IWAMA2021 Online Meeting Guidelines

1. Please well-prepare meeting materials in advance

2. Download VooV Meeting via https://www.voovmeeting.com/
   which is available for macOS, Windows, iOS, and Android.
   （中国用户请下载腾讯会议即可。）

3. Conference Program
   October 11, 2021: Online Registration
   October 11, 2021: Keynote Session, oral presentations Session
   October 12, 2021: Poster Paper Session

4. Conference Time: 14:30- 20:30 (China Standard Time (CST), UTC/GMT +8)
   Noted: The date & time mentioned are all in.
   October 11, Meeting ID: 969 650 486
   Live: https://meeting.tencent.com/dm/8pE0XQ8zfGEu
   October 12, Meeting ID:733 629 470
   Live: https://meeting.tencent.com/dm/cvskq3QlTqeK

5. Participants beyond Chinese Mainland:
   Please be sure to send back the filled registration form, download & understand the basic operation of the VooV Meeting within October 7th. The organizing committee will simulate meeting platform operation with foreign authors about 4 days before the meeting, to ensure the online conference is held smoothly.
   Meeting ID：391 616 577
   Live: https://meeting.tencent.com/dm/wOMcfhFhhUwt

6. Other tips
   a. Turn off/mute the cellphone during the meeting
   b. Please join the meeting 10 minutes in advance
   c. Please turn on your camera when giving a speech/question, and close it after completion

Online Platform

Tencent Cloud | VooV Meeting   **VooV Meeting**

https://voovmeeting.com/

macOS

Intel chip/Apple chip
Version 2.16.0.530
2021-09-13

Windows

Version 2.16.0.530
2021-09-13

iOS

Scan QR code to download

Android

Scan QR code to download

腾讯云 | 腾讯会议   腾讯会议

https://meeting.tencent.com/

macOS

版本 2.0.0.426
2020-09-10

Windows

版本 2.0.0.452
2020-09-14

iOS

版本 2.0.1.400
2020-09-10

Android

版本 2.0.0.437
2020-09-10

微信小程序

支持微信版本7.04以上

Notification

To whom it might concern,

We'd like to express our deep appreciation for your support in 2021 *11th* International Workshop of Advanced Manufacturing and Automation (IWAMA2021).

As the COVID-19 pandemic continues to influence badly, IWAMA2021 with a keen focus on the safety and health of all partners and authors, has made a difficult decision to go with online conference. We hope the online conference of IWAMA2021 will be valuable and engaging for both presenters and attendees.

You are warmly welcome to join us and attend the online conference on **October 11-12, 2021**. Two options of participation are listed for your selection, and corresponding certificates will be provided for presenters.

(1) Online oral presentation

For oral presenters, please prepare a PPT and a speech video (or an audio with your PPT automatic played) of 15 minutes;

You can use some software to record video in your PC, and introduce yourself first. For example, you can say something like: *My name is John Smith, I am a PhD candidate at the Lingnan Normal University, China. The paper I will be presenting today is titled "Recording Professional Videos for Online Conferences."*

when you finish your video recording, stored in a local folder as an **.MP4** file. Play your video several times to make sure that it is between 12-15 minutes, and both audio and video play out correctly. Then, you can export your slides as a **PDF** file, please check your slides carefully to make sure no errors.

To upload your video and slides, visit the Nutstore Inbox via the following link:

https://workspace.jianguoyun.com/inbox/collect/c5e9608bcf5f41bfb1a1a2eadc2e2e7a/submit

After you have uploaded your video and slides successfully, please send an email to Haishu.ma@qq.com or Jian.wu@cslg.cn with your paper number, so that we can contact you if we have any further questions.

(2) E-poster presentation

For poster presenters, please upload your E-poster with the following format:
Poster Size: A4 (all contents within one page)
Please organize your poster: (but no restrict format requirement)
- Title (Times New Roman, 14 points)
- Authors Name with affiliations (Times New Roman, 12 points)
- Abstract (Times New Roman, 12 points).

To upload your E-poster, visit the Nutstore Inbox via the following link:

https://workspace.jianguoyun.com/inbox/collect/2c7a1f774a6f49d8aa4869bc443d7891/submit

Please reply us with your option of participation with the email subject as "Paper No. + Participation mode [(1) or (2)]" and upload your prepared presentation files by **Oct. 1, 2021**. Otherwise, oral/poster presentations after the deadline will not be considered.

If you have any question or need support, please don't hesitate to contact us.

We are looking forward to your participation. Your response will be highly appreciated.

Organizing Committee
IWAMA2021
2021.9.8

Checklist

That's it! Use the checklist below to make sure ALL requirements are met.

- The video is no longer than 15 minutes

- The resolution of the video is at least 720p

- The format of the video is .mp4

- The format of the Slides is .pdf

- The format of the E-Poster is .pdf or .jpg

- Audio and video tracks are in sync at all times

- Send an email to Jian.wu@cslg.edu.cn after all things done

For Keynote Speech

IWAMA2021 keeps monitoring the development of COVID-19 outbreak. At present, the COVID-19 epidemic is spreading rapidly around the world, which brings challenges for long distance travel. The safety and well-being of all conference participants is our priority. After studying and evaluating the announcements, guidance, and news released by relevant national departments, we determine that IWAMA2021 will be held online. We thank to the keynote speakers for their tremendous support in making the conference a success.

We choose the VooV meeting (https://voovmeeting.com/) as our online platform. Please download & understand the basic operation of the VooV Meeting. The organizing committee will simulate meeting platform operation with all keynote speakers before the meeting, to ensure the online conference is held smoothly.

Test date: 1 Oct. 2021-7 Oct. 2021

Attention：If you need a test, please email us.

In order to minimize the impact of network signal instability, it is recommended that speakers use computers to record the contents of the report in advance. The recommended length of the videos is around 30 minutes.

If you have any question or need support, please don't hesitate to contact us.

We are looking forward to your participation. Your response will be highly appreciated.

Organizing Committee

IWAMA2021

2021.9.15