

## Manual for Poster Session Attendees

### [Preparing for the Event]

1. In the days beforehand, please conduct a test meeting to familiarize yourself with the Zoom videoconferencing system.
2. To help prevent echoes and other unwanted audio feedback, we recommend use of headphones or earbuds, as well as an external microphone.
3. We ask that, to the extent possible, you participate from a place that is quiet and has a stable Internet connection.

### [Attending a Session]

1. After taking a look at the summaries provided on the online schedule page, join the Zoom meeting rooms for the posters you would like to hear explained in more detail.
2. Set your display name, adhering to the following format:  
[Surname] [Given Name]@[Institution Name].  
For example: **Sendai Ichiro@JIM University**  
Please transliterate surnames and given names into the English alphabet as necessary.
3. Make sure that your microphone is **unmuted** and your camera is turned **on**.  
(However, you do not need to share a video feed if the device you are using to participate does not have a camera.)
4. Click or tap on the “Participants” button in the Zoom interface to display the participant list.
5. Ask the presenter to begin explaining the poster.
6. Feel free to ask the presenter questions during time provided for Q&A.
7. If you are unable to ask or receive answers for all of your questions within the allotted time, the presenter may request that you submit further questions using the comment box on the online schedule page.

### [Leaving a Session]

1. When you are ready to leave a poster session, simply click the “Leave Meeting” button to exit the Zoom meeting room.
2. Follow the same procedures listed above to join the Zoom meeting room for any other posters about which you’d like to hear more.

**[Important Notices]**

1. In case of significant disruptions to the session, please understand that the room manager may deem it necessary to remove the offending participants from the meeting room.
2. Recording or redistributing any presentation content in any manner, including via video, audio, or screenshot, is strictly prohibited.
3. **Note that the event organizers may, at their discretion, check whether names of meeting participants correspond with names provided at time of application for participation in the annual meeting.**
4. Understand that the Japan Institute of Metals and Materials accepts no responsibility in the event of any legal claim made against any individual or group due to failure to follow the guidelines outlined above.