

Manual for Presenters

[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.
4. If you plan to include playback of a video file as part of your presentation, refer to the “Manual for Including Video Files in a Presentation.” Test the video thoroughly beforehand until you feel confident that it will play seamlessly during the live presentation.

[In the Minutes before Your Session Begins]

1. Join the Zoom meeting room 5 to 10 minutes before the session in which you will be participating is scheduled to begin.
If circumstances prevent you from attending the entire session, be certain to join the meeting room at least 5 minutes before your scheduled timeslot. However, please understand that presentations may be reordered as need arises, and you may be asked to present at an earlier or later point in the session than initially scheduled.
2. Set your display name on Zoom, adhering to the following format:
[Presenter ID Number]:[Surname] [Given Name]@[Institution Name].
For example: ###:Sendai Ichiro@JIM University
If necessary, please transliterate your surname and given name into the English alphabet.
3. Keep your microphone muted until you receive instructions from the chair.
4. Ensure that your presentation materials are open and that you are ready to share the contents of your screen.

[At the Beginning of Your Presentation]

1. At the beginning of your scheduled timeslot, follow the chair’s indications to unmute your microphone , turn on the camera and share your screen. Proceed with your presentation.

[During Your Presentation]

1. Each presenter is responsible for tracking his or her own remaining time. (General session presentations are allotted 10 minutes. For other types of sessions, the allotted time is displayed in parentheses on the online schedule page.) Have a clock or stopwatch ready to use.
2. Promptly end your presentation when the allotted time is up.
3. Note that what appears on attendees' screens may lag slightly behind what appears on your screen. Please be considerate of this potential delay as you share your materials. We recommend inserting a short pause after each new slide is introduced, before proceeding with your explanation.
4. The chair will manage Q&A time, introducing by name each attendee who requests to speak, and inviting the attendee to ask his or her question. Listen to each question and provide your answer aloud. Please keep your screen shared and your presentation materials visible as you respond to questions.
5. In cases where time allotted for Q&A does not suffice, note that further questions may be directed to you via the comment box on the online schedule page. Please be certain to check for and follow up on any comments submitted regarding your presentation at least until the official conclusion of the annual meeting.

[At the End of your Presentation]

1. At the end of Q&A time, follow the instructions given by the session chair, making sure to mute your microphone, (It depends on presenters whether presenters turn camera on or off) and disable screen sharing for your presentation materials. Leave your Zoom display name as-is for the duration of the session.
2. Leave the Zoom meeting room after the chair has concluded the session.

[Important Notes]

1. Please understand that if a presenter is not in the meeting room during his or her allotted timeslot, the presentation will be canceled. If you encounter unforeseen difficulties that may inhibit your ability to present as scheduled, please contact the JIM secretariat by telephone at 022-223-3685 or 090-2792-9311.
2. If you are ultimately unable to present as planned, the online summary of your scheduled presentation will be deemed sufficient participation, and you will still be counted among the presenters at this annual meeting.
3. As a general rule, the Zoom chat function is not to be used at any time during the meeting.

4. If you plan to present using Microsoft PowerPoint slides, please prepare a PDF of the slides as a backup presentation method.
5. Bear in mind that your video feed will constitute one portion of a live broadcast observed by session attendees. Please ensure that the area captured by your device's inward-facing camera (including shelves, walls, and the background in general) is free from any objects or materials that could potentially be construed as copyright-infringing.
6. 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.

[Points of Caution in Designing Presentation Materials]

1. Please ensure appropriate attributions are provided for all citations and reproductions of existing material.
2. Do not make use of any music, photographs, or images with copyrights belonging to a third party. In addition:
 - a. Follow all details as set forth in the presenting guidelines.
 - b. Understand that the copyright for each video feed and screen shared as part of the annual meeting remains with the broadcasting individual.
Responsibility for any infringement upon the rights or interests of any third party rests solely with the broadcasting individual.
3. The size of slide materials is left to the presenter's discretion.