

# MODERATOR PROCEDURES

The conference will be held online through a zoom meeting. The zoom rooms provided were four rooms and were divided based on each sub-theme. The event will be held for two days, on December 14 and 15, 2023. The first day of the agenda was divided into three sessions, and the second day into five sessions. Each session in the zoom room will have three operators (committee), a moderator, six to nine presenters, and non-presenter participants. The moderator was tasked with leading the presentation and asking questions between the presenter and the participants. The presentation is not carried out in real time but rather through video playback by the operator, which has previously been made by each presenter. Each presenter was given a maximum of 10 minutes consisting of 5-7 minutes of video presentation and 3-5 minutes of questions and answers. The moderator's duties included the following:

1. Enter the zoom link 15 minutes before the specified schedule
2. The moderator opens and guides the course of the event
3. Gives instructions to the operator to start and stop the video presentation
4. Lead the way for questions and answers
5. Closing the event and ending the session

Due to the large number of published articles and limited duration, we hope that the moderator can strictly implement the specified time distribution.