer to avoid voice interference.

③. Do not block the camera during the meeting, keep the camera is always on.

d. manage your lecture time and do not overtime.

8.Accident handling:

The speaker is off-line

Once the internet connection recovers, the system would log in the conference automatically .

If offline over 10s, the system will switch to the host , and the host will arrange the next speaker, then waiting for the experts is online.

If offline over 1min, the conference would be lead to the next section by the host.

I wish you all the best.
Thank you!