

INCITEST 2021 CODE OF CONDUCT – PARALLEL SESSION

1. The presenter is the authors who are listed on the submitted paper.
2. Presenters are required to have a Zoom account in INCITEST <https://zoom.us> and have the application installed according to the operating system used.
3. Display Name in Zoom is mandatory to use the original name as registered when creating INCITEST account. Presenters are not allowed to use an alias because it will make the verification process (Admit participant process) in Zoom difficult.
4. Presenters are expected to wear formal clothes during the conference.
5. Presenters should enter the corresponding Zoom meeting 15 minutes prior to the designated time. Moderators will check the attendance and explain the procedure in parallel sessions.
6. Presenters are expected to mute the audio and only activate it when performing the presentation and the question and answer session for each presentation.
7. Presenters are expected to perform the presentation with a maximum of 8 slides.
8. To create a conducive presentation session, during the question and answer session, presenters are expected to use a computer (PC/Laptop) instead of a smartphone.
9. During the parallel session, presenters are expected to follow the entire session and activate the camera.
10. Presenters are not allowed to record video during the parallel session. The moderator will record the video and take the screenshot as a substitute for a photo session in a parallel room.
11. In each parallel session, presenters will be accompanied by a moderator who will assist and guide during the parallel session.
12. Presenters are not allowed to interrupt the presentation from other presenters. Presenters can ask questions when the moderator has allowed presenters to ask either by clicking the “Raise Hand” button or writing it in the chat feature in the application.
13. Each presenter has 5 minutes for the presentation and 5 minutes for the Question & Answer session. Presenters are prohibited from using the chat feature for discussing irrelevant/unrelated topics other than INCITEST 2021.
14. Presenters are prohibited to share the Zoom Meeting or Meeting ID link and Password to others who are not enrolled in the parallel session unless they have requested permission from the Moderator or Committee of INCITEST 2021.

INCITEST 2021 CODE OF CONDUCT – PLENARY SESSION

1. Participants who want to follow the plenary session can join the session through YouTube Live Streaming on UNIKOM YouTube Channel (<https://unikom.id/YTINCITEST2021>)
2. Participants are welcome to use the Q n A form at <https://unikom.id/QAINCITEST2021> to ask.
3. Questions or discussions conducted on Live Chat feature in YouTube Live Streaming are expected to reflect personal participants as good researchers or academics.
4. Participants are not allowed to re-upload the streaming video in full format or a piece of video on YouTube Live Streaming because the broadcast video is copyrighted by Universitas Komputer Indonesia.
5. Participants must fill presence form. The link of presence form will be informed at live chat or YouTube streaming.