



PERATURAN KEGIATAN ICOLLITE KE-6 2022

A. PERATURAN UNTUK KESELURUHAN KEGIATAN

Seluruh pemakalah dan peserta:

1. memasuki ruang utama zoom paling lambat 10 menit sebelum kegiatan berlangsung;
2. menggunakan latar virtual sebagai latar pada akun zoom masing-masing;
3. menyalakan video selama kegiatan, kecuali jika tidak memungkinkan;
4. mematikan audio selama kegiatan, kecuali jika akan berbicara seizin moderator;
5. dapat menyampaikan pertanyaan pada sesi diskusi pembicara utama dan sesi panel pembicara pendamping secara langsung atau melalui ruang obrolan;
6. mengisi daftar hadir sesuai sesi kegiatan yang dibagikan melalui ruang obrolan;
7. mengganti nama dengan huruf kapital pada zoom sesuai ketentuan berikut:
 - a. presenter: PRE_NOMOR RUANGAN_NAMA PRESENTER
contoh: PRE_ROOM 01_NUR MUTHMAINAH
 - b. partisipan: PAR_NAMA PESERTA
contoh: PAR_ANNISA RAHMADANI

B. PERATURAN UNTUK SESI PARALEL

1. Seluruh presenter:

- a. secara mandiri memasuki *breakout room* sesuai kode pada ruangan masing-masing paling lambat 10 menit sebelum kegiatan diskusi dimulai;
- b. jika mengalami kesulitan memasuki *breakout room* dapat meminta bantuan panitia melalui ruang obrolan;
- c. bagi presenter yang terkendala jaringan atau koneksi yang tidak stabil disarankan untuk menayangkan video presentasi durasi 10 menit, dan dioperasikan sendiri saat kelas paralel berlangsung;
- d. melakukan presentasi sesuai urutan jadwal paling lama 10 menit dan sesi tanya jawab secara paralel selama 10 menit (salindia ditayangkan *room keeper*);



- e. mengikuti arahan diskusi yang dipimpin oleh *room keeper* di ruangan masing-masing;
- f. mengisi daftar hadir sesi paralel yang dibagikan *room keeper* pada ruang obrolan;
- g. tetap berada di *breakout room* yang sama selama kegiatan diskusi paralel berlangsung;
- h. apabila ada perubahan pada *powerpoint* harap melakukan konfirmasi langsung ke *room keeper/moderator* di ruang masing-masing.

2. Seluruh peserta:

- a. secara mandiri memasuki *breakout room* sesuai ruangan pilihan masing-masing paling lambat 10 menit sebelum kegiatan diskusi dimulai;
- b. jika mengalami kesulitan memasuki *breakout room* dapat meminta bantuan panitia melalui ruang obrolan;
- c. menyimak presentasi dan mengikuti kegiatan diskusi paralel dengan baik sesuai arahan *room keeper*;
- d. mengisi daftar hadir sesi paralel yang dibagikan *room keeper* di ruang obrolan;
- e. tetap berada di *breakout room* yang sama selama kegiatan diskusi paralel berlangsung.



6th ICOLLITE RULES 2022

A. RULES FOR ALL ACTIVITIES

All presenters and participants:

1. enter the main room at least 10 minutes before the activity takes place;
2. use the virtual background provided where possible;
3. turn on the video during the activity where possible;
4. mute the audio during the activity, except when you are going to speak and granted permission by the moderator/presenter;
5. may ask questions during the Q/A sessions in both main and featured speaker sessions. Alternatively, presenters and participants may use the chat feature to post their questions.
6. fill in the online form of attendance for the activity provided in the chat room;
7. rename themselves using the following format:
 - a. presenter: PRE_ROOM NUMBER_PRESENTER'S NAME
for example: PRE_01_NUR MUTHMAINAH
 - b. participant: PAR_NAME OF PARTICIPANT
for example: PAR_ANNISA RAHMADANI

B. RULES FOR PARALLEL SESSION

1. All presenters:

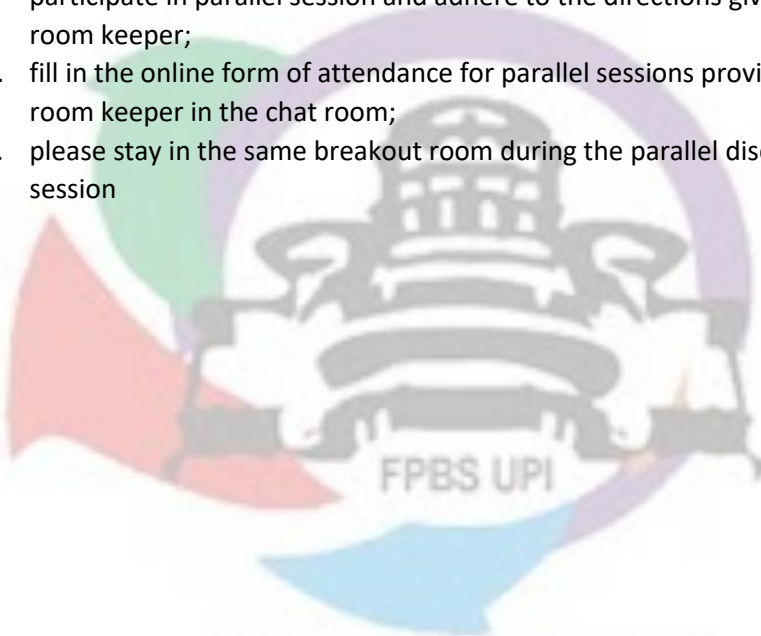
- a. independently enter the breakout room according to the code in each room no later than 10 minutes before the session begins;
- b. if you have any difficulty entering the breakout room, you can ask the committee for help via the chat room;
- c. present their paper for 10 minutes (maximum) in accordance with the order in the schedule (please note that the powerpoint slides are shown by the room keeper);
- d. prepare a 10 minutes length video presentation for those who have unstable internet, to be presented from their own device during the parallel class session;
- e. follow the directions from the room keeper during the Q/A and discussion session;
- f. fill in the online form of attendance for parallel sessions provided by the room keeper in the chat room;



- g. please stay in the same breakout room during the parallel session;
- h. confirm and verify the latest power point document to each room keeper/moderator.

2. All participants:

- a. independently enter the breakout room according to the room of their choice at least 10 minutes before the discussion begins;
- b. if you have any difficulty entering the breakout room, you can ask the committee for help via the chat room;
- c. participate in parallel session and adhere to the directions given by the room keeper;
- d. fill in the online form of attendance for parallel sessions provided by the room keeper in the chat room;
- e. please stay in the same breakout room during the parallel discussion session



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