Instructions for Speakers (In person/online)

1) The conference will be conducted in a hybrid format of on-site and online.

2) Please arrive at the session room at least 10 minutes before the start of the session to check the connection of your PC with the equipped projector. And please submit your bio form to the session chairs.

3) Presenters attending on-site are required to present on the presenter's PC provided at each venue. Please note that you will not be able to present on your own computer. Please bring your presentation slide data on a USB memory stick. Please transfer the slide data to the presenter's PC before the session starts.

4) The allocated time for each talk is 20 minutes including 1 minute for your introduction, 15 minutes for the presentation, 4 minutes for questions.

5) Hybrid session presentation:
   All sessions are run in a hybrid format (in-person and on-line). As there will be an online audience, all in-person speakers must use the provided PC in the conference room.
   All speakers must use a microphone so that the voices of the presenter can be heard by the online audience.

6) Please use the "Share screen" function to display your presentation to the audience – click on the "Share screen" button on the Zoom control panel and select the file/window on your computer you would like to share via Zoom.

7) If you need any assistance, please contact the volunteer assigned to each room.

8) Please use a program number "TS-XX.X" shown in the conference booklet for your Zoom name.