

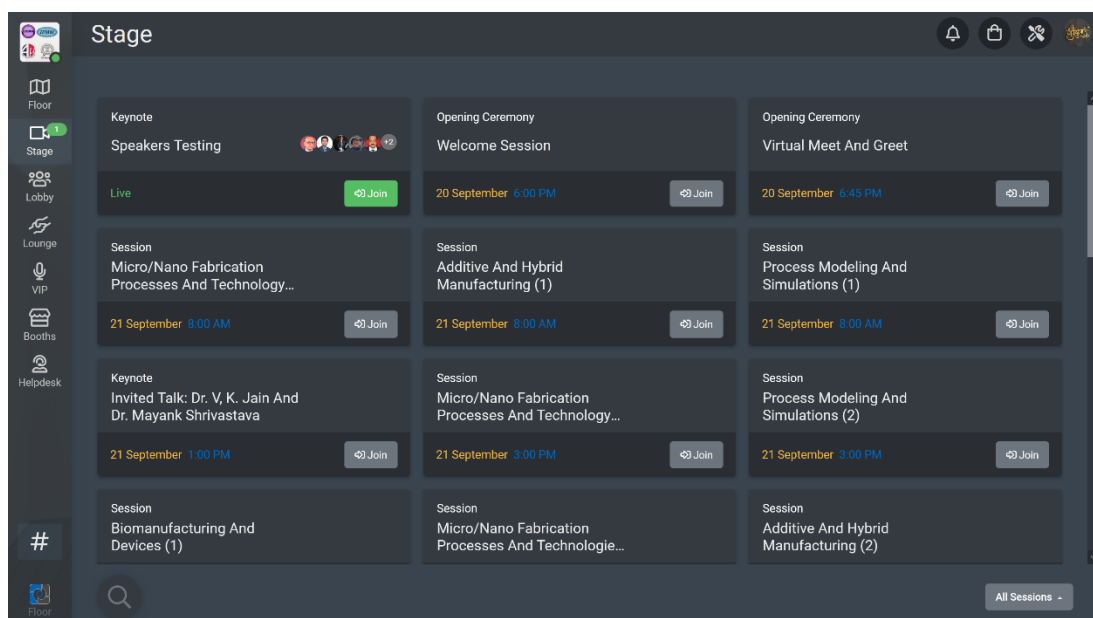
AS A GENERAL AUDIENCE

General Instructions:

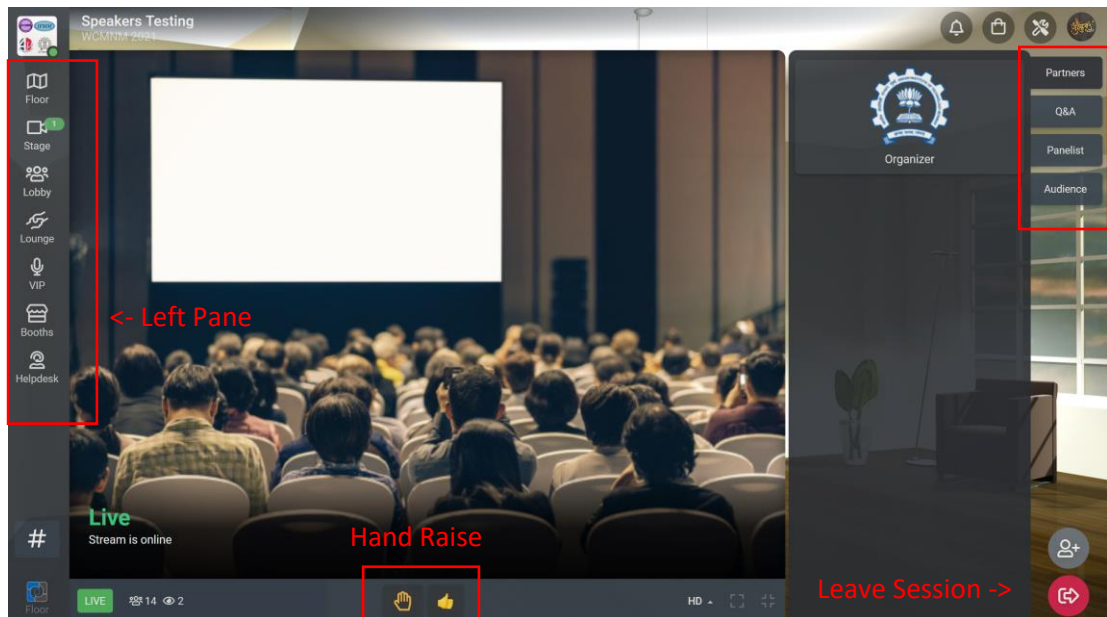
1. While all major browsers work well, FLOOR is optimized for Chrome
2. Windows laptops/desktops; iMac & MacBook; Cell-phones work with FLOOR. **Please avoid using iPad for joining FLOOR.**
3. **For any technical issues, please read the last page of this document for troubleshooting.**

How to join:

1. You will receive a link in your registered email from 'Indian Institute of Technology Bombay via Floor' to join the WCMNM 2021 in a virtual mode. This link is unique to you and should NOT be shared with anyone else.
2. Once you click on this link, you will enter the 'stage' area of virtual WCMNM 2021 (please see the snapshot below)



3. The stage area lists all the conference sessions, i.e., keynote lectures, invited talks, industry talks, paper presentations and round table discussions. The live sessions will display a green button 'Join' to join the sessions.
4. Once in a session, you can access the list of partners, panellists (speaker, moderators and host of the session) and other members of audience using the right pane. Q&A tab in the right pane can be used to type questions to the panellists.



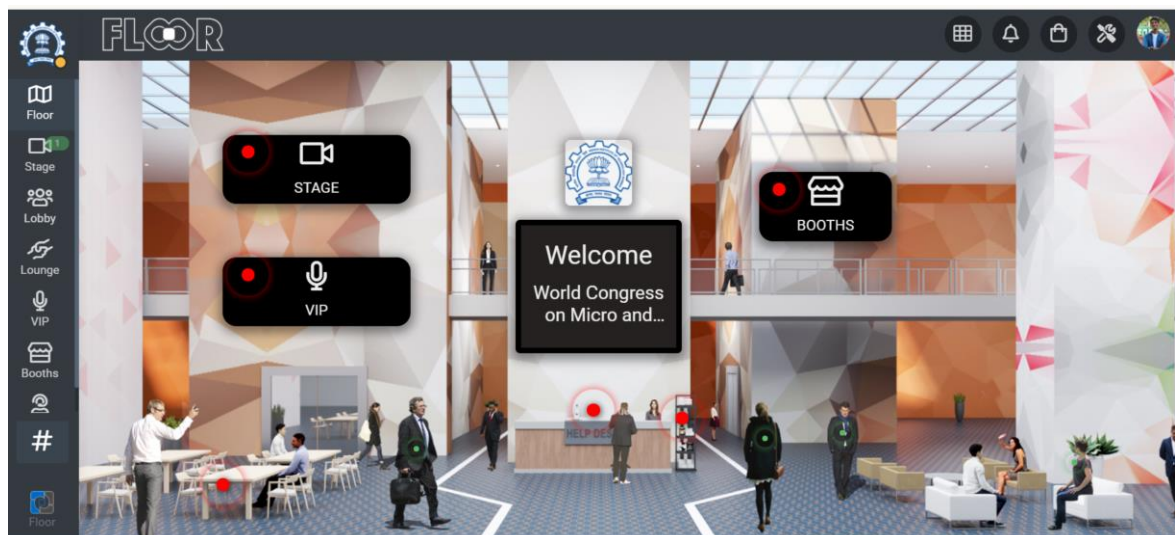
5. To leave the session, use the red button on the right bottom corner of the screen as shown in the picture above.
6. The left pane can be used to leave the stage area and join other virtual venues of the conference such as floor, lobby, lounge, VIP area, booth and helpdesk.

Stage

The stage area hosts all the conference sessions, i.e., keynote lectures, invited talks, industry talks, paper presentations and round table discussions.

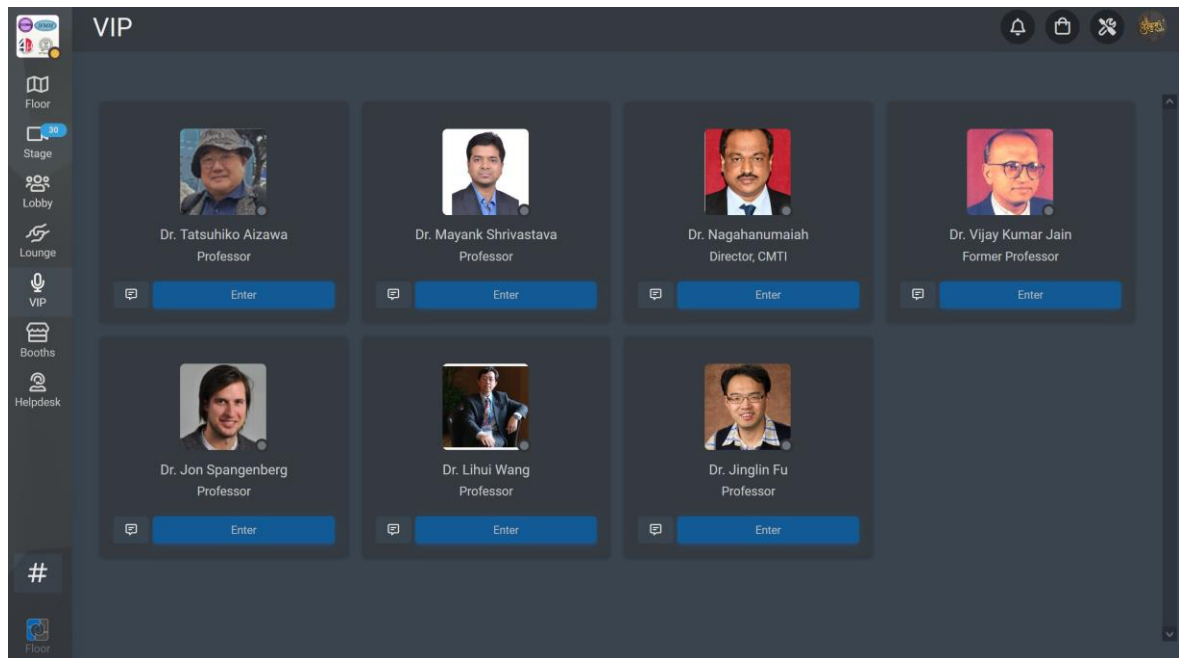
Floor

The floor displays all the virtual venues of the conference same as listed on the left pane, i.e., stage, lobby, lounge, VIP area, booth and helpdesk.



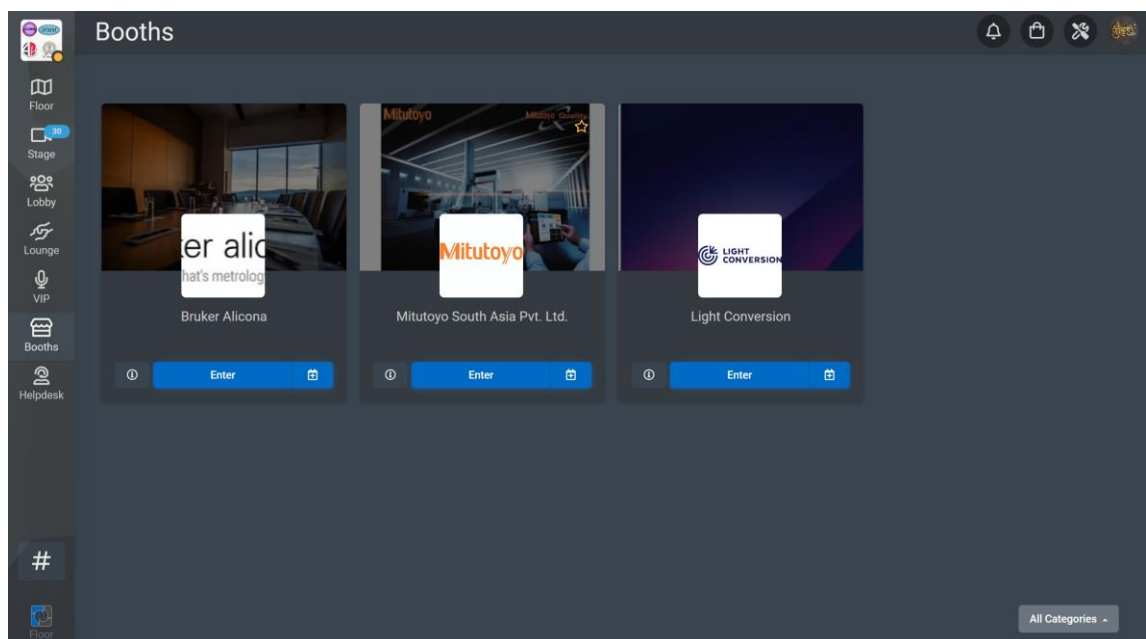
VIP area

The VIP area gives you access to all the keynote and invited speakers of the conference.



Booths

The booth area will host exhibits by the industry sponsors.



Lobby

The lobby will display all the conference participants.

Lounge

Lounge area has multiple virtual tables for networking among the conference participants.

Helpdesk

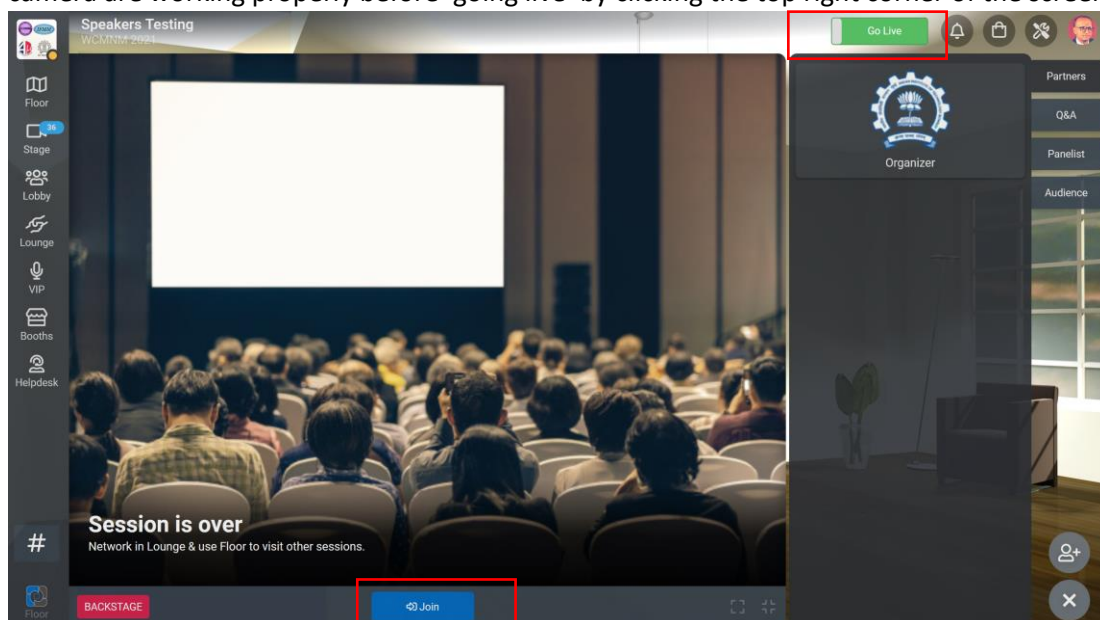
For any technical issues during the conference, student volunteers are available at the help desk for troubleshooting.

AS A PAPER PRESENTER

1. Please identify your session from the conference schedule.
2. Join as an audience 10 minutes before your session starts.
3. Prior to the starting of the session, the session chair/host will ask the presenters to identify themselves by raising hand (see point 4 in the guidelines for audience).
4. The session chair/host will admit you to the stage to answer any questions after your recorded presentations.
5. Please note that your pre-recorded presentations will be run by the session host in the same sequence as given in the conference calendar.
6. **If the presenters are absent, their paper will be removed from the conference proceedings.**
7. **For any technical issues, please read the last page of this document for troubleshooting.**

AS SESSION CHAIR/CO-CHAIR AND MODERATORS

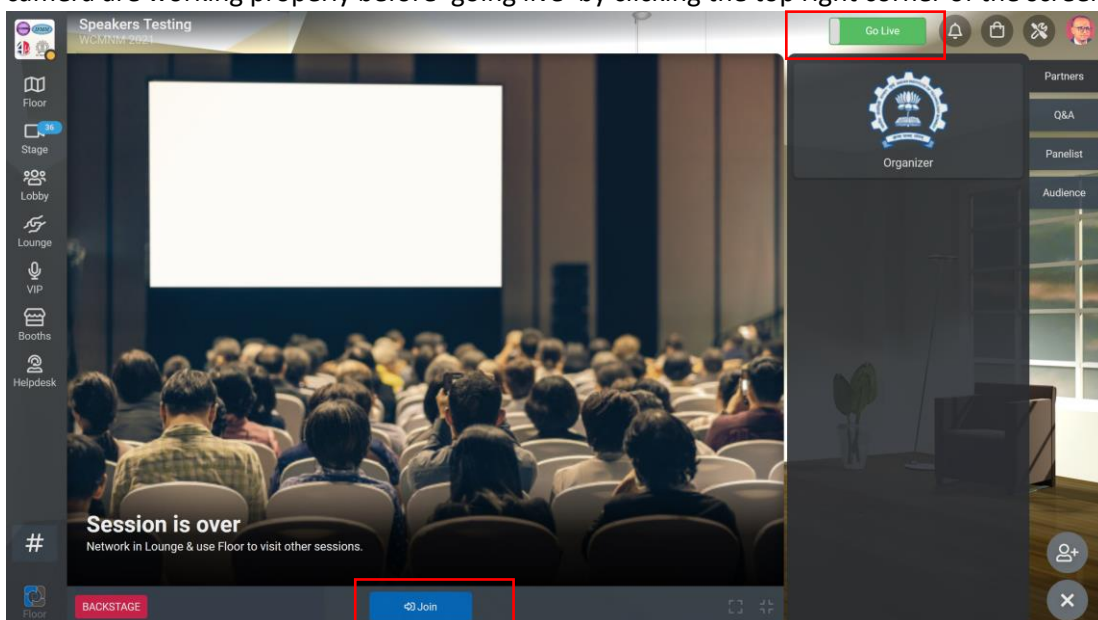
1. A separate link will be sent to you to join the session as chair/moderator. Please do NOT share the link with anyone else.
2. Once you click the link, you will be directly taken backstage of the session. You can join the session via 'Join' button at the bottom of the screen. You will need to make sure your mic and camera are working properly before 'going live' by clicking the top right corner of the screen.



3. During the session, you will be joined by two student volunteers to provide technical support, if needed. The student volunteer will play the 12 min pre-recorded presentation videos by sharing their screen. After each presentation, the floor will be opened for Q&A for 5 minutes. The student volunteer will bring the audience queries to your notice.
4. We request you to moderate the Q&As and keep the track of time during the session. Each paper is assigned 12 minutes for pre-recorded presentation + 5 min Q&A + 3 min transition.
5. During the session, you will be asked to grade each presenter based on their video and ability to answer the questions. A google form link is provided to you to upload your grades, which will be used for selecting best presentation awards.
Google form link for presentation scores: <https://forms.gle/SSrS9tDoa6pz1vir6>
6. **For any technical issues, please read the last page of this document for troubleshooting.**

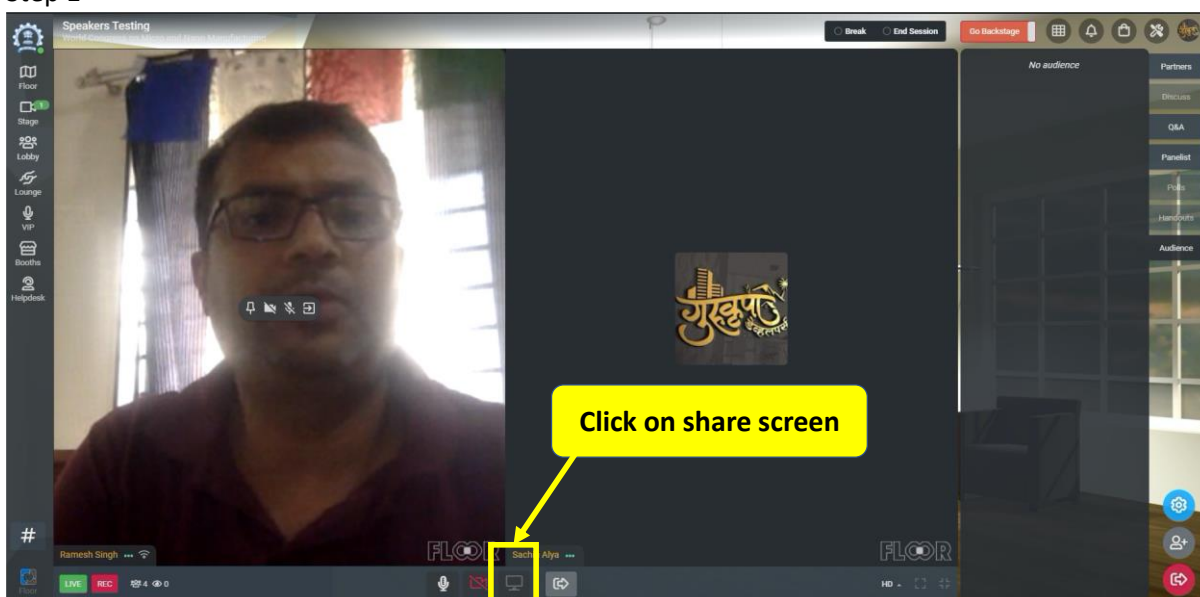
KEYNOTE, INVITED, ROUND TABLE AND INDUSTRY SPEAKERS

1. A separate link will be sent to you to join the session. Please do NOT share the link with anyone else.
2. Once you click the link, you will be directly taken backstage of the session. You can join the session via 'Join' button at the bottom of the screen. You will need to make sure your mic and camera are working properly before 'going live' by clicking the top right corner of the screen.

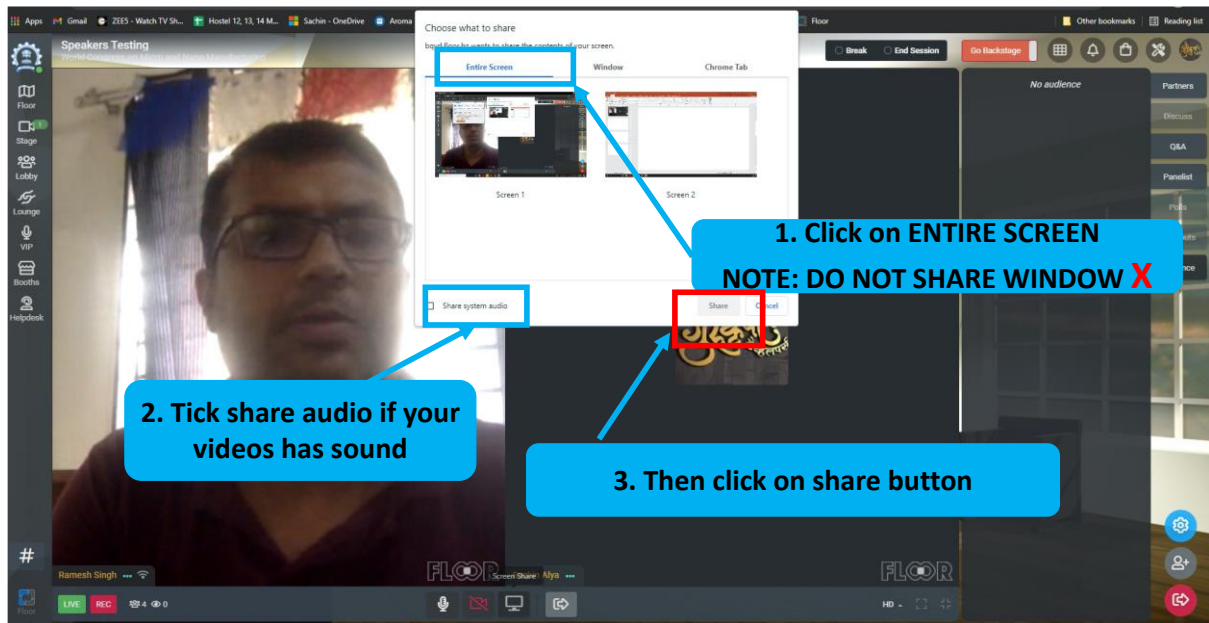


3. If you want to present you will have to share your screen. **Please select your Entire Screen and NOT A SPECIFIC WINDOW.** Here is the step-by-step snapshot of the process:

Step 1



Step 2



4. For any technical issues, please read the last page of this document for troubleshooting.

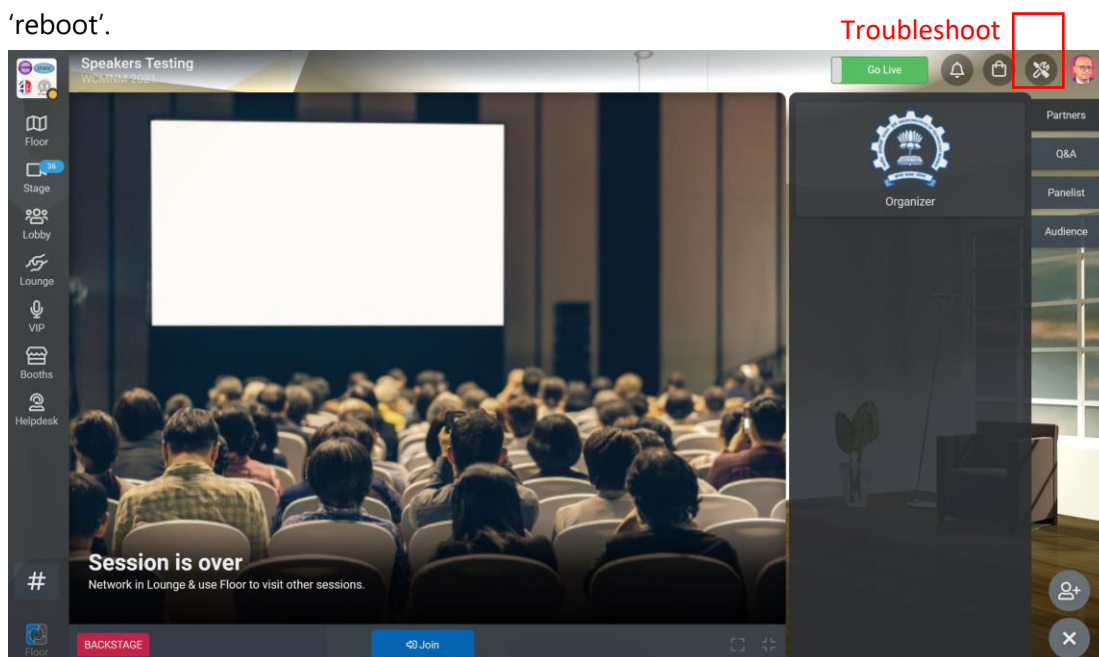
TROUBLESHOOTING

For best experience, please use updated Chrome browser. Do NOT use iPad to access Floor.

Please click the following links for detailed instructions in case you are facing any technical issues.

Alternatively, you may reach out to our technical team at sohammujumdar@iitb.ac.in

1. **Audio/Video/Camera Issues:** Make sure your camera, mic and speakers are working by clicking the troubleshoot icon on the top right corner of your screen. If required, you can 'reboot'.



2. [Basic Internet Troubleshooting](#)
3. [How to share screen on FLOOR](#)
4. [What Browser and computer device are supported by FLOOR](#)
5. [How to use VPN/ Troubleshoot Firewall](#)
 - a. In case of Firewall installed at your work network or device, please switch to your personal laptop or refer to the below article
<https://help.10times.com/en/articles/4280057-how-to-use-vpn-to-access-floor>
6. [Checklist while accessing FLOOR](#)
7. [How to handle a freezing MAC system](#)
 - a. In case you are using a Macbook, please ensure that the system has required permissions while using the Chrome browser. Here are the step mentioned: System Preferences > Security & Privacy > Privacy > Screen Recording and add in Chrome. Then restart the browser
8. [Having audio/ video issues on FLOOR](#)
9. [My Mac camera/ microphone not working](#)
10. [My iPhone camera/ microphone not working](#)