

Guideline of oral presentation

<Oral presentation in JSB session (on-site only)>

1. Presentation time

Oral presentations are to be a maximum of 15 minutes (10 minutes for presentation, 4 minutes for Q&A, and 1 minute for rotation). The presentation may be terminated if the time is exceeded.

2. Presentation Procedure

- A) Presenters are requested to connect their own PC to the LCD projector set up in the venue.
- B) Please check the connection to the LCD projector during the break time before your presentation. (The connector for connecting to the projector is a mini D-Sub 15-pin terminal (male), so please prepare a PC with a mini D-Sub 15-pin terminal (female) or an adapter.

<Oral presentation in JSB & ABMC collaborative session (hybrid format)>

1. Presentation time

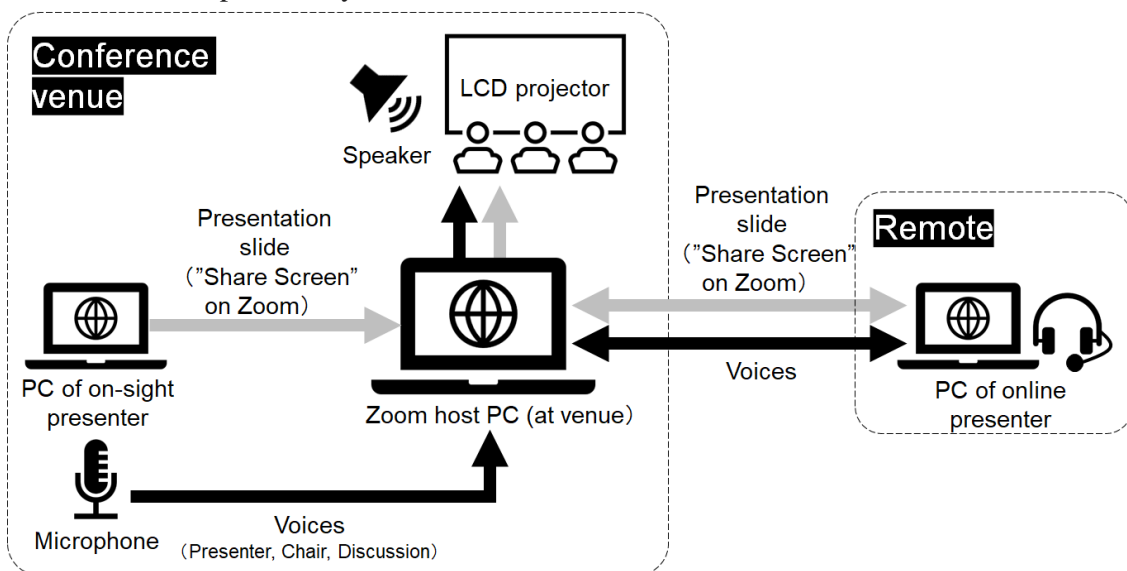
Each presentation is limited to 15 minutes (10 minutes for presentation, 4 minutes for Q&A, and 1 minute for rotation). The presentation may be terminated if the time is exceeded.

2. Presentation Procedure

- A) This session will be held in a hybrid format using Zoom meeting. Please use your own PC for your presentation.
- B) A link to enter the Zoom meeting room will be indicated on the “Timetable” of the conference web page (after November 20). The password to enter the room will be sent to registered participants by e-mail (after November 20).
- C) Both online and on-site presenters are requested to enter the Zoom meeting of the session. Please enter the meeting at least 10 minutes before the session start time. (For local presenters, a dedicated wireless LAN environment will be provided only during the oral presentation session).
- D) After entering the Zoom meeting, please change your display name as follows:
“Presentation number: Presenter's name (affiliation)”
(e.g. AO-1B99: Chikara Otsuki (Nagoya University))
- E) <**online presenters**> Please show your presentation slides using “Share Screen” function of Zoom meeting client. Please turn on the microphone and camera on your PC and make your presentation.

F) **<on-site presenters>** Presenters are requested to move to the next speaker's seat when the previous speaker goes to the podium. When it is time for your presentation, please take the stage. Please show your presentation slides using “Share Screen” function of Zoom meeting client and use the microphone and pointer at the venue.

(Supplement) For on-site presentations, there is no need to connect the presenter's own PC to the LCD projector. The projector will be connected to the Zoom host PC at the venue. The contents of “Share Screen” will be projected from the host PC. To prevent echo, please turn off the microphone on your own PC at all times.



Schematic diagram of video and audio connection in JSB & ABMC collaborative session