

OCMT · 2026

The 2nd International Research Conference

Innovating for Impact: Smart Technologies and

Sustainable Strategies in Design, Finance, and Computing

Audience Guide

For every one attending online

A handbook for conference attendees

Prepared by OCMT 2026 Conference Organizing Committee

■ BEFORE YOU JOIN US

A warm welcome to OCMT'2026.

Thank you for joining us online. This short guide is meant for you — our attendees — to help you get the most out of two days of research, dialogue, and ideas.

You are free to move between the four parallel rooms as your interests guide you. There is no registration lock — follow the sessions that speak to you.

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A comfortable seat for two days of ideas.

You don't need to be technical to enjoy the conference, but a few small preparations will make your experience smoother and the audio clearer.

01 No Microsoft account needed

The conference rooms are open—simply click the Teams link for the room you want to join. You can enter your name as a guest without signing in.

02 Use headphones if you can

Headphones or earbuds give you the clearest audio and prevent echo if you ever need to speak. Laptop speakers work, but headphones make a real difference.

03 Find a quiet corner

Choose a spot with minimal background noise, even if you plan to stay on mute the whole time. It helps you concentrate on the presentations.

04 A stable internet connection

Wi-Fi is fine for listening. If you plan to use your camera or speak during Q&A, a wired connection is more reliable.

05 Teams desktop app or browser

Both work. The desktop app is smoother for long sessions. If you prefer not to install anything, the browser version (Chrome or Edge) is perfectly fine.

Four rooms, four conversations.

The conference begins in a single main meeting, where the opening ceremony and keynote addresses take place. Afterwards, you choose one of four parallel rooms (A, B, C, D) — each hosting a different research track — using the Rooms button in Teams.

A ROOM

B ROOM

C ROOM

D ROOM

01 Join the main conference meeting

There is a single Teams link for the main conference meeting, shared with you ahead of the conference. The opening ceremony and both keynote addresses take place here.

02 After the keynotes, open the Rooms panel

When the parallel sessions begin, click the **Rooms** button in your Teams toolbar. You'll see all four rooms (A, B, C, D) listed.

03 Select your preferred room

Click on the room you'd like to join. Teams will move you into that room automatically. You can switch between rooms at any time.

Follow your *curiosity.*

You are welcome to move freely between the four rooms throughout both days. Teams makes this easy — the **Rooms** button in your toolbar lets you switch instantly, without leaving the main conference meeting.

01 Check the programme first

The conference programme lists which paper is being presented in which room, and at what time. Keep it open in a separate tab for easy reference.

02 Click the Rooms button in Teams

In your Teams meeting toolbar, click the **Rooms** button. You'll see all four rooms (A, B, C, D) listed with their current activity.

03 Select the new room

Click the room you'd like to move to. Teams will move you into that room automatically — there is no need to leave or rejoin anything.

04 Enter quietly

When you switch into a session already in progress, your microphone and camera remain disabled by default. Give the current presenter your full attention.

AS SMALL KINDNESS

Try to move between rooms during transitions between papers, rather than in the middle of a presentation. This respects the presenter and helps you settle into the new session at a natural starting point.

Your question

matters.

Every paper ends with a short Q&A window. This is your time to engage with the presenter — to ask, to clarify, to push the idea a little further.

01 Open the Q&A panel in Teams

During the presentation, find the Q&A button in the Teams toolbar. It is the place where questions are collected and read by the session chair.

02 Type your question clearly

Write in complete sentences. If your question has context, a short lead-in helps the presenter understand what you're asking.

03 Include your name and affiliation

A brief note like **Name, Institution** at the start of your question helps the presenter address you directly and is an academic courtesy.

04 Wait for the Q&A window

The session chair opens the Q&A after the presenter finishes. Questions typed during the talk are still counted — they'll be read aloud by the chair when the time comes.

ANOTE ON GOOD QUESTIONS

Short, focused questions get the best answers. If you have several, ask the most important one first. Presenters have only a few minutes and other attendees may be waiting with questions too.

A quiet, *respectful presence.*

Please do

- ✓ Keep your microphone muted at all times unless the chair invites you to speak.
- ✓ Keep your camera off during presentations to conserve bandwidth.
- ✓ Use the Q&A; to ask genuine, thoughtful questions.
- ✓ Acknowledge good papers briefly in the chat — presenters appreciate it.
- ✓ Enter quietly if you join a session already in progress.
- ✓ Use your real name so you can receive your e-certificate.

Please avoid

- ✗ Do not unmute yourself unless asked — background noise disrupts everyone.
- ✗ Do not share your screen or take over the session space.
- ✗ Do not post unrelated links, advertisements, or promotions in the chat.
- ✗ Do not record the sessions — please respect the presenters' work.
- ✗ Do not hop rooms mid-presentation if you can help it.
- ✗ Do not be shy — we want to hear your questions.



A certificate, for your attendance.

Every attendee who completes the post-session feedback form will receive an official e-certificate of attendance from OCMT. The process is simple and fully automatic.

01 Fill out the feedback form after each session

At the end of every session, a short feedback form will be shared in the Teams chat. Please take a moment to complete it — your feedback helps us improve future conferences.

02 Enter your details carefully

The form will ask for your full name and email address. **Please enter the exact name** you'd like printed on the certificate, and a valid email you check regularly.

03 Wait a short while after submitting

Once you've submitted the form, the certificate is generated automatically. It typically arrives in your inbox within a short time — please be patient.

04 Check your inbox (and spam folder)

The certificate will arrive from an official OCMT email address. If you don't see it after some time, please check your spam or junk folder before contacting us.

WHY THE NAME MATTERS

The certificate is generated using exactly what you type in the form. A typo in your name will be printed on the certificate — so please double-check before you submit.



We're here to help.

If you run into trouble joining a room, hearing the audio, or anything else — please reach out. The Technical Support team at OCMT is available throughout the conference.

E-MAIL

ts@ocmt.edu.om

For general questions — Teams setup, certificate issues, or anything else we can help with before or during the conference.

WHATSAPP

+968 2405 1007

For urgent matters during the conference days — can't join a room, audio issues, or any real-time problem. A coordinator monitors this number.

ONE LAST THING

*Thank you for being here. Your presence, your questions, and your attention are what turn a conference into a **true exchange of ideas.***

Prepared by OCMT 2026 Conference Organizing Committee
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