STECH2021

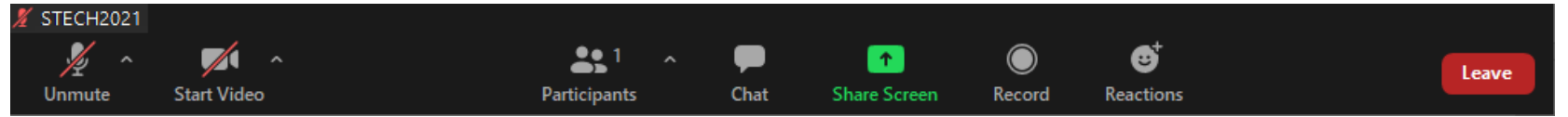## - Guideline for speaker -

Ver. 1 （Nov. 1st, 2021）

Outline of the symposium

- In the symposium, Zoom meeting is used for technical live session.
- Each presentation will be given in real time.
- Q&A session is held in live.
- Audience can ask questions by rising your hand or typing in chat in a Zoom.
- Session chair selects a question and speaker answer the question.

Zoom main window

1. Join Audio or Unmute / Mute : Mute your microphone expect when speaking.

2. Start Video / Stop Video : Turns your camera on or off.

3. Participants : See who's currently in the meeting and invite others.

4. Chat : Access the chat window to chat with other participants.

5. Share Screen : Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

6. Reactions : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant panel.

7. Leave : Leave the meeting while it continues for the other participants.

8. Rename : Change your screen name displayed.

Visit the official site for more information.

https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting

Session Process

Time	SCENE	Chairperson	Speaker
-20	Zoom room open	Enter the room	Enter the room
-15	Briefing start	Attendance confirmation Audio and camera confirmation Time management Q&A confirmation	Audio confirmation Camera confirmation
-5	Briefing end Audience enter the room		
-01		Session general information announce +Q&A confirmation	
0	technical session start 1st presentation start		Unmute and start speaking (turn on your camera if possible)
15	Live Q&A session	Designate and moderate the questions	Answer the question by oral
19	1st presentation end		

Repeat

1. Room Open and Enter the room

- Session Staff is going to open and be ready in the corresponding Zoom room 20 minutes prior to the session beginning.

- Please set your devices and enter the room by 20 minutes before.

2. Session Briefing

- Session Briefing with the chair starts 15 minutes prior to the session beginning.

✓ The chair checks the attendance of speakers in the session.

✓ The chair checks whether web-camera, microphone works.

✓ The chair confirms the order of presentations.

3. Session Briefing

- The chair confirms the time allocation(20* minutes per one time-slot)
  - ➢ 15* minutes for presentation
  - ➢ 4 minutes for Q&A
  - ➢ 1 minutes for preparation of next speaker

  *Note: Invited lecture is 30 minutes per one time-slot
  （25 minutes for presentation, 4minutes for Q&A,　1minutes for preparation of next speaker）

- The chair explains how to conduct Q&A
  - ➢ Q&A is managed by chat or raising hand.
  - ➢ The chair either chooses the question from Chat or has the audience ask the question directly, and then let the speaker answer the question directly.

About "No-Show" (IMPORTANT)

- In case of absence from the session briefing without notice in advance, the speaker is judged as "no-show".

- The Q&A session of "no-show" presentation will be canceled. The chair announces a short break until the starting time of the next presentation, to keep the schedule on time.

4. Presentation(chair and speaker)

- The speaker can show his/her presentation slides via share the screen function. After the slide is successfully shared, please start the presentation.

5. Q&A session(Speaker)

- The "chat" function or "hand-rising" function of Zoom will be used during Q&A. By clicking "Chat" icon the chat window will appear.

- The chair will read the questions. Please answer to the questions directly.

- The speaker can also answer the questions by using the slides via screen-sharing function.

Emergency response and contact information

If there are connectivity issues or any other troubles during the session, please contact below.

STECH2021 Office for technical session

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