

GUIDELINES OF WEBEX MEETING APPLICATION

INTERNATIONAL CONFERENCE ON FAMILY LAW, FAMILY JUSTICE AND MAQASID AL-SHARI'AH 2021

9 – 10 FEBRUARY 2021

1. Please make sure all presenters/participants have downloaded the Cisco Webex Apps on the computer/laptop/mobile phone through the url:
<https://jksm.webex.com/webappng/sites/jksm/dashboard/download>
2. Presenters/participants **SHALL** do a network speed test first to **AVOID** technical problems occurred during the program. The network test can be made via the url:
<https://mediatest.ciscospark.com/#/main>.
3. Webex Meeting link may be accessed 30 minutes before the program starts.
4. Presenters/participants must sign-in the link provided at **least 15** minutes ahead of the actual time of the program for the purpose of audio and video testing.
5. Participants are required to wear proper attire during the program.
6. Presenters/participants **SHALL** only use the actual and full name, respectively.
7. Presenters are required to submit a copy of the presentation slide to the secretariat before the program starts.
8. Presenters/participants need to activate the audio microphone in the mute position during the program and may unmute when is necessary or required.
9. Presenters/participants **NEED** to activate the video throughout the program.
10. A photo session will be held at the beginning of the program or before the presentation begins.
11. Participants **SHALL** fill in the attendance with the particulars of Name/ Department/ Agency/ State in the chat box.
12. Each presenter will be given 10 minutes for presentation and 5 minutes for Q & A. Presenters are advised to adhere to the time allocated to them by the Chairperson and are encouraged to stay in the session until the end of the session.

13. An interaction between the presenters and the participants for the Q&A session throughout the program could be done either orally or in writing in the chat box.
14. Before the program ends, the participants are kindly required to fill in the Program Assessment Form attached in the chat box.