

Instruction of chairperson

Prohibited matter

- All video lectures, live streaming presentations, and general presentations at this conference are copyrighted by their authors and presenters.
- Acts such as recording, photographing, hardcopy the screen, saving to a personal computer or other storage media, etc. of these copyrighted materials are uniformly prohibited.
- In addition, posting these copyrighted works on websites other than the Society, SNS, etc. is strictly prohibited.

Chairperson's guidelines Entering the session

Pre-session preparation

- All system will be operated by staff of ICRCs.
- Please enter the zoom room 15 minutes before the session starts and have a meeting with the speaker. Speakers can participate either face to face or online.
- Presenter at face to face can use their laptop PC. And Note PC will connect the presentation system.
- When checking the attendance of online participants, be sure to turn on the microphone and video as well as the camera/voice test and identity verification. (The speaker will enter the room with his or her microphone and video turned off, so please instruct the speaker to turn on his/her microphone and video.)
- Your name should be written as [chairperson + name + (affiliation)].
- Chairs should turn on the video during the session.

How to proceed with the session

- Start a session
- ✓ At the scheduled time, announce the start of the session, and first, briefly explain how the session will be run.
- ✓ Detail of briefly: Session name, chairperson's self-introduction, confirmation of presentation time, question-and-answer method, etc. (within 1 minute)

- Presentation time

Each presentation times are below.

a. Keynote Lectures:

- ✓ **30 min. including presentation 25min. and discussion 5min.**
- ✓ Please check the program as each presentation will be face-to-face or online.

b. Presentation from general participants:

- ✓ **15min. Including presentation 10min. and discussion 5min.**
- ✓ Please check the program as it may be face-to-face or online.
- ✓ In the case of face-to-face, participants will be presenting each papers in the room. If online, the presentation video will be played by the room staff.
- ✓ The room staff will be the time-keeper.
- ✓ If possible, please operate the video by yourself. Otherwise, please contact me.
- ✓ Contact mail: ozawa@gunma-u.ac.jp

- **Discussion time**

- ✓ Please allow 5 minutes for Q&A at the end of your presentation or after watching the video.
- a. When the presenter is in the room or online:
 - ✓ The Chairman announces to online participants that if they have any questions please use the reaction button in zoom tool.
 - ✓ The Chairman tells to real participants that if they have any questions please raise their hands.
- b. If the presenter is not participating in zoom:
 - ✓ If audience has question/comments to your presentation, that will be sent to you by e-mail. If you join the session on time it is possible to answer at the time.