Dear EAM 2020 Accepted Author,

Welcome to EAM 2020 Conference. If you registered by the June 3 deadline, your paper is on the program. Please check the preliminary program here
https://www.eaom.org/EAM2020
Please see an introduction video here https://youtu.be/SsHmox8wsa0

The conference is next week. Here are the guidelines on how to prepare:
1. All presentations are synchronous online in Zoom. We will send you the Zoom link to join. Once you click on the link, you will need to download Zoom, if it is not already on your device.
2. The interaction with audience will be similar to our face-to-face conference. First all presenters present, then Q&A from the audience, moderated by the Session Chair.
3. Prepare a presentation in PowerPoint or Google slides – these work best with Zoom. You will use your computer to present. Other devices may not work well in sharing screen. The room host/Co-host will give permission to the presenter to share screen with the audience. See here how to share screen in Zoom
https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-in-a-meeting
4. Each paper will have 15-20 minutes for presentation. Session chair will keep time. Audience need to have microphone off during presentation, only presenter will have microphone on.
5. After presentation of all papers, Q&A will follow for another 15-20 minutes. Audience will use Zoom digital raise hand feature; session chair will recognized the member to speak; member will unmute and ask question.
6. Audience may request PowerPoint and full papers. It is author's discretion to share after the session through e-mail. To prevent Zoom bombing by bots, we will not have sharing of file enabled in chat. The chat feature may or may not be available as the discretion of the room host.co-host. The conference Program will have link to abstracts and e-mail of the contact author.
7. See below Zoom etiquette rules for all to follow.

Please let me know if you have any questions.
We are so excited about our first online conference! Looking forward to EAM 2020.
Best regards,

Mousumi
Program-Chair EAM 2020
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Zoom Etiquette Rules

- All Zoom rooms will have a Host/Co-host and Session Chair. Host/Co-host control meeting participant, video, audio, chat, digital raise hand. Session Chair moderate the session presentation and Q&A. Some rooms may have these roles combined.
- We need to see faces of presenters and audience. All device camera od ALL participants need to be on. Due to recent incidences of Zoom bombing by automated bots, we cannot allow anybody with video off. The host/co-host will remove participants with video off. To switch camera on/off meeting, click on the video camera icon at the bottom center of your device screen. See here for troubleshooting https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working
- All participants must have their full name displayed during meeting; device name is not acceptable. To change name, click on the icon labeled "Participants" at the bottom center of your device screen, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename". Enter the name and click on "OK".
- All microphones need to be remain muted if not speaking. To mute/unmute microphone, click on the microphone icon at the bottom center of your device screen.
- Audience need to request speaking permission by raising hand digitally in Zoom.
  How to raise hand digitally? During a meeting, click on the icon labeled "Participants" at the bottom center of your device screen. At the bottom of the "Participants window" on the right side of the screen, click the blue hand or button labeled "Raise Hand." This brings the participant on the top so that host/co-host can recognize her/him to speak.
- The chat feature may or may not be available depending on which session/room you are attending. The session chair will give you instructions on chat.