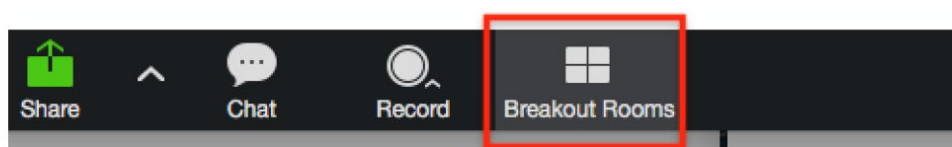


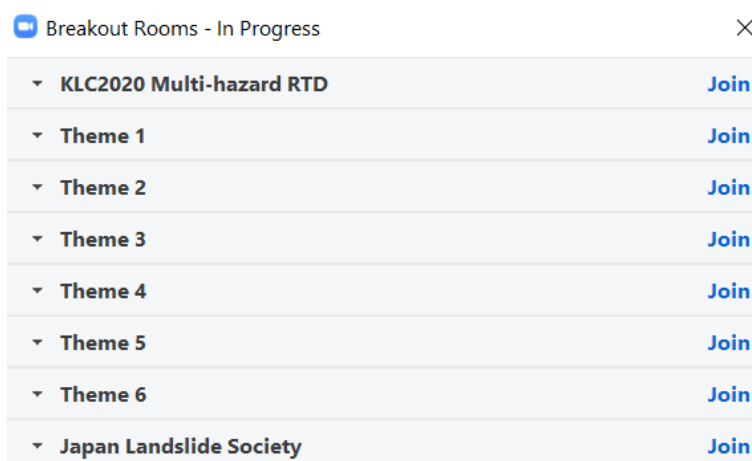
## Important Notice to speakers of WLF5

### 1. Steps for Presentation in Zoom Breakout rooms

- 1) Access to WLF5 zoom account (informed to registered participants) **at least 15 minutes prior to your presentation time.**
- 2) Rename your Zoom account by the zoom name for WLF5 which is assigned to each registered participant.
- 3) Click on the Breakout Room icon in the Zoom menu bar. In case you can't see the icon, it could be hidden under the '... More' icon if you are not in full screen. Clicking on the button, the list of rooms appears as shown below.



- 4) Select one of session rooms within the Zoom Breakout Rooms  
In the case of the morning session of 4 November 2021



- 5) Start your presentation.
- 6) Facilitator announces 2 minutes before the end. Please prepare for the end and discussion.
- 7) Facilitator announces the end of presentation. Presentation shall be terminated.

### 2. 8 parallel sessions are progressed on 4-6 November 2021.

Audience can move from one session to another session by clicking one of Zoom breakout rooms.

WLF5 has decided to keep time schedule of each session.

When a speaker cannot start his/her presentation on time, the facilitator will start his/her pre-recorded video without delay or in the case of no pre-recorded video the time is used for discussion or break. It is decided by the session conveners.