

## **Attachment 1: Conference Explanations and Notes**

### **1. Conference Date**

3rd -5th, November, 2021, for three days

### **2. Conference Form**

Due to the epidemic situation, this conference will be held online.

### **3. Conference Paper**

After the submission, the copyright will be transferred to the conference, and the committee has the right to delete, make corrections to obvious errors of words and sentences, grammatical in the manuscripts.

The proceedings of DOFIAC2021 and previous conferences will be collected by CNKI, CNKI acceptance certificate and retrieval card will be supplied together with conference invoice and materials by e-mail.

The collection of the CNKI don't affect the publication of the core journals. If the author only expects to be collected in the proceedings without CNKI retrieval, please must inform the committee in advance.

### **4. Panel Forum**

Shengli Oilfield designed themed forums in the conference, including two panel forums: One topic is Industrial Internet Cloud Platform, and other one is Intelligent Application of Oil & Gas Production Information. The form of participation includes presentations, seminars, questions and answers. Delegates can prepare questions in advance and ask the experts on live. The committee will arrange the agenda appropriately according to the demands.

### **5. Exhibition**

DOFIAC2021 agenda consist of cloud exhibition hall tour, exhibitor's live broadcast, online procurement negotiation, technology product release conference. If you are interested in any activity, please choose it to watch.

### **6. Conference Registration**

- Registration Venue: Zoom Client for Meetings
- Registration Time: 2nd, November, 2021
- Registration Process:

please install Zoom Client for Meetings APP at first (download link: <https://www.zoom.us/download>), complete personal information, check the payment status, check the invoice information, obtain conference ID and password and conference materials, as well as displaying slide PPT.

On 2nd, November, participants click the link or use the meeting ID and password to join the meeting, check the speakers, check the microphone, and select "automatically join audio by computer" when joining a meeting. Click "Video and select HD Picture Quality". Click "View" in the upper right corner of the window and select "Speaker model".

After entering a meeting, click "join audio and Video fluency priority" in the lower

left corner to view the meeting.

In addition to the above operations, the speaker must master, and also the "sharing screen" function for making presentation and "multiple participants sharing" function for translation.

- Presentations

After finishing the presentation, each speaker must turn off "sharing screen" button. Otherwise, the next speaker may not be able to share the screen and PPT.

## 7. Conference Notice

① All participants have to find a high quality network environment with good signal before entering the cloud conference room (Zoom conference room) to ensure the watching quality.

② If you have installed Zoom, you can click the invitation URL as soon as you enter the conference room. When verifying personal information such as mobile phone number and email, please change the name to "affiliation+ name + email" format before entering the waiting room.

③ The video conference room is encrypted. You cannot join, speak or ask questions without paying.

④ The conference provides a barrier-free communication platform, which equipped with translation, through "multiple participants sharing". When this function is enabled, the bar box of "View Options" will appear at the top of the Zoom window. If you need to translate, please select AI Translation. If not, switch it to the Speaker.

⑤ All participants must attend the conference through the computer.

⑥ In order to ensure that participant can watch the complete content of the conference, it is recommended that participator make test in advance and check-in until entering the conference room one day before the conference. Click the invitation URL on the conference date to directly for attending the opening ceremony.

⑦ 3D exhibition hall: This conference makes full use of intelligent and wisdom mechanism and technology, and independently develops the 3D exhibition hall for the second time, and builds a cross-distance, low-cost, convenient and quick, professional platform between clients and vendors, so as to realize exhibits showcase effect with the high-definition and 3D visualization model.