

## 1. Preface

- 1) Each presentation is composed of 15 minutes (10-min talk + 5-min Q&A).
- 2) Each chairperson and vice-chairperson take care of plural talks in each session.
- 3) The printed script is recommended to be prepared in hand by chairpersons for smooth session procedure.
- 4) Please confirm the final program in JSEE web site.
- 5) When the presenters prepare the screen slides for “screen sharing” in Zoom, please adjust the screen size to “standard screen (4:3)” instead of “wide screen (16:9)”.
- 6) This international conference will be held online.
  - When making a presentation on Zoom from a remote location, turn on the microphone and video of your personal computer and share the screen when it is your turn to make the presentation.

## 2. About using Zoom

### 2.1 Entrance to the meeting places

- 1) Please confirm the final program on the web, and please enter your meeting rooms from "URL for entrance" by 10 minutes before the session starts, which appears on a portal site.
- 2) When you click "URL for entrance", Zoom application automatically starts, and you can enter each meeting room after typing your password notified beforehand.
- 3) If the presenter does not appear until 5 minutes after the scheduled starting time, the presentation will be possibly cancelled.
- 4) Audience should turn the microphone and video switch off on their entering time.

### 2.2 Confirmation of audio system

- 1) First, please click “test of computer audio” and check the state of the microphone/earphones in case of entrance.
- 2) Next, please choose “I participate in computer audio”.

### 2.3 Preparation for presentation

- 1) After entering the room, please open the screen "participant" from a menu bar under the screen.
- 2) Next, please click "change the name" to distinguish the chairperson/vice-chairperson/presenter/assistant/audience.
- 3) How to "change the name":
  - (1) Please click "participant" of a menu bar under the screen.
  - (2) Please click "details" by pointing the cursor on your name.
  - (3) Please click "change the name", as follows.

Chairpersons: "Chair: T. Kogaku@JSEE"

Presenters: Please fill the lecture number (example “W-01”) at first, and fill “W-01: T. Kogaku@JSEE”

Audiences: "T. Kogaku@JSEE"

### 2.4 Please do not distribute the presentation documents on the chat except on the “shared screen”.

### 2.5 Question and answer

- 1) Please press “raising hands” on the Zoom display when you give the speaker questions. The chairperson will call the questioners in turn after the talk.

- 2) When the chairperson calls the questioner, please turns the microphone on. Please turn it off after the question and answer ends.
- 3) The presenter will reply to the questions/comments with using a microphone.

#### 2.6 To finish the “screen sharing”

- 1) Please turn the “screen sharing” switch off when the presentation finishes. Or, the next presenter cannot share the screen instead.
- 2) Please click “stop of sharing” on the upper part of screen to close the screen sharing.

#### 2.7 Finishing the presentation

- 1) When the presentation finishes, please turn the microphone and video switch off.
- 2) After then, presenter can leave the meeting room.
- 3) Please click “leaving the meeting” on the menu bar.
- 4) After leaving the meeting, you can enter the room again by clicking “URL for entrance” of the meeting room and by inputting the password.

#### 2.8 When the network connection will be blocked off.

- 1) When the connection will be blocked off, please try to reconnect to the meeting room through “URL for entrance” with the password.
- 2) When the reconnection does not successfully work, please try to use other terminals and circuits to reconnect it.

### 3. Time keeping of presentation

- 1) Each presentation is scheduled for 15 minutes (including the question and answer for 5 minutes).
- 2) 1-bell: 2 minutes before the end of 10-minute talk, 2-bell: at the end of 10-minute talk, 3-bell: at the end of 15-minute presentation.