



Instructions for Presenters & Chairs (Parallel Oral Session)

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Outline : from Preparation to Session day

Step	Period	Action	Detail
Preparation	In advance	Prepare Presentation slides (Presenter only)	Presenter are required to prepare the presentation sides in PowerPoint or other application.
		Install Zoom	Make sure that Zoom is installed on your PC in advance. Check the function of the microphone and speaker.
		Test connection on Zoom (optional)	For those who would like to participate in a connection test of Zoom before the session day, please join this test connection. [Test Connection day] Scheduled for mid-August. We will inform you of the time and date at a later date. Note: If more than one person join at the same time, you may have to wait for a little. Please keep connecting and wait.
Session day	30min prior to session	Test connection & Briefing	A staff will be waiting on test connection Zoom 30min prior to each session. The previous session may be in progress for some sessions but prioritize participating in the Zoom connection test. If it is inconvenient, please let the secretariat know in advance. Please access Zoom to check the connection status, microphone, settings and anything you need to know. The staff will explain the brief instruction for the session. *When you login, please change your Zoom name as below: [For Presenters] "Presenter (program number)_Name" e.g.) Presenter(PS1-1)_John Smith [For Chairs] "Chair (session number)_Name" e.g.) Chair(PS1)_Taro Yamada
	5min prior to session	Enter a room & Stand-by	After the test connection, chairs/presenters are required to enter Zoom at latest 5 minutes prior to your session start. The director will send a message in chat asking you to stand by.
	On time	Start	Start your session. Below is the basic flow. ① Chair : Greeting ② Chair : Introduction of the 1 st presenter ③ Presenter : Presentation by sharing the presentation slides ④ Live Discussion (Q&A will be conducted by Oral Communication. Support staff will assist the chairs.) *Next presenters will continue as follows.
	End of session	Finish	After the closing remarks of the chair, session is closed.
	After the session	Mixing Time (Discussion)	Chairs/Presenters are requested to attend "Mixing Time" (45min) by entering each Zoom Breakout Room so that the attendees can continue the discussion. Please confirm your allotted time for "Mixing Time" on page 15.

For presenters : Preparation of Presentation slides

Parallel Oral Session	Talk Length
Oral (Invited)	20min talk + 5min Q&A = total 25min
Oral (Promoted)	16min talk + 4min Q&A = total 20min

- Widescreen format, using the 16:9 aspect ratio to utilize the full screen
- No restriction on the number of slides, as far as you keep the length specified above.
- Show presentation title, your affiliation and name on the first slide. We recommend inserting your photo on the first page as well.
- Use standard font which is originally installed by OS in order to avoid garbled characters.
- Conflict of interest (COI) should be presented ahead of the presentation.
- The bell will ring at the following timings during and after the presentation. Please proceed with the presentation and Q&A on time.
 - ✓ 2 minutes before the end of the talk
 - ✓ End of the talk
 - ✓ End of Q&A

Zoom Preparation – before the session day

We are going to use Zoom Meeting for during session time.

This support document provides step-by-step instructions for presenters and chairs on how to use Zoom.

Please read this carefully in advance and be prepared.

1. Please make sure of your internet connection environment first.
We recommend using a wired LAN.
2. Find a quiet place as much as possible.
3. Make sure your PC has a camera, speaker and microphone.
4. Use earphones with microphones or headset microphones.
5. Close all unnecessary applications before joining.

Preparation① Install Zoom

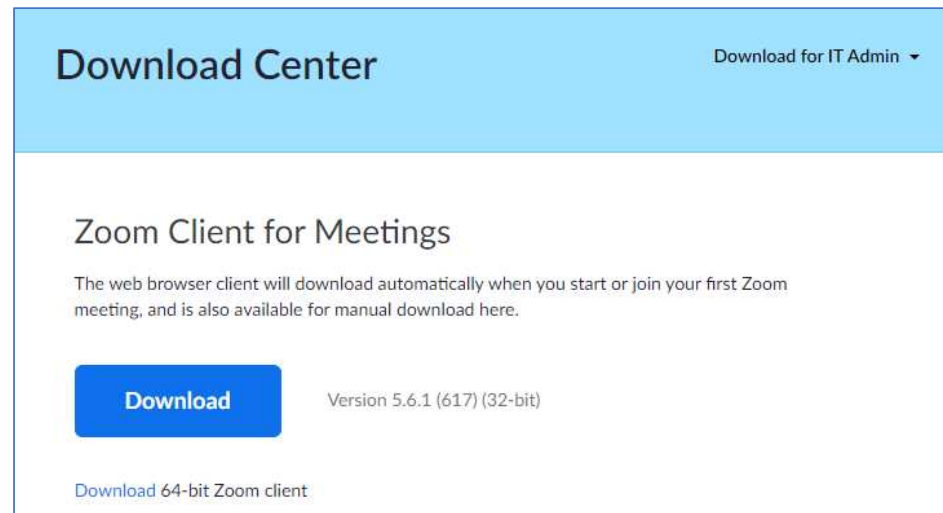
If this is first time for you to use Zoom, please install Zoom in your PC.

Go https://zoom.us/download#client_4meeting

Click “Download”.

Zoom will be automatically operated from the next log-in time.

Note: Please avoid using smart devise when you make presentation.

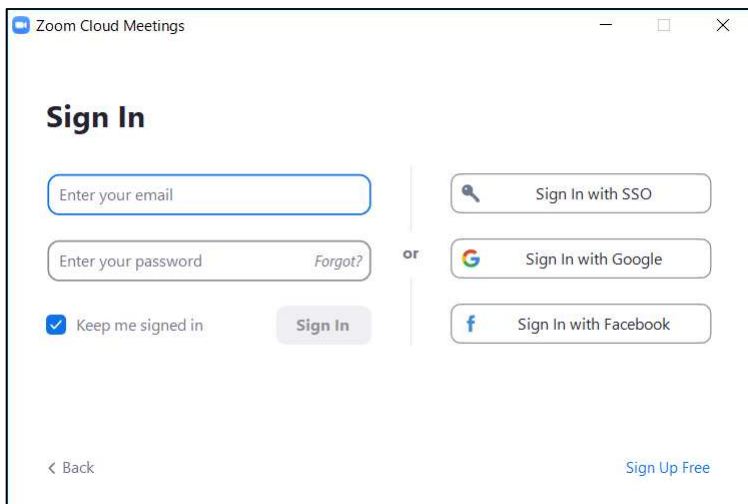


The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" followed by a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a prominent blue button labeled "Download". To the right of the button, the text "Version 5.6.1 (617) (32-bit)" is displayed. At the bottom left of the content area, there is a link that says "Download 64-bit Zoom client".

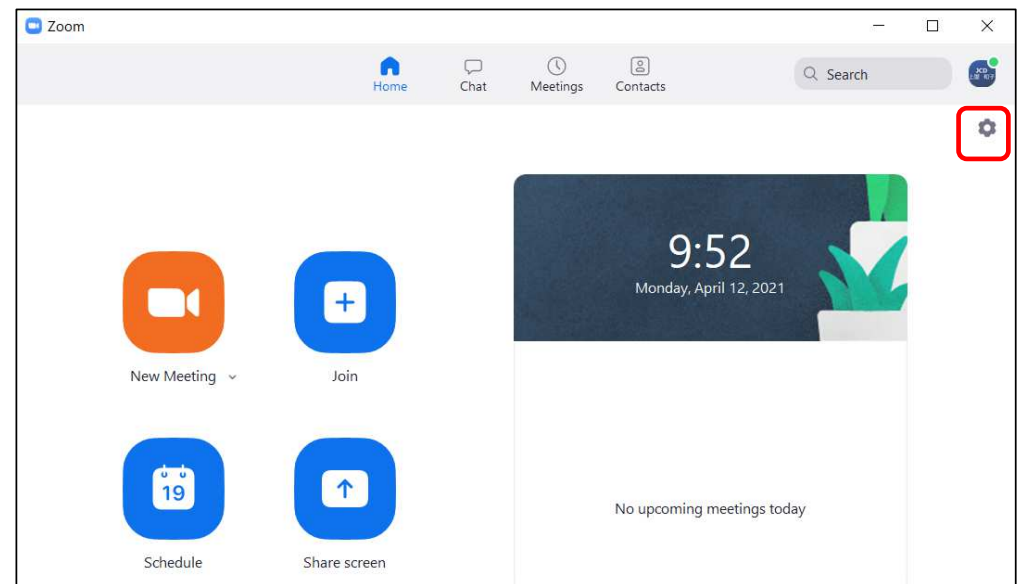
Preparation② Setting1

Please sign in Zoom in advance and make necessary setting.

1) Sign in Zoom.

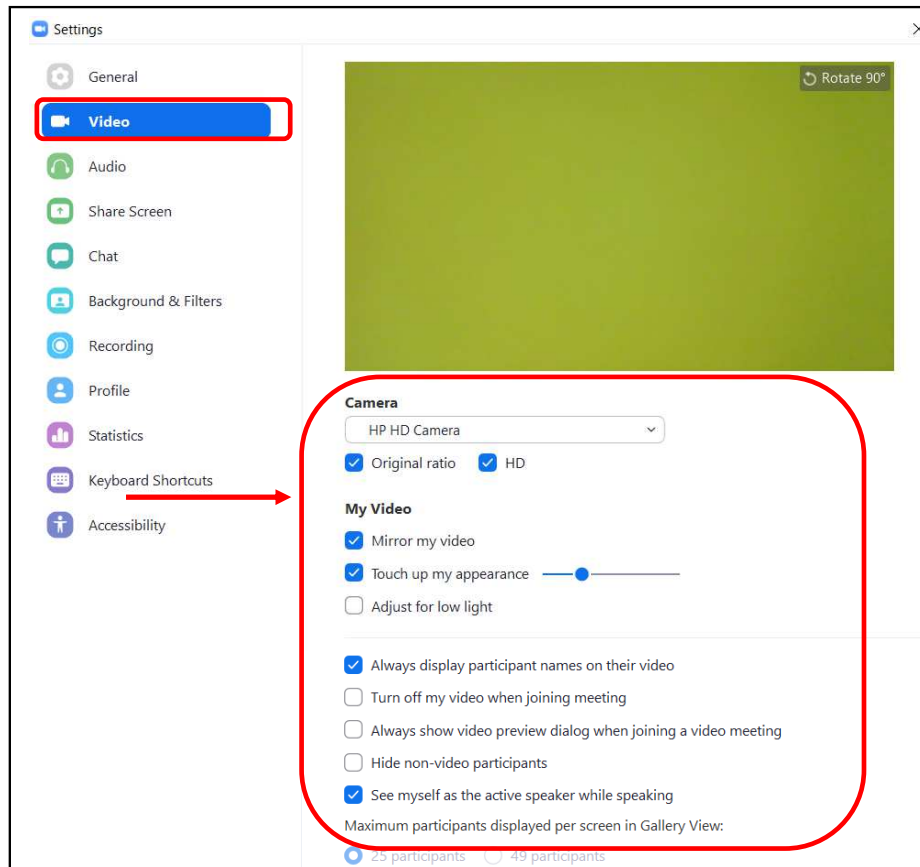


2) Click Setting where shown below at the right-side upper corner.



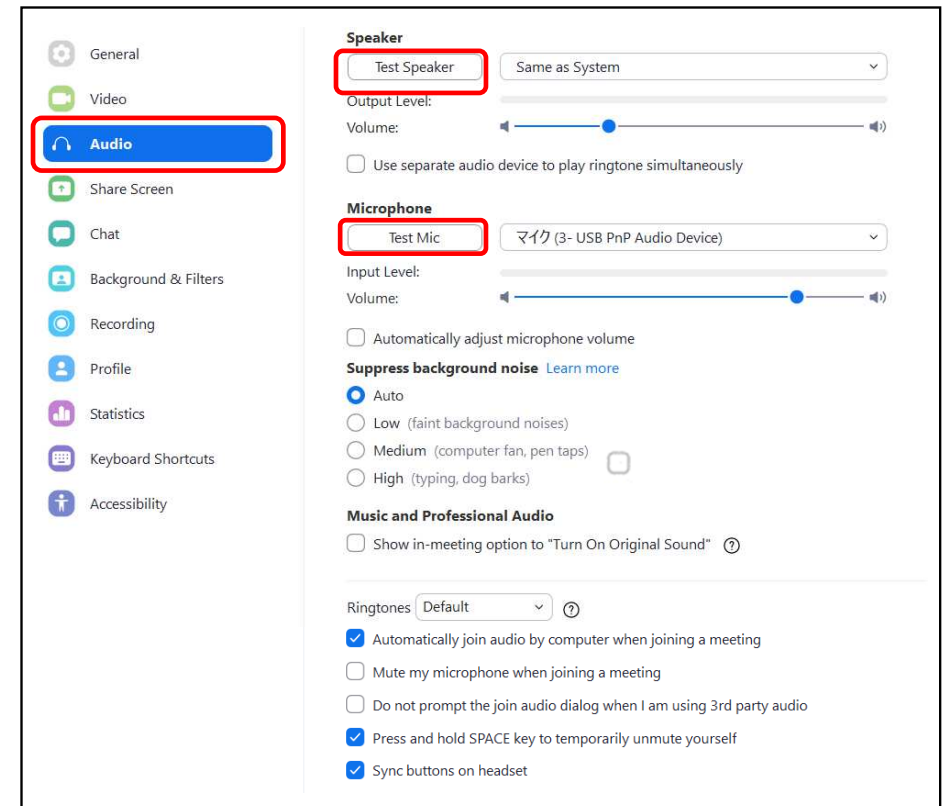
Preparation③ Setting2

3) Click "Video", then check the details as below.



4) Click "Audio" and test your speaker and microphone.

Check the details as below.



NOTE: Please set the "Display resolution" of the PC to "Full HD (1920 x 1080)".

Preparation④ Test connection *optional

For those who would like to participate in a connection test of Zoom before the session day, please join this test connection. (This URL is different from the one for the session day.)

【Test connection date】

Scheduled for mid-August. We will inform you of the time and date at a later date.

***URL and Meeting ID will be announced a week earlier.**

Available Language: English or Japanese

Reservation is not required. You may join anytime you wish.

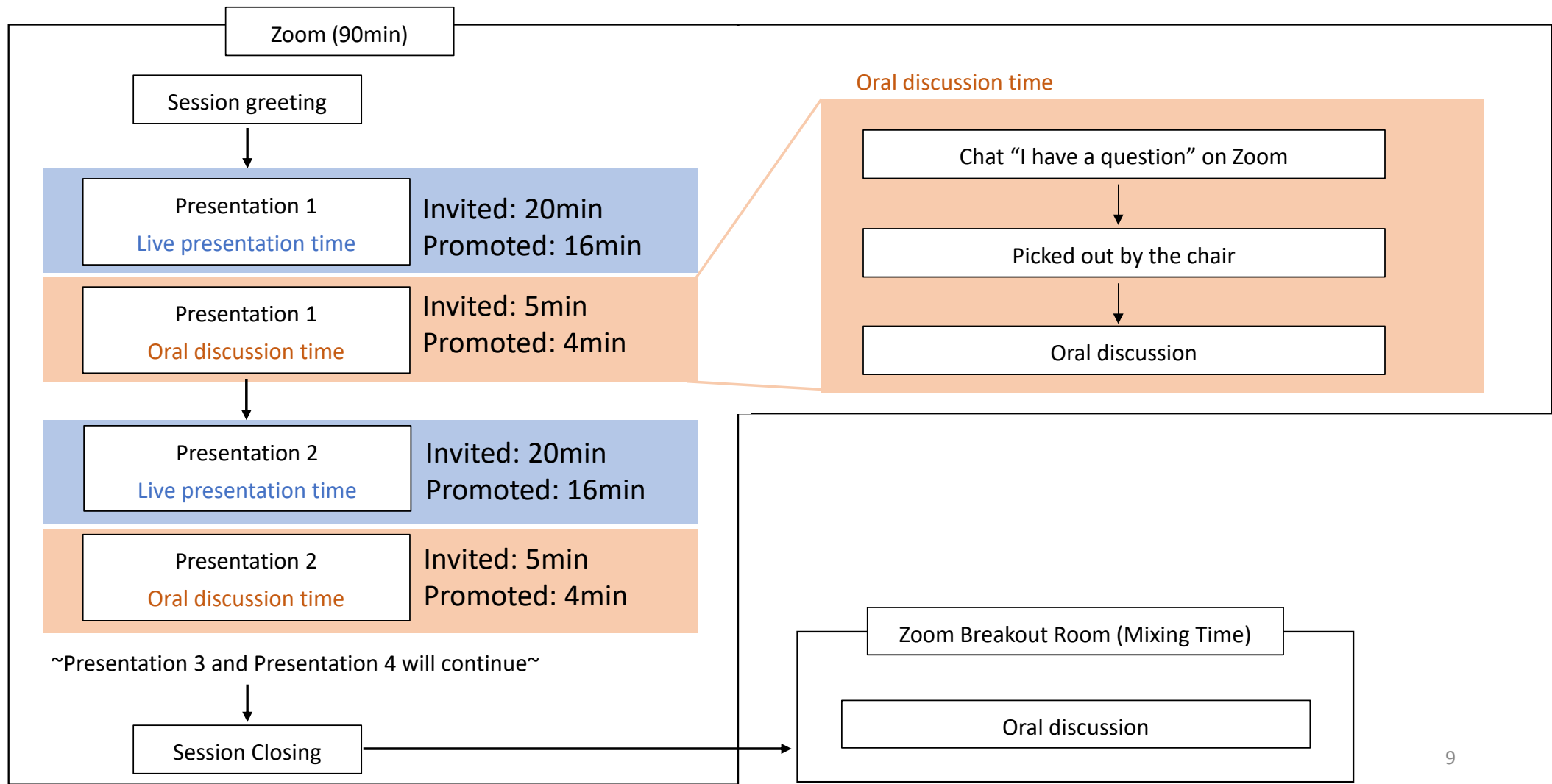
A director will be on standby to assist you. Please understand that in case there are some persons joined at the same timing, you may have to wait for a while.

Also, you can try self-check option on Zoom (Please note that there's no conference staff).

<https://zoom.us/test>

[Inquiry] E-mail: ismar-apnmr2021@jtbcom.co.jp

Presentation & Discussion on Zoom - Session day



Session day ① Session briefing (30min prior to the session)

1. Go to the briefing Zoom link of your session room 30min before the session starts. The previous session may be in progress for some sessions but prioritize participating in the Zoom connection test. If it is inconvenient, please let the secretariat know in advance. A staff will be waiting on test connection Zoom. The Zoom URL and passcode will be sent to the presenters/chairs by August 20 (Fri).
2. Check the connection status, microphone, settings, and anything you need to know.
3. The staff will explain the brief instruction for the session.
4. After the briefing, move to the session room (Zoom link) by clicking on each Zoom link at latest 5min prior to your session start. This Zoom URL is different from the one for briefing and will be notified by August 20 (Fri.).

*When you login, please change your Zoom name as below:

[For Presenters] “Presenter (program number)_Name” e.g.) Presenter(PS1-1)_John Smith

[For Chairs] “Chair (session number)_Name” e.g.) Chair(PS1)_Taro Yamada

Session Day② How to set microphone and video (5min prior to the session)

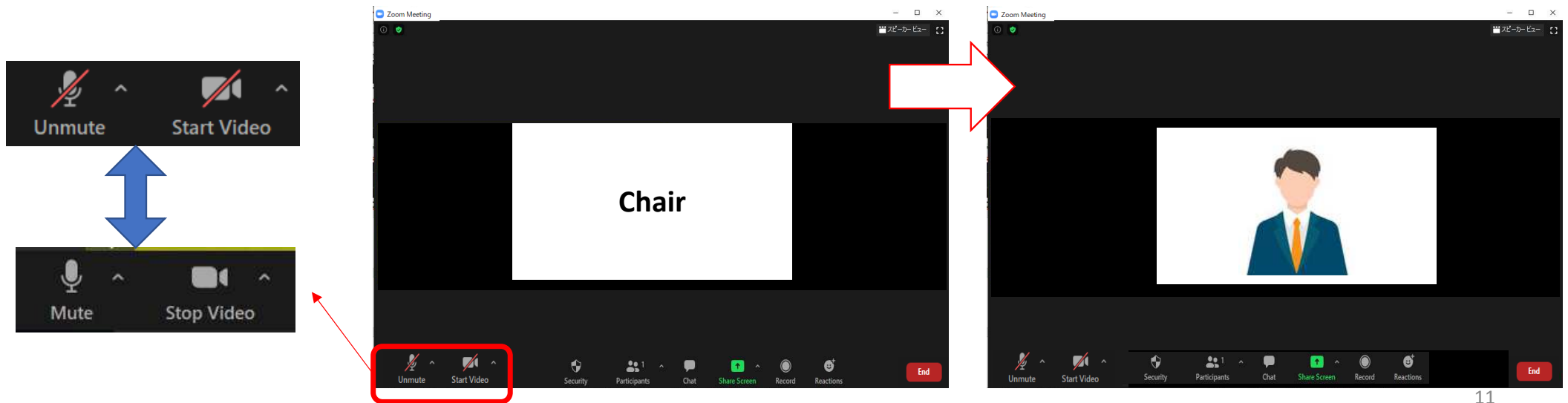
Please turn the microphone and video on and off by yourself.

About 5min before the session starts, the director will send a message in chat asking you to stand by.

For chairs, please turn on the video by clicking "Video" button at the bottom left.

When the director send a chat asking chairs to start the session, please set microphone on and start the session. The presenter should turn on the microphone and video only when he/she speaks.

*While presentation, chairs need to turn off the microphone.



Session Day③ Basic flow of the session

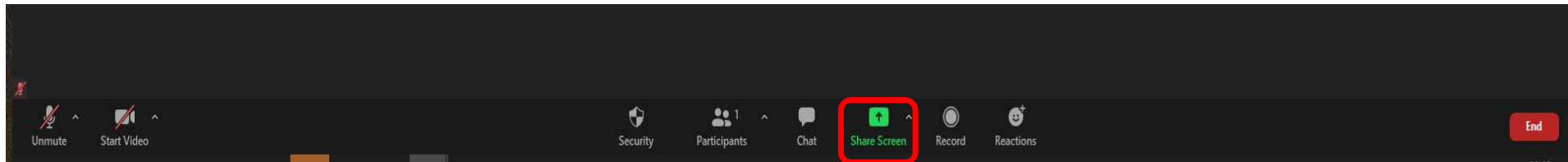
- ① Chair : Greeting
- ② Chair : Introduction of the presenter
- ③ Presenter : Presentation by sharing the presentation slides
- ④ Live Discussion
Q&A will be conducted by oral communication.
(Support staff will assist the chairs.)
- ⑤ Chair : Closing remarks

※Chair and Presenter are required to set microphone “OFF”, when he/she is not talking.

※For Chairs: If the presenter not showed up to the session, please remain his/her presentation time as break time, and proceed the session as scheduled.

Session Day④ For presenters : How to Share Presentation Slide

1. Please click “Share Screen” button.

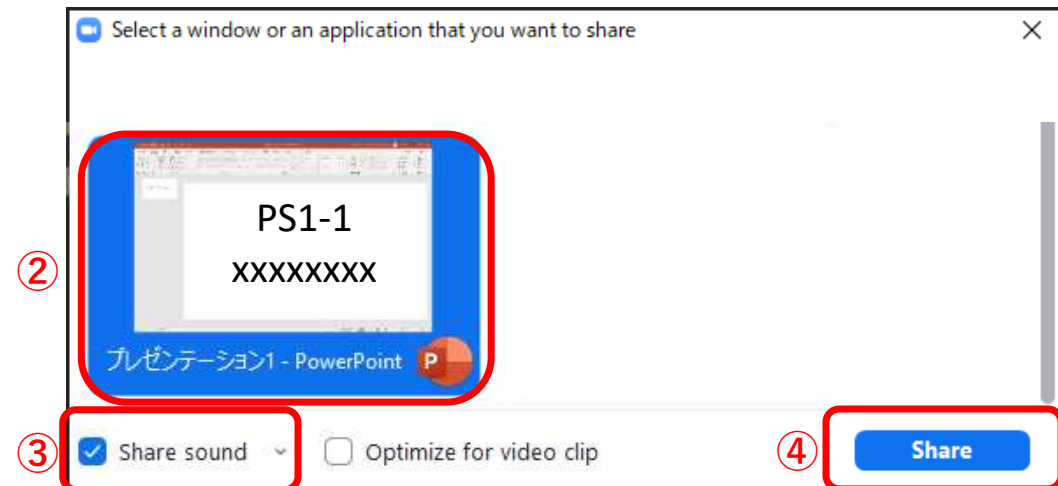


2. Choose the **PowerPoint (or application) file** you would like to share.

(*Please note that if you choose screen, your desktop screen will be shared.)

3. Check the **“Share sound”** checkbox if needed.

4. Click the **“Share”** button.



Session Day⑤ Discussion on Zoom (during the session)

The attendees who would like to make question, should chat “I have a question”.

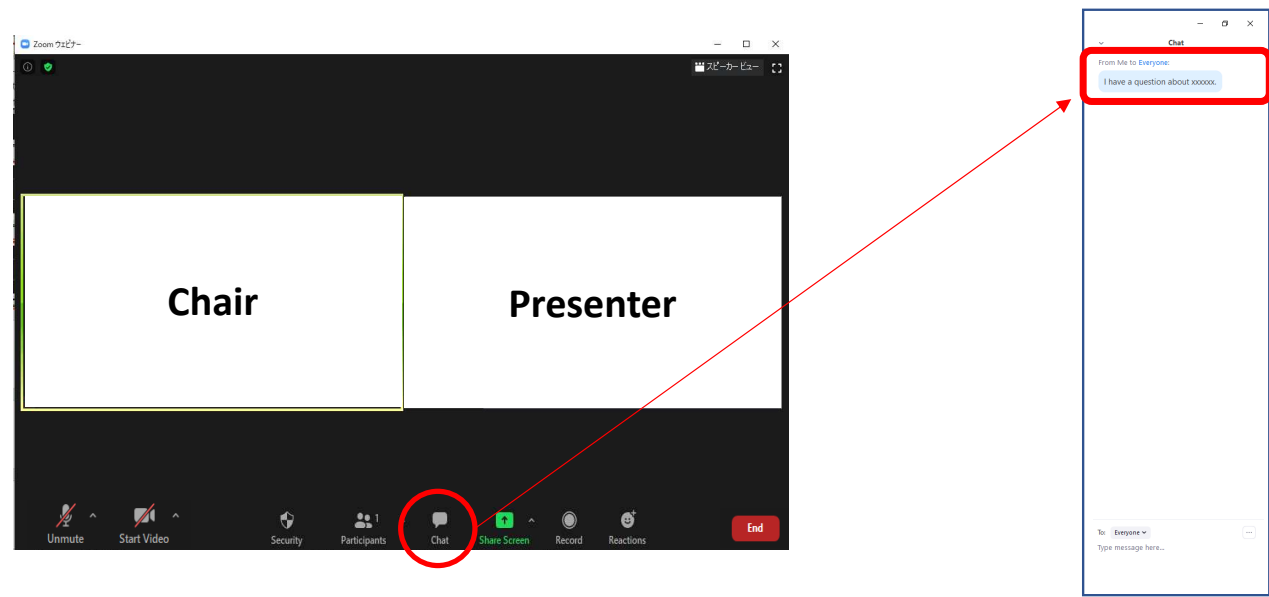
While discussion, chair need to check the “Chat” at the bottom of window during session.

The chair should pick the attendee’s name and allow him/her to talk. Then, the attendee will unmute the microphone, and make questions to the presenter. The content of chat can be viewed by all participants.

e.g.: [chair] We have a question from Dr. A about ***, Dr. Smith, ...

[presenter] About ***, ...

*For presenters: Please prepare the presentation slide, in case the attendee wants to ask about a particular slide.



I have a question.
※Please do not put question detail.

Session Day⑥ Discussion on Zoom (after the session)

Chairs/Presenters are requested to attend **“Mixing Time” (45min)** by entering each **Zoom Breakout Room** so that the attendees can continue the discussion.

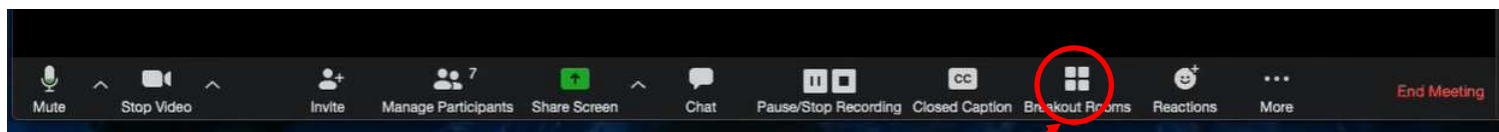
Please confirm your allotted time for “Mixing Time” in the right column.

The host will allow chairs/presenters/attendees to self-select and join breakout rooms of their choosing from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely. (Please note that there’s no conference staff.)

Mixing time

*Japan standard time

Session	Date	Time
PR-1~PR-4	Aug 22	No Mixing time
PS1~PS6	Aug 23	10:20-11:05
PL-1 / PS7~PS9	Aug 23	14:35-15:20
PL-2 / PS10~PS15	Aug 23	23:05-23:50
PS16~PS18	Aug 24	10:50-11:35
PL-3 / PS19~PS21	Aug 24	14:35-15:20
PL-4 / PS22~PS27	Aug 24	23:05-23:50
PS28~PS33	Aug 25	10:20-11:05
PL-5 / PS34~PS36	Aug 25	14:35-15:20
PR-5	Aug 25	15:20-16:05
PL-6 / PS37~PS39	Aug 25	23:05-23:50
PS40~PS42	Aug 26	10:50-11:35
PL-7 / PS43~PS45	Aug 26	14:35-15:20
PL-7 / PS46~PS51	Aug 26	23:05-23:50
PL-9 / PL-10 / PS52~PS54	Aug 27	No Mixing time



1. Click “Breakout Rooms” in your meeting controls. This will display the list of open breakout rooms created by the host.
2. Hover your pointer over the number to the right of breakout room you wish to join, click Join, then confirm by clicking Join.
3. Repeat as necessary to join other breakout rooms, or click Leave Room to return to the main session.

Note: Presenters/attendees are required to use the self-select breakout rooms in the following environments.

Desktop client or mobile app: version 5.3.0 or higher

ChromeOS: version 5.0.0 (4241.1207) or higher

Remarkable points

IMPORTANT NOTICE

All presentation and discussion will be recorded by host. After the conference, on-demand delivery of the recorded video will be arranged through the website that is exclusive for the conference attendees. Your kind understanding and permission is much appreciated. Details for the recording and on-demand delivery will be informed later.

① **Microphone ON / OFF**

The chair and presenter will put the microphone ON/OFF by themselves, but depends on the situation, operator may forcibly switch the microphone.

② **Presentation time keep**

Presenters should keep their presentation time. There is no time-keeping clock display on the Zoom screen to show the remaining time, so the bell will ring at the following timings during and after the presentation.

✓ 2 minutes before the end of the talk ✓ End of the talk ✓ End of Q&A

③ **In case of network trouble of chairs/presenters**

Chair : Please contact the support staff by chat. The staff will check with the organizer and act on your behalf.

Presenter : If the problem does not improve after waiting for a while, please switch to the next presenter.

Contact information

ISMAR-APNMR-NMRSJ-SEST 2021 Secretariat

Secretariat: ismar-apnmr2021@jtbc.com.co.jp

Program office: ismar-apnmr2021-p@jtbc.com.co.jp