

## Guidelines for Attendees

### Language

English is the official language throughout the meeting.



### Platform

We will use the Zoom Conference Webinar Platform

Please note that several security features are being utilized to prevent unauthorised access.

### Attendee Access to Sessions

Sessions will be presented live at the scheduled time. Though available, the recordings will not be available for public viewing.

### Fee Paying Attendee Privileges

- ✓ Presenter Rights
- ✓ Session Charing Rights
- ✓ The Whole Works Participation Rights
- ✓ Conference Proceedings
- ✓ Proof of Attendance (Condition Applies)

### Accepted Paper Presentations on 14 & 15 Dec 2021

The two-day virtual presenter event will be conducted via Zoom Meetings and requires a paid registration to attend.

Presenter functions (via ZOOM) are auto-enabled in the IEEM online submission portal (see "Author Options") once paid registration fee is received.

### How to Register?

- You will need your user account to log on to [IEEM](#) online portal
- New users can create a user account [here](#)
- Click on "Meeting Registration" under author options on the left menu, and follow the on-screen instructions to register for the conference

### Presentation Format

Presenters pre-record their individual presentations.

Only the Q&A is conducted live during the scheduled session time.

Each presentation will consist of two parts:

- A pre-recorded presentation of the accepted paper
- Live Q&A for attendees to meet virtually with presenters and ask questions or give feedback

### Attend These Events Free of Charge!

The 13 Dec 2021 Opening and 16 Dec 2021 Closing will be conducted live on ZOOM Webinar. We welcome all!

Attendance requires pre-registration. Look out for the registration links included in Special Invites to all our IEEM e-news subscribers. Sign up for a user account to subscribe to e-news here:

<https://ieem.meetmatt-svr.net/Account/Register>

