



3rd Vietnam Education Symposium, March 25-26th 2023

Technical instructions for Session Chairs, Presenters, and Discussants

Thank you for taking an active role during the **3rd Vietnam Education Symposium** Hybrid Conference, focusing on Early Childhood Education to be held on March 25-26th, 2023 at Hanoi National University of Education (Vietnam).

General information:

Conference website:

<https://ves.sciencesconf.org/>

Conference contact:

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Tentative conference agenda:

https://ves.sciencesconf.org/page/tentative_agenda

All times are in ICT (UTC+7). For reference to your time zone [click here](#).

General composition of sessions:

During the VES 2023 Hybrid Conference, every session is composed of Presenters, a Session Chair, a Discussant, and a technical moderator (Host). If you join us virtually on zoom, please customize your profile accordingly on Zoom, for questions, click [here](#).

- **Session Chair** (ZOOM: Chair First Name * Last Name * Affiliation): This person will moderate the session, including the opening, introduction of presenters, time keeping, managing the Q&A portion, and overall closing.
- **Presenter** (ZOOM: Presenter First Name * Last Name * Affiliation): Invited presenters who will provide thematic inputs to the discussion.

- **Discussant** (ZOOM: Discussant First Name * Last Name * Affiliation): Discussant First Name * Last Name * Affiliation: This person supports the Session Chair to react, give alternative or additional information, questions, for each presentation.
- **Technical Moderator (Host)** (ZOOM: HOST First Name * Last Name * Affiliation): This person facilitates the use of the technology and could be identical with the Session Chair in some of the sessions. The Host is responsible for the recording of the session.
- **Participants** (ZOOM: Participant First Name * Last Name * Affiliation): During the sessions, all participants will be muted but can submit questions through the chat. Questions submitted in that form will be asked by the session chair following a FIFO policy.

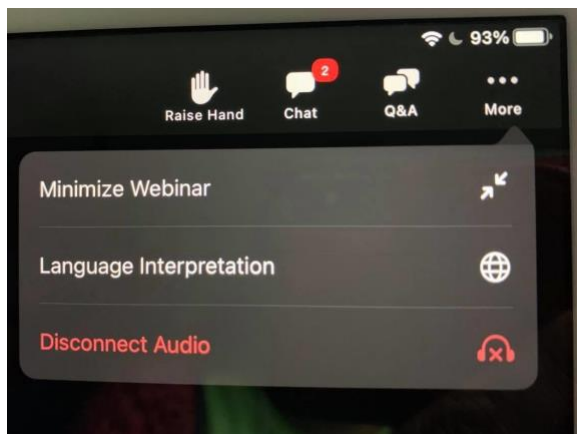
Conference virtual platform:

Zoom is used for all conference sessions and meetings. For the best conference experience, please download Zoom Client via <https://zoom.us/download> (Please note that the Web-browser or App version does not offer all functionalities, e.g., regarding the use of breakout rooms).

For the **opening keynote and for plenary sessions**, we will use **Zoom meetings**, for **parallel sessions** (March 25th between 10:30 - 12:00 and 15:30 - 17:00, March 26th between 10:30 - 12:00 and 14:30 - 16:30), we will use **Breakout rooms**.

Interpretation: Vietnamese – English

There will be **keynote presentations in the plenary sessions** with interpretation available from English to Vietnamese. Use the interpretation button to select the correct language channel, it may be hidden in the menu under “More (...)”.



How to join the conference

General remarks

For those who will take an active role in the conference, please submit your cell phone number (if applicable) by March 15th for urgent communication during the conference.

For those who will use slides during their presentation, please submit your slides by March 15th 2023.

Joining as a Session Chair:

Whether you join in person or online, please make sure to enter your room 30 minutes in advance of the session. The conference secretariat will check the microphone, camera and – if needed – share screen options. The virtual room will be opened to online participants 10-15 minutes ahead of each session.

Be prepared to introduce the topic as well as the presenters and discussants of your session very briefly (2 minutes).

Also be prepared to moderate the Q&A portion. Onsite participants will be invited to ask questions directly. Online participants will be invited to use the Q&A function to submit their questions and comments or *unmute to ask their questions live during the session*. The Session Chair will moderate the Q&A part of the session. In case there are no questions from the audience, we invite you to ask your own questions.

Please note that we will follow a FIFO policy for questions.

Joining as a Keynote speakers for Plenary sessions:

Please make sure to enter your (virtual) room 30 minutes in advance of the session. The conference secretariat will check your microphone, camera and share screen options with you if you join virtually. The virtual room will be opened to participants 10-15 minutes ahead of each session.

You will be able to share your slides during your presentation. For technical back-up and better preparation for English-Vietnamese translation, please submit your final slides on or before March 15th 2023. If you are planning to use interactive tools, please contact us.

If you join virtually, please use the virtual background prepared by the organizer. We encourage you to keep your camera on throughout the session to engage with the audience in the room.

Onsite participants will be invited to submit questions to the conference secretariat. Virtual participants will be invited to use the Q&A function to submit their questions and comments. The Discussion Chair will moderate the Q&A part of the session.

Maximum time for plenary sessions: **20 minutes per presentation & 20 minutes for Q&A**

Joining as a Presenter for Parallel sessions

Please make sure to enter your (virtual) room 20-30 minutes in advance of the session. The conference secretariat will check your microphone, camera and share screen options with you if you join virtually. The virtual room will be opened to participants 5 minutes ahead of each session.

If you join via Zoom, please use the virtual background prepared by the organizer.

Maximum time during parallel sessions: Sessions will be 90 minutes in length, divided by three or four presenters and live Q&A or discussion. Approximately, it is 15 minutes for each presentation and 5 minutes for Q&A, making a total of 20 minutes per presentation.

Joining as a Discussant:

Whether you join in person or virtually, please make sure you also enter the virtual room 20-30 minutes in advance of the session. The conference secretariat will check your microphone, camera and – if needed – share screen options with you. The virtual room will be opened to participants 10-15 minutes ahead of each session.

Please use the virtual background prepared by the organizer.

During the presentation, please keep track of the questions on the chat panel. If there are not many questions, feel free to ask some of your own. Please collect the unanswered questions, to later provide them to the author.

General Zoom picture and sound quality:

To ensure optimal picture and sound quality, please pay attention to the following when setting up your workstation:

- Stable Internet connection, better LAN than WLAN
- Please use the virtual background, provided by the Conference Organizers.
- Also pay attention to the lighting conditions: You should be well illuminated and there should be no disturbing backlight behind you (e. g., from windows or lamps).
- To ensure an optimal sound quality and avoid feedback, it is best to use headphones and if possible, an external microphone or headset.
- Make sure that the correct input sources for image and sound are set if you have connected an extra camera or microphone.

A little advice on clothing: avoid small-patterned tops, as these can flicker in the camera image.

For more information on how to use Zoom or record a Zoom video, click [here](#).

For more information on how to record a Powerpoint presentation, click [here](#).