

Dear Presenters and Participants

Thank you for registering for MIRCELE ONLINE 2020 – we look forward to seeing you there! While you're waiting for the event, we encourage you take these necessary steps so as to ensure a successful sign-in into our event:

BEFORE THE CONFERENCE

A. For 'New' Microsoft Teams Users

1. Please ensure you register for Microsoft Teams (MT) using the same email as the one that you had used to register for MIRCELE Online 2020. This video will guide you on how to sign up for MT: <https://www.youtube.com/watch?v=tl0o5ehd2-g>
2. You can decide to access MIRCELE Online 2020 either on your laptop or on your handphone. Since the conference uses MT as the platform, presenters and participants must download the desktop version (<https://www.youtube.com/watch?v=Rqr2WXCiJjQ>) or the phone version (download the application from either play-store or Apple-store).
3. The presenters' videos will be uploaded into the respective channels titled according to the 5 categories (PhD., Teachers, etc). Here is a video to guide you on how to navigate between the channels during the parallel sessions: <https://youtu.be/blNZsxYhiio>

B. For 'Existing' Microsoft Teams Users

If you are currently attached to an organization which is using MT and if there are no changes to your account, after being added into the MIRCELE system, then all you have to do is sign out from your existing MT account and sign in again. This process should prompt you to choose an organization. Choose "Malaysian English Language Teaching Association" to enable you to access MIRCELE ONLINE. Watch: <https://youtu.be/E3LcQjcn1g>

4. Should you require further assistance, please do not hesitate to email mircele2020@gmail.com

DURING THE CONFERENCE

1. The live session will begin at 8.30 a.m. (Malaysian Time). You can enter the Attendees' room through the channel titled *Link to Live Session*.
2. If you have any queries, please type your questions in the Q&A Chat-Box.
3. During the parallel sessions, exit the *Link to Live Session* channel and enter any of the 5 parallel channels (Teacher Trainees & Academics, PhD, Masters, Teachers, Undergraduates). These 5 channels will be closed at 1:45 p.m. (Malaysian Time)
4. We encourage you to leave a comment or pose questions either in text form or in audio form for the videos you choose to watch. Please use the *reply* box. This button is available under each video presentation.
5. Lunch break is from 12.30p.m. till 2.00p.m. (Malaysian Time). MIRCELE ONLINE will resume at 2:00 p.m. (Malaysian Time). Please be present in the attendees' room (*Link to Live Session*) 10 minutes before 2.00p.m..
6. The QR code for your certificate will be provided at the end of this conference. Please do not miss it.

Thank you and we look forward to seeing you online on Nov. 7th, 2020.