

Guidelines for Chairs

NOTICE for Oral session chair



- 1) Connect to your session **15 min** before the session opens and call speakers to check voice, video and share screen of slides. The NDNC host will support you.
- 2) Before your session, announce the following regulation "Video recording and photo/screen shot are strictly prohibited" using the Next slide.
- 3) During the session, Introduce each presentation with the title, the presenter, and the presenter's affiliations.
- 4) After your session, announce the Next session information or Exhibition time schedule.

Thank you for your cooperation!

Detailed instructions follow.



Video recording and photo/screen shots are strictly prohibited!

Guidelines for Chairs



0 Important Information

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IMPORTANT INFORMATION



[Display Chair Name]

The NDNC Secretariat sets the display name in advance as follows;

Chair: Family Name (Organization)

In case that your Display Name is not set as above, please rename your-Display Name.

To do so, Right-click your video panel and choose 'Rename'.

[Before the session opening]

Please enter at least 15 minutes before the oral session opens.

Please make the following announcement at the beginning of the session.

- Recording presentations, sounds, and taking pictures is prohibited.
- Except for presenters, turn off the microphone and camera.
- During discussion, when you have questions, please click 'Raise Hand' or post questions in 'Q&A'.

Contributed paper: 10 min presentation and 5 min Q&A

Invited talk: 25 min presentation and 5 min Q&A (I-05-2,3,4: 15 min presentation and 5 min Q&A)

[At the end of the session]

Please announce the industrial (or poster) session and the exhibition opening.

[Question in Oral Presentation]

Please nominate the person that is 'raise hand'. The Secretariat will unmute the microphone of the person.

If questions by raising hand and through Q&A occur at the same time, please give priority to 'raise hand'.

1. Presentation Guidelines

➤ Duration of Presentation

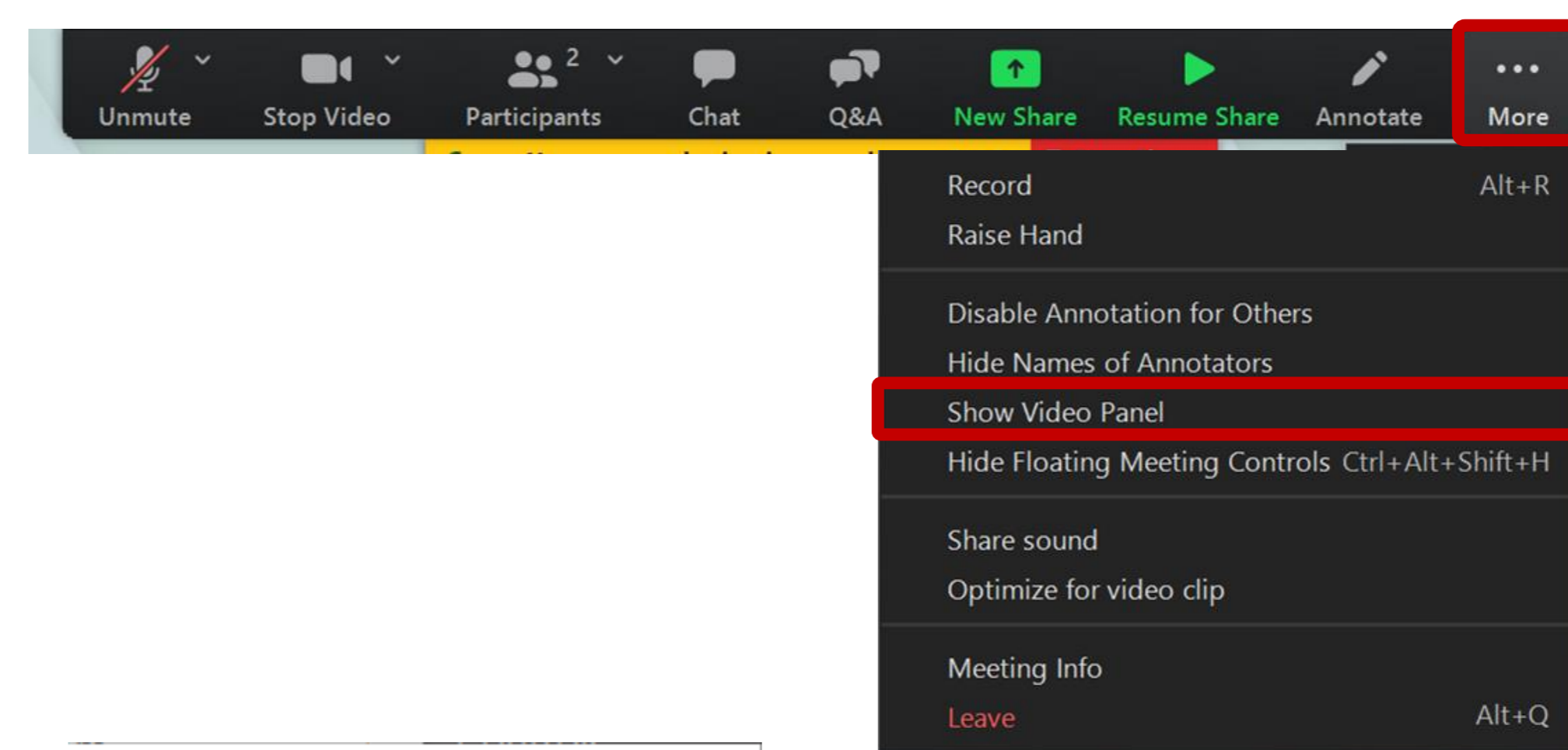
- Contributed Paper: 10 min presentation and 5 min Q&A
- Invited talk: 25 min presentation and 5 min Q&A
- I-05-2,3,4: 15 min presentation and 5 min Q&A

➤ Timer

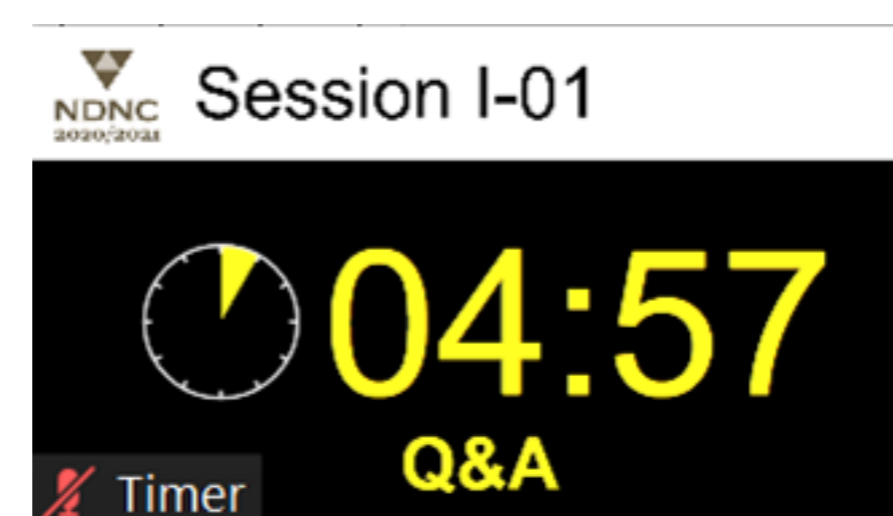
A Timer is available during sessions and will appear in the video panel as a participant named 'Timer'. (No alert sound.)

When sharing a document, the document will be displayed in the video panel as shown below. If the video panel is not visible, click 'More' in the function bar and select 'Show Video Panel'.

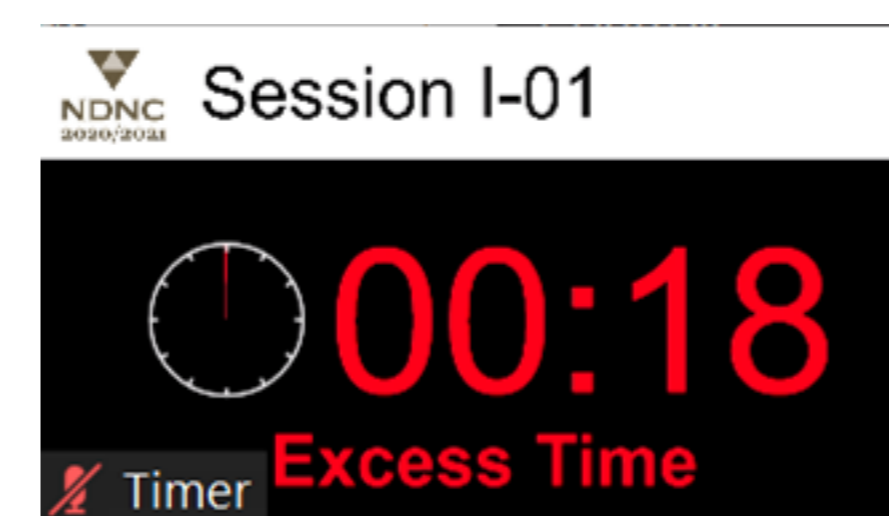
If you want to 'pin' the timer video panel, right click the timer video panel and select 'Pin'.



Green: Presentation
(Count Down)



Yellow: Q&A
(Count Down)



Red: Time Over
(Count up)

1. Presentation Guidelines

- When a presenter is speaking, please mute your microphone. Please be sure to unmute yourself when you start to speak.
- Questions are expected to be oral. If someone raises hands, the chair will nominate that person. The Secretariat will unmute the microphone of the person. Sometimes, questions will appear in Q&A.
- If you are unmuted while another presenter is talking, the host may mute you forcibly.
- If you and other participants are in the same room and are using a speaker, feedback is easily produced that can be heard by all participants. If you plan to reside with multiple participants in the same room, please use headsets for all participants.

2-1. Tips for Zoom

[How to join]

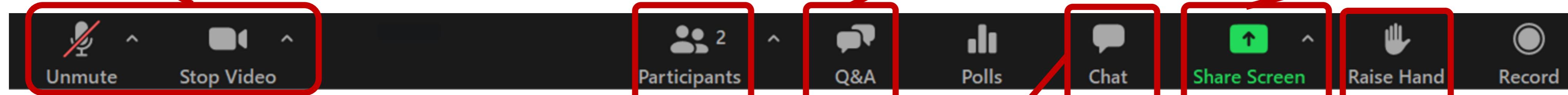
When you join the oral session, please be sure to join from the URL link that was provided by email. Otherwise, you will be treated as a member of the audience. After clicking the link, a zoom window will pop up with the question to open the Zoom App. Please click 'Open Zoom'.

[Basic Functions]

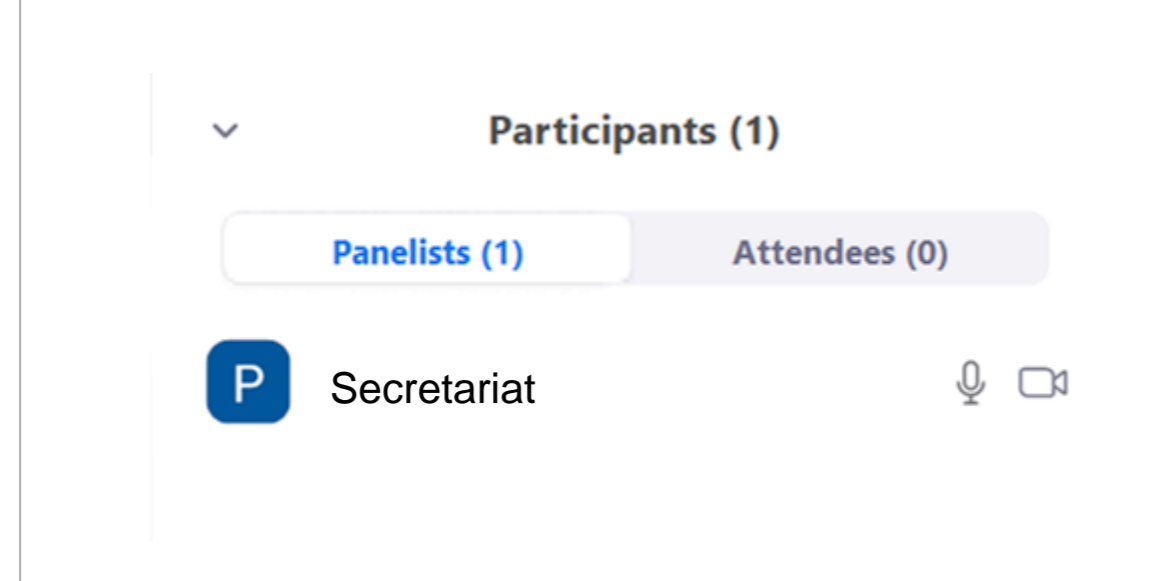
Set mute (Mic OFF) and Video ON. Please be sure to unmute when it's your turn.

You can check questions from participants.

Screen sharing: Please refer to the next page for more details.

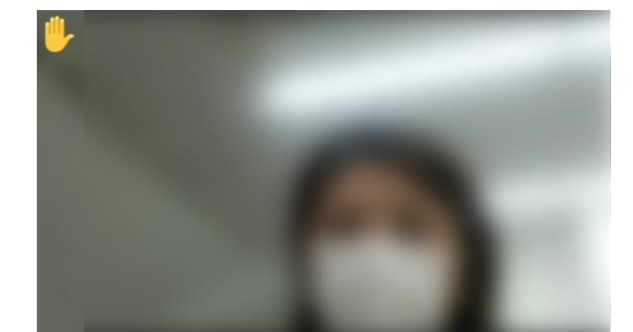


To show participants list.



If you need to contact the secretariat (host) or other panelists, please chat here.

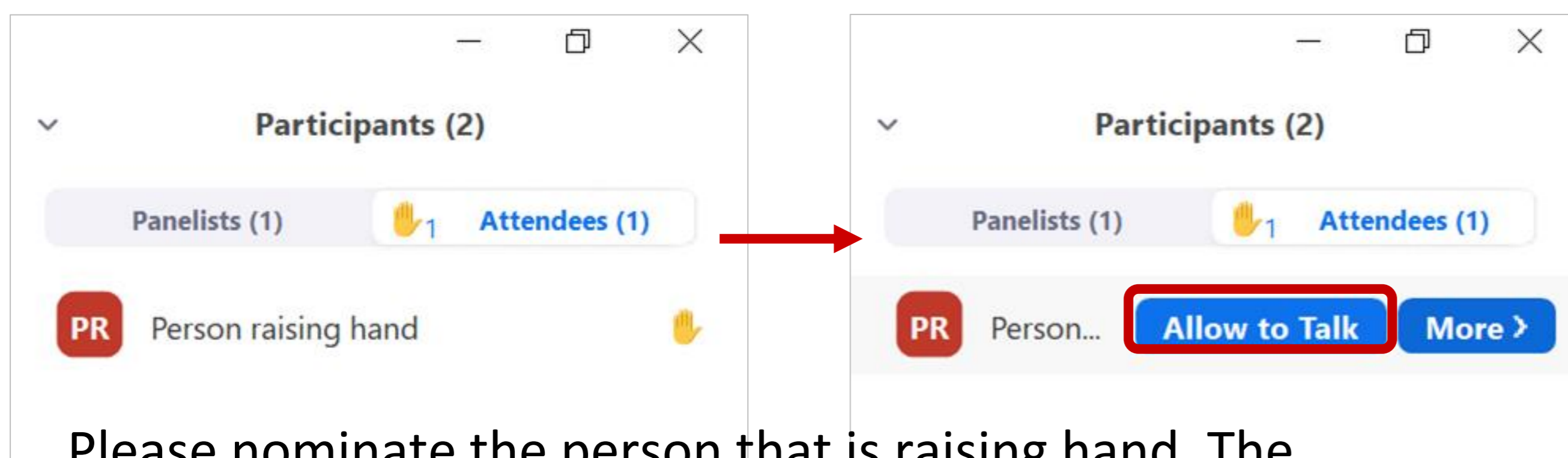
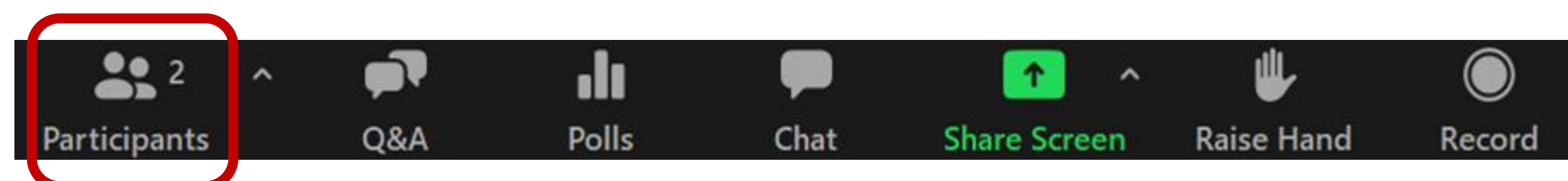
If someone clicks "Raise Hand", you can see the 'hand' icon on the participant list. Please check this list during Q&A. If panelists (speakers) raise their hands, the hand icon will appear on their video panel as well.



2-2. Tips for Zoom

[Q&A: Nominate the person raising hand]

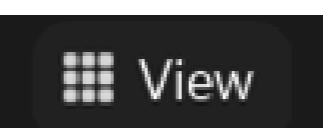
Show participant list and hover over the name with the hand icon.



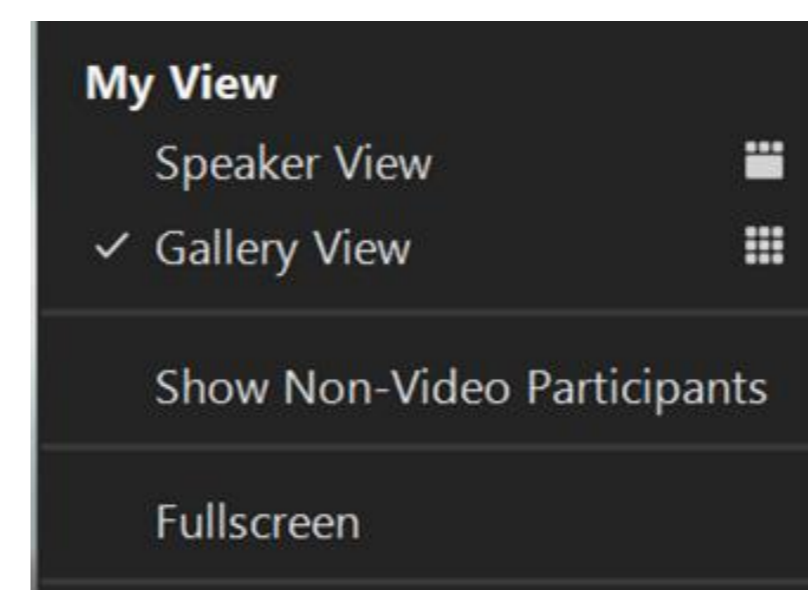
Please nominate the person that is raising hand. The Secretariat will unmute the microphone of the person.

If questions by raising hand and through Q&A occur at the same time, please give priority to 'raise hand'.

[Video Layouts]



You can change the video layout from the 'View' button located upper right.



- Gallery View
Thumbnail displays of participants in a grid pattern.

- Speaker View
Large video window between who is speaking with 3 or more participants.

- Hide Non-Video Participants
You can hide the participants whose video is turned OFF. When you are in Gallery View, right-click on any participant that either has their video off or joined by audio, or you can click on the 3 dots at the upper-right corner of their participant box.