

## Manual for 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.

### [In the Minutes before a Presentation Begins]

1. Determine which session will include the presentation you would like to hear. Join the Zoom meeting room for that session at least 3 minutes before the presentation is scheduled to begin.

Note that unexpected circumstances could result in last-minute changes to the scheduled order of presentations. When possible, we recommend joining the meeting room from the beginning of the session and attending for the full duration.

2. Set your display name on Zoom, 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 **muted**. It depends on attendees whether attendees turn **camera on and off**.  
Typically, the sessions should be configured to automatically mute all attendees on joining, but if you find that your microphone has not been muted, please do so yourself. If the device you are using to participate does not have a camera, you do not need to share a video feed.
4. Click or tap on the “Participants” button in the Zoom interface to display the participant list.

### [When Attending the Presentation]

1. As each presentation concludes, please leave your microphone on **mute**. Rather than applauding, please click or tap the “Reactions” button and select the “Clapping Hands” or “Thumbs Up” icon.

### [When Participating in Q&A Time]

1. During Q&A time, if you would like to ask a question, please click or tap on the “Raise Hand” button, located at the bottom of the participant list.  
You can also use chat function to ask question or leave a comment as well as indicate your intention to remark.
2. Wait for the session chair to introduce you by name and invite you to speak, or introduce your question of chat function. **Unmute** your microphone and proceed to ask your question aloud.
3. When your question has been answered, click or tap on the “Lower Hand” button, located at the bottom of the participant list. Be certain to also return your microphone to the **mute** setting.
4. If you are unable to ask or receive answers for all of your questions within the allotted time, please submit further questions using the comment box on the online schedule page. Please understand that you may be less likely to secure answers to questions submitted after the annual meeting has been concluded.

### [Leaving a Session]

1. When a session has concluded, or if you decide to leave a session for any reason, simply click the “Leave Meeting” button to exit the Zoom meeting room.

### [Important Notices]

1. In case of significant disruptions to the session, please understand that the room manager and chair may deem it necessary to mute microphones and disable video for any and all participants, or to end the Zoom meeting prematurely.
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.