



## 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. <b>[Test Connection day] 9:00 am - 10:00 am (JST) / 7:00 pm - 8:00 pm (JST) on August 10 and 11, 2021.</b> <b>Zoom URL and Meeting ID will be announced a week earlier.</b> 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 <sup>st</sup> 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

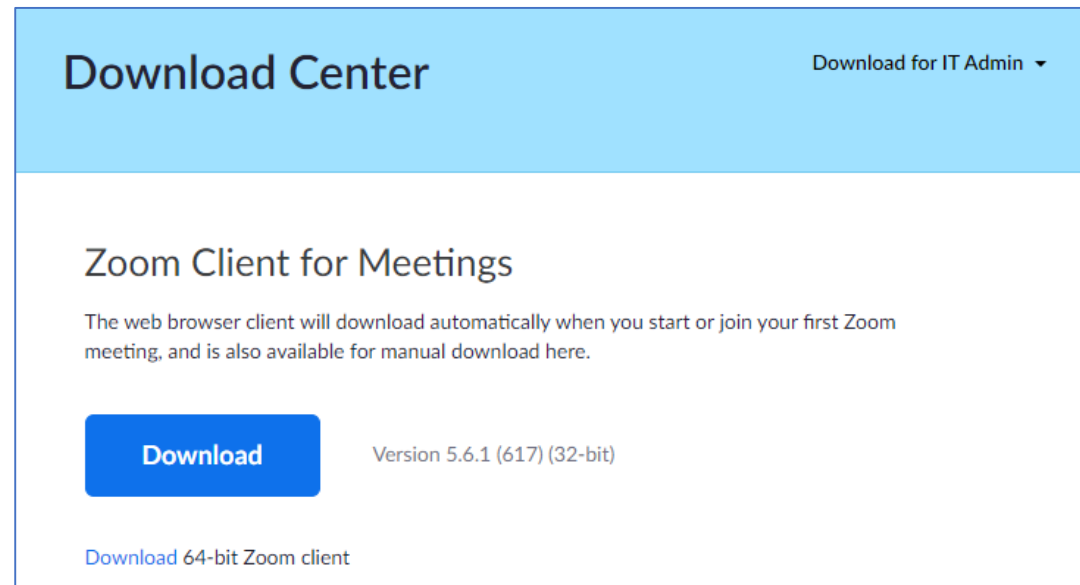
If this is first time for you to use Zoom, please install Zoom in your PC.

Go [https://zoom.us/download#client\\_4meeting](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.

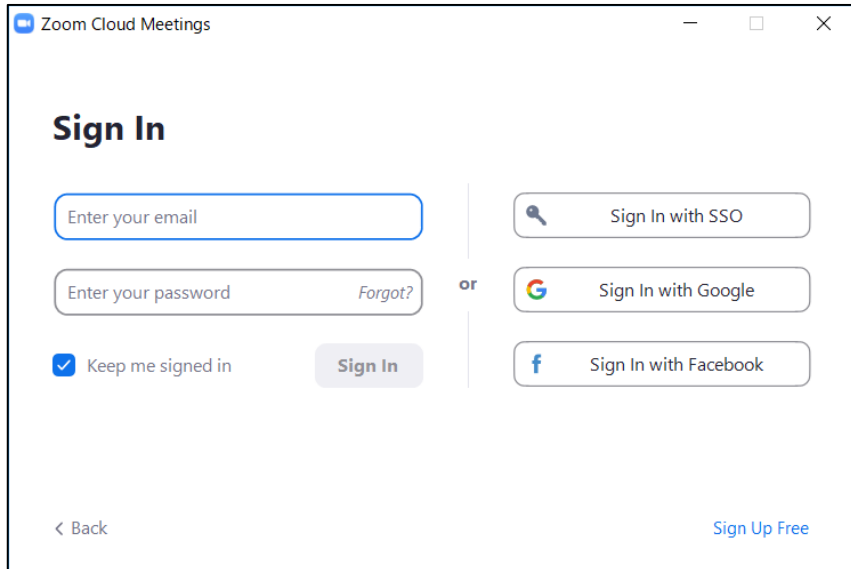


The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" 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".

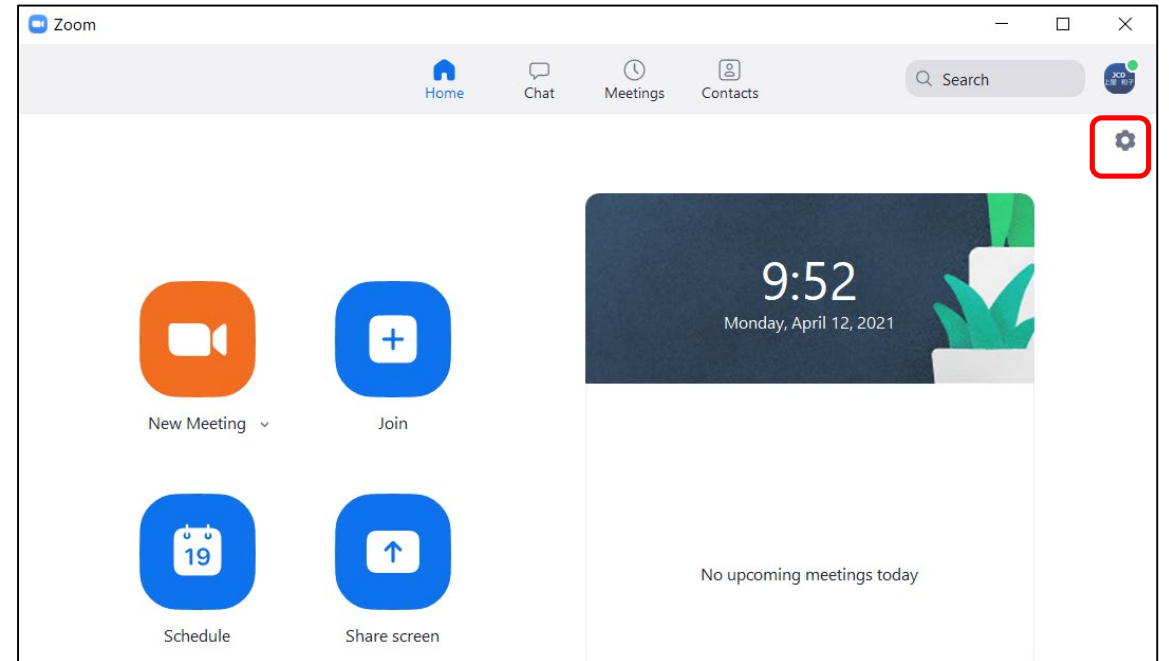
# Preparation② Setting1

Please sign in Zoom in advance and make necessary setting.

1) Sign in Zoom.

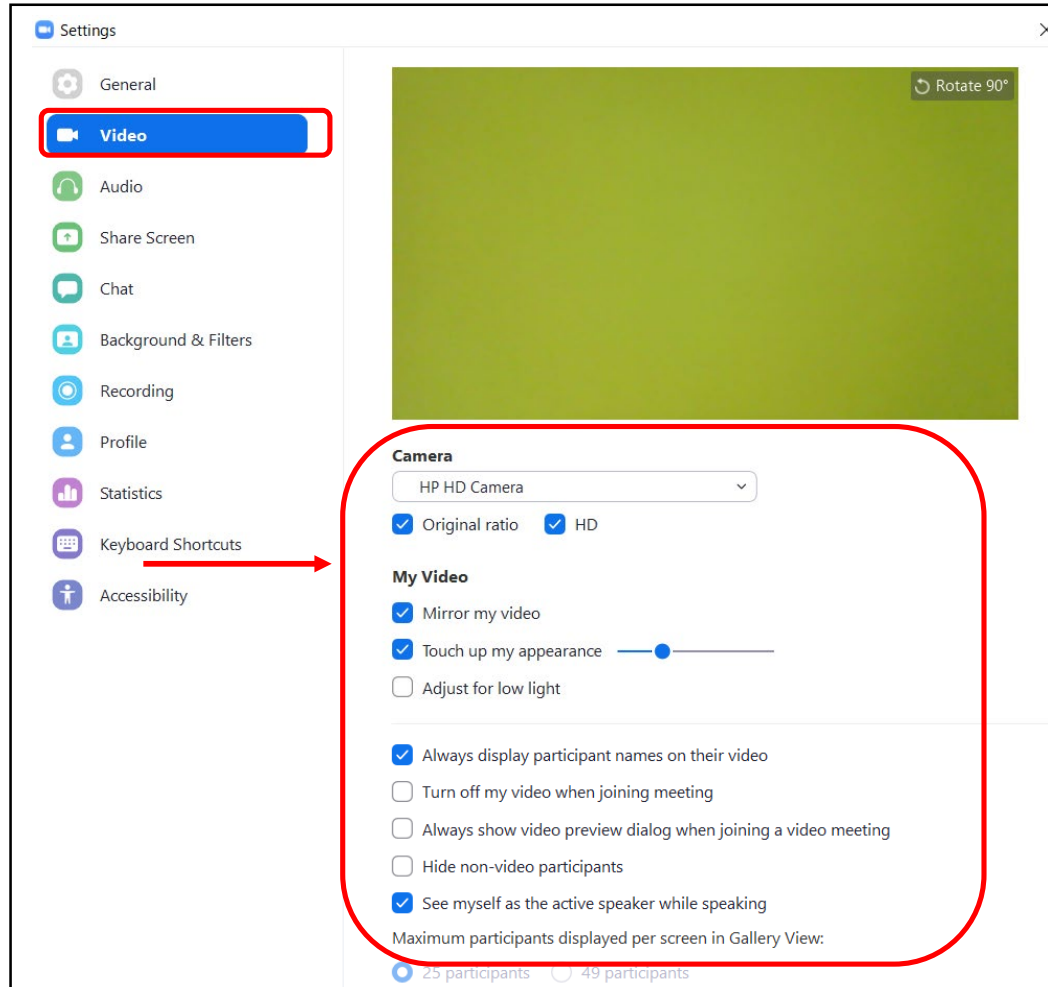


2) Click Setting where shown below at the right-side upper corner.



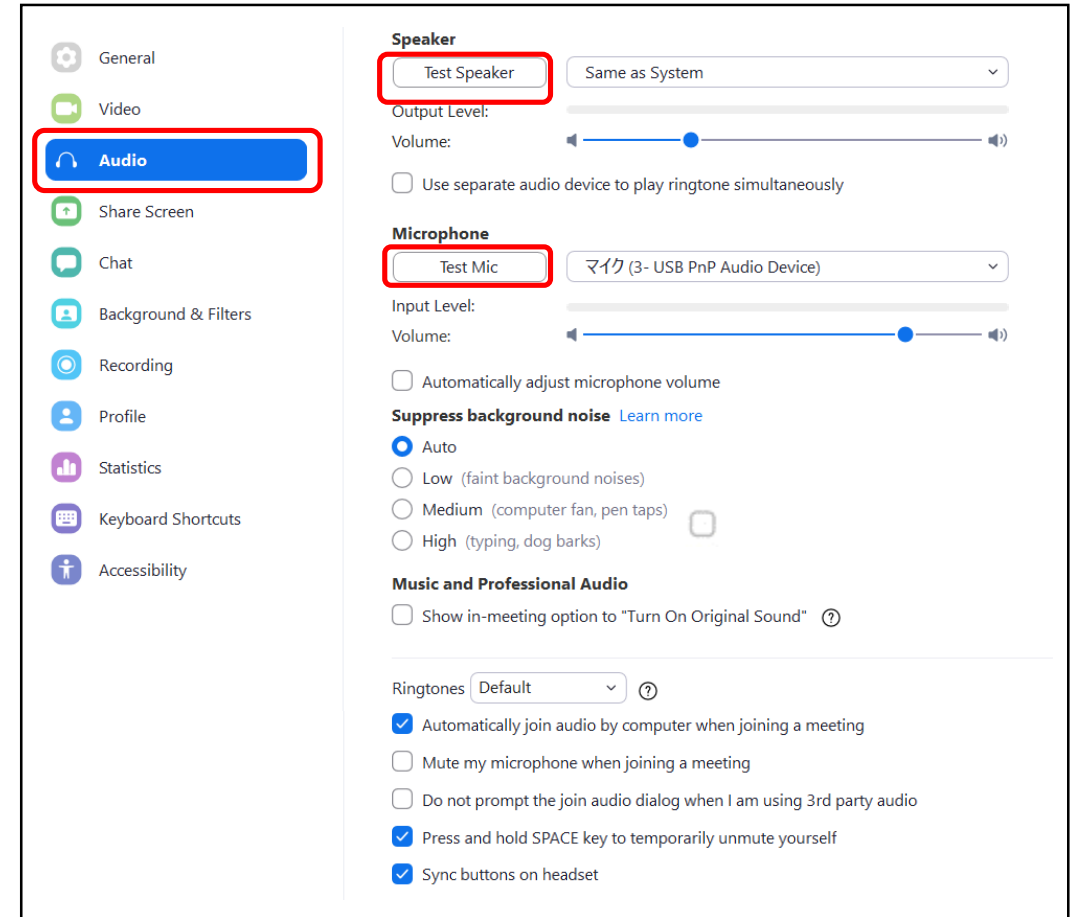
## Preparation③ Setting2

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】

**9:00 am - 10:00 am (JST) / 7:00 pm - 8:00 pm (JST) on August 10 and 11, 2021.**

**\*Zoom 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.

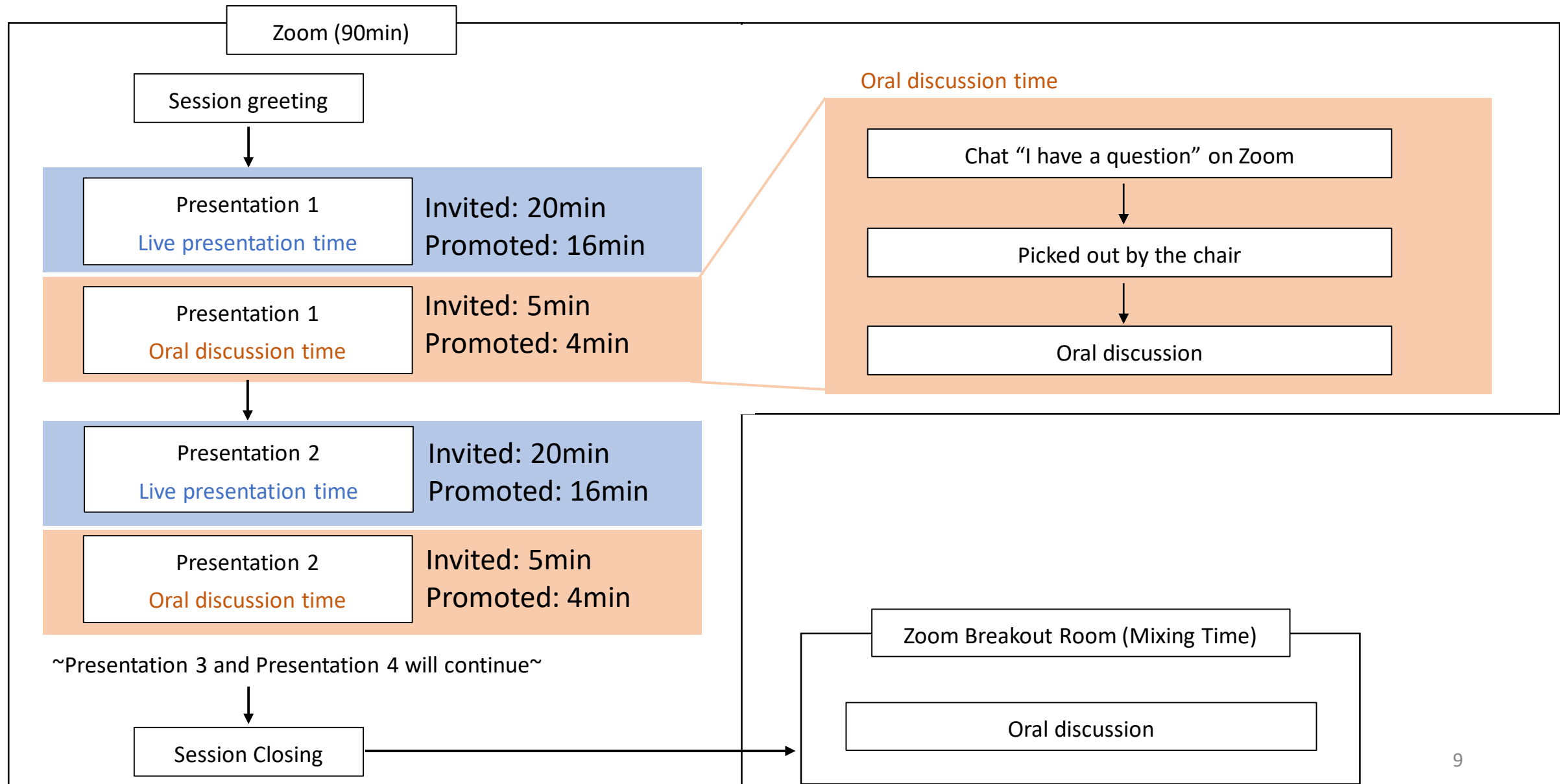
Also, you can try self-check option on Zoom (Please note that there's no conference staff).

<https://zoom.us/test>

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



# Presentation & Discussion on Zoom - Session day



## Session day① 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)

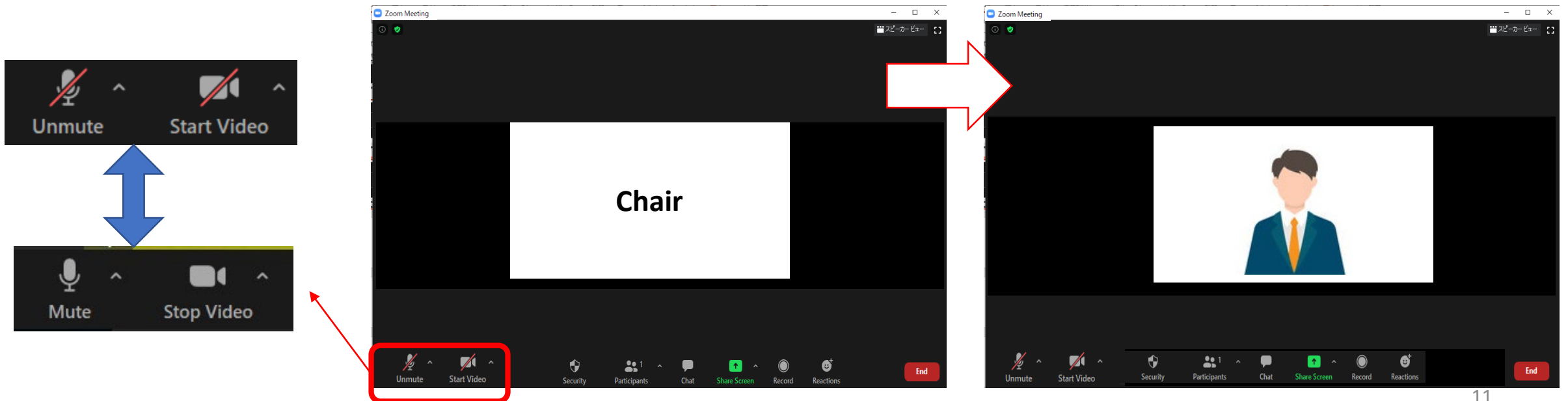
Please turn the microphone and video on and off by yourself.

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.)

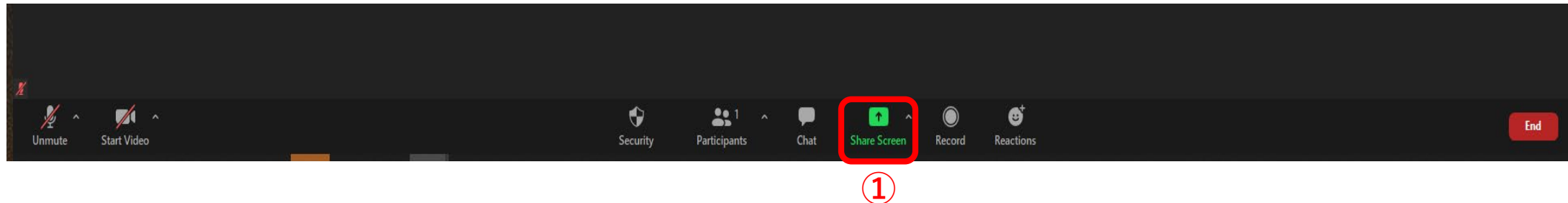
⑤ Chair : Closing remarks

❌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.

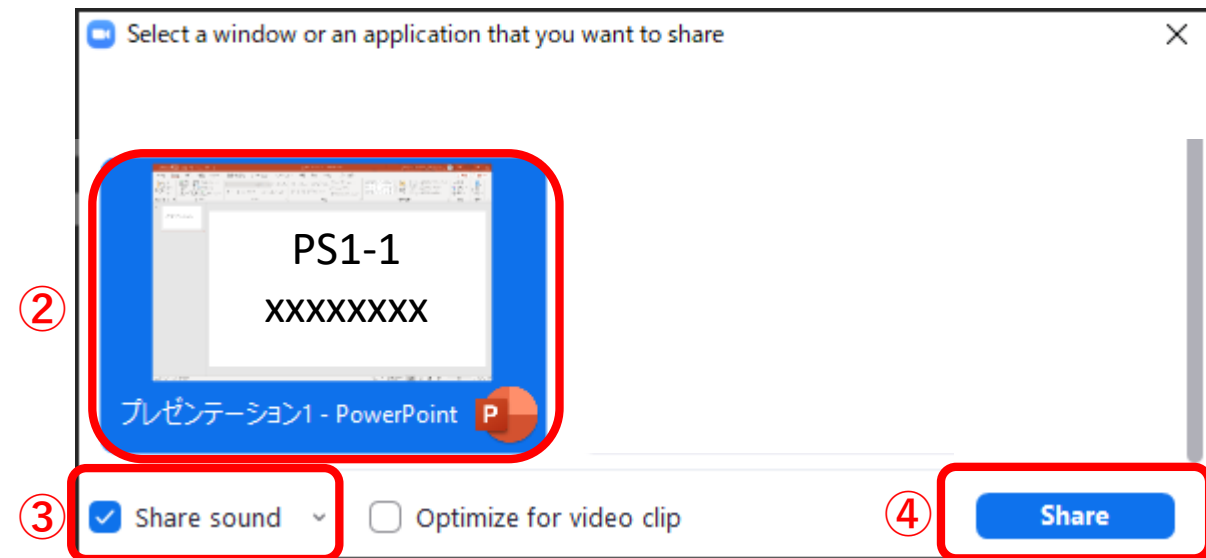


2. Choose the **PowerPoint (or application) file** you would like to share.

(\*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”.

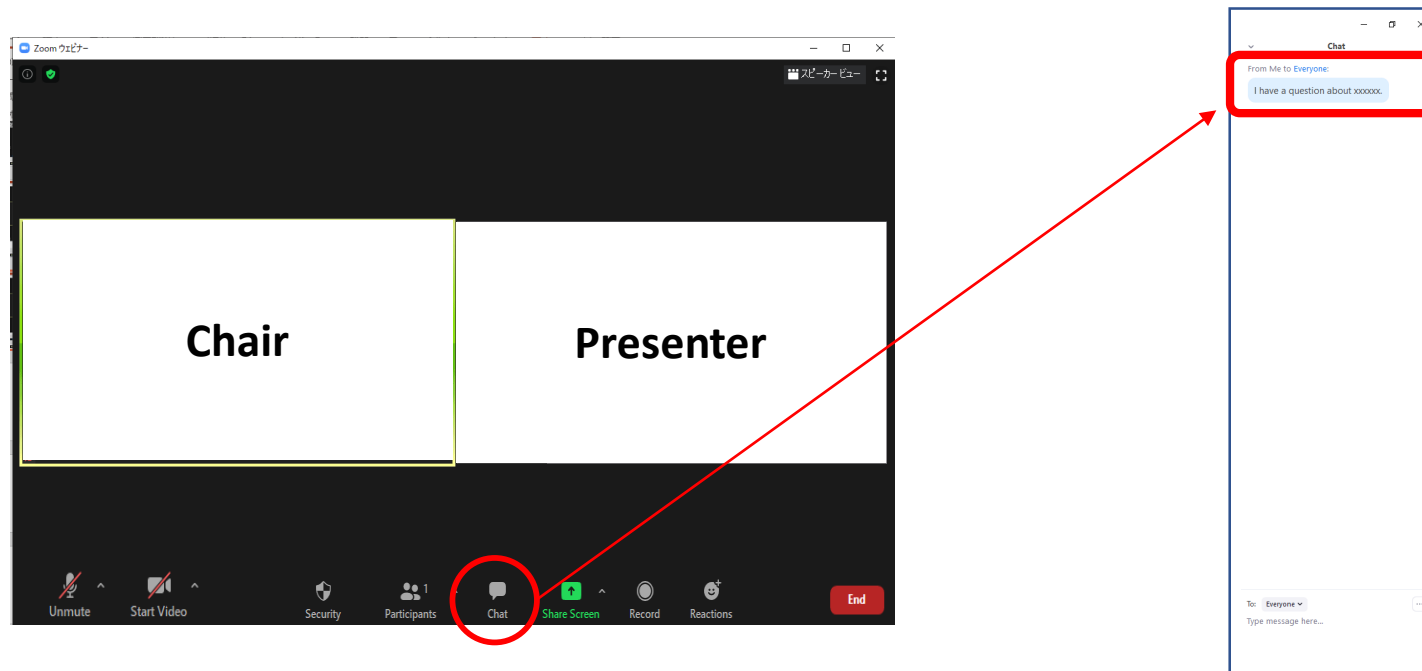
While discussion, chair need to check the “Chat” at the bottom of window during session.

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.

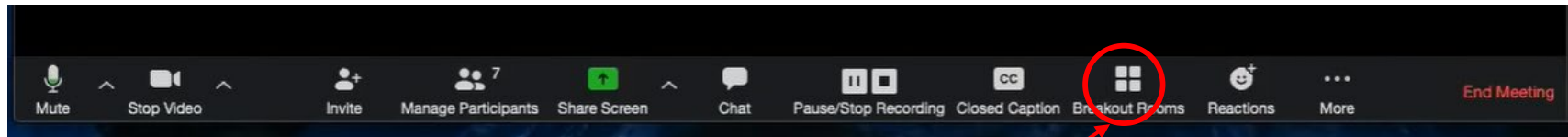


I have a question.  
※Please do not put question detail.

## 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.)



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

### Mixing time \*updated on Aug 11

\*Japan standard time

Session	1. Zoom Meetings		2. Remo	
PR-1~PR-4	22-Aug	not available		
PS1~PS6	23-Aug	10:20-11:05		
PL-1 / PS7~PS9	23-Aug	14:35-15:20		
PL-2 / PS10~PS15	23-Aug	23:05-23:50		
PS16~PS18	24-Aug	10:50-11:35		
PL-3 / PS19~PS21	24-Aug	14:35-15:20		
PL-4 / PS22~PS24, PS26, PS27	24-Aug	23:05-23:50		
*PS25	24-Aug	23:15-24:30		
PS28~PS30, PS32, PS33	25-Aug	10:20-11:05		
*PS31	25-Aug	10:45-11:30		
PS34~PS36	25-Aug	14:35-15:20		
PR-5 / *PL-5	25-Aug	15:20-16:05		
PL-6 / PS37, PS39	25-Aug	23:05-23:50		
*PS38	25-Aug	23:30-24:15		
PS40~PS42	26-Aug	10:50-11:35		
PL-7 / PS43~PS45	26-Aug	14:35-15:20		
PL-8 / PS46~PS50	26-Aug	23:05-23:50		
*PS51	26-Aug	23:10-23:55		
PL-9 / PL-10 / PS52~PS54	27-Aug	not available		
All of the above and Poster			24-Aug	07:40-11:40
			25-Aug	16:00-21:30
			26-Aug	07:40-11:40

# Remarkable points

## IMPORTANT NOTICE

All oral presentations and discussion periods at the ISMAR-APNMR-NMRSJ-SEST conference will be recorded by the host (except presentations at the NMRSJ and SEST sessions on August 27). ISMAR will make the recordings available to conference attendees for a limited period of time (approximately 30 days). This will allow attendees in different time zones to watch your presentation at a convenient time. Your kind understanding is much appreciated. Details of the recording and on-demand delivery will be announced 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](mailto:ismar-apnmr2021@jtbc.com.co.jp)

Program office: [ismar-apnmr2021-p@jtbc.com.co.jp](mailto:ismar-apnmr2021-p@jtbc.com.co.jp)