Meeting platform: Zoom Meeting, including three break-out rooms for three parallel incubators, respectively.

• Once you log into the Zoom Meeting lobby, click the “Breakout Rooms” icon at the bottom toolbar. You will see the list of Breakout Rooms. Tap the Breakout Room you wish to participate in and then tap “Join”.

• If you don’t see the “Breakout Rooms” icon at the bottom toolbar, please try to update your zoom to the latest version of Zoom Client for Meetings (v. 5.8.4). [https://zoom.us/download - client_4meeting](https://zoom.us/download - client_4meeting)
Please check your display name and follow the naming guideline below to assist the convener(s) to recognize you immediately.

Convener: Incubator number-convener- full name
Speaker: Incubator number-speaker- full name
Participant (neither convener nor speaker): full name

For example: Incubator 1
Convener: 1-convener- full name
Speaker: 1-speaker- full name
Participant: full name

This meeting will be recorded, and the recording will be posted on the Conference website.
A group photo is encouraged.

Please remain muted unless you need to speak.

When the speaker is making presentation, you may type your questions in the “Chat Box”.

During the Q&A time, raise the virtual hand in Zoom to request the floor. Turn on your camera when you speak and identify yourself first by name and organization to help others recognize you.

For any further logistic assistance, please go to the Chat Box, send your message to “ADMIN” directly.