

# Presentation Guidelines for ISAR-7

As of February 6, 2023

## Schedule

### Around February 10, 2023

[For Poster Presenters Only] Notification of ID/PW for poster upload from the secretariat.

### February 14

[For Poster Presenters Only] Prepare electronic posters (e-poster). Start uploading posters and videos for presentation.

### February 17

[For all Participants] Notification of ID/PW for the online meeting participation site (confit) from the secretariat.

### February 21

[For all Participants] Online meeting participation site of ISAR-7 (confit) will open. The program and booth exhibit pages will be available for browsing.

### February 28

[For all Participants] Posters and presentation videos will be available for browsing on confit.

### March 6

[For all Participants] ISAR-7 START!!

## Oral Presenters (on-site Participation)

### <Before the session starts>

- Confirm Wi-Fi SSID and password posted on the wall in the session room.
- Confirm the ZOOM access point for each session from the program on the online site (confit).
- After connecting to ZOOM, please test the screen-sharing function.
- Make sure to turn off your ZOOM microphone, camera and speakers when you are in the session room.
- Inform the chairperson and the staff of the session room that you are the presenter of the session.
- Write your presentation number listed in the program at the beginning of your ZOOM display name.  
Example: R1-001\_J. Willam

### <During the presentation>

- Use your own PC for your presentation.
- Use the screen-sharing function of ZOOM to share your slides.
- The presentation slides will be projected from the secretariat's computer to the screen at the on-site venue.
- One bell rings 5 minutes before the end of the presentation, two bells 3 minutes before the end of the presentation, and three bells at the end of the presentation.
- During the previous presentation, move to the front of the room to prepare your presentation.
- Follow the chairperson's instructions during the session for other details.



### Presenters (on-site participants)

- Connect to ZOOM on your own PC and make a presentation.
- **Turn Off your speakers and microphones** for your PC at the session room.
- **Turn On the camera only during the presentation.**

**One bell ..... 5 minutes before the end of the presentation**  
**Two bells..... 3 minutes before the end of the presentation**  
**Three bells ..... Presentation ends**



## Oral Presenters (Online Participation)

### <Before the session starts>

- Connect to the ZOOM of the session you will present. Please confirm the ZOOM link for each session from the program on the online site (confit).
- Write the presentation number listed in the program at the beginning of the ZOOM display name.  
Example: R1-001\_J. Willam
- Please identify yourself as a presenter of the relevant session to the chairperson and staff using the chat function of ZOOM before the start of the session.

### <During the presentation>

- Use your own PC for your presentation, and be sure to turn on the ZOOM microphone, speakers and camera.
- Use the screen-sharing function of ZOOM to share your slides.
- One bell rings 5 minutes before the end of the presentation, two bells 3 minutes before the end of the presentation, and three bells at the end of the presentation.
- Follow the chairperson's instructions during the session for other details.

## Poster presenters (on-site and online participation)

- Poster presentations will be made online only, regardless of the format of participation.
- A questionnaire will be sent out in advance to determine which session will be used for the poster presentation. Please be sure to answer the questionnaire in advance. If you change the core time for your presentation, please specify that in the comments section of the confit.
- In addition to the e-poster, you may upload your presentation video. Uploading is scheduled to start on 14 February.

e-poster: \*No template or vertical/horizontal position specified.

File Format: png, jpeg, jpg \*PDF, PowerPoint, etc. are not acceptable. Conversion to image files is required.

File size: Up to 10 MB

Presentation Video

File Format: mp4, mov, wmv, avi \*Recommended file size: 500 MB (maximum 2 GB)

- During the core time of poster presentations, please wait in the breakout room of the ZOOM allocated to you individually for Q&As.
- During the non-core time, participants may ask questions using the Comment Function. Please answer them.

## Poster Display (on-site participation only)

- Posters can be displayed at the venue for on-site poster presenters. Participants who wish to display their posters are requested to bring their printed posters and freely display them on the poster board set up in the atrium on the 1st floor of the venue (NIPR).
- Write your presentation number and name on your poster.

- Poster board size: W1170mm X H870mm

## Chairperson

### <Before the session starts>

- Wi-Fi will be available at the on-site venue; please confirm the ID and password at the session room.
- Connect your PC to the Wi-Fi of the room and connect to the ZOOM of the session. Please confirm the ZOOM connection for the session from the program on the online site (confit).
- Make sure to mute the ZOOM microphone and turn off the speakers when in the venue.
- Write "Chair" at the beginning of the ZOOM display name. Example: Chair\_J. Willam
- Make sure that the all presenter is on ZOOM. Please do a roll call for on-site presenters in the session room as well. (Presenters are also requested to inform the chairperson.)
- Please ask the presenters to test the ZOOM connection and screen sharing before the session starts.

### <During the presentation>

- For Chairperson, during the session, the Zoom camera must be turned on and the microphone and speakers must be turned off.
- Inform participants to turn off all microphones, cameras, and speakers, if necessary. Only the presenter needs to turn on the camera.
- Timekeeping will be handled by staff in each room. One bell will ring 5 minutes before the end of the presentation, two bells will ring 3 minutes before the end of the presentation, and three bells will ring at the end of the presentation.

### <Q&A>

- Online participants are requested to indicate their intention by "raising their hands," which is a reaction function of ZOOM. After the chair confirms a show of hands, please ask the designated person to unmute the microphone and encourage the participant to speak.
- The chat function will not be used for the Q&A.
- For on-site participants, a microphone will be available at the front of the room for questions. Please ask your questioner to move to the microphone position and speak.



### Chairpersons

- Connect to ZOOM on your own PC.
- Write "Chair" at the beginning of the ZOOM display name.
- Turn Off your speakers and microphones** for your PC at the session room.
- Turn On the camera during the session.**

### Participants other than presenters (on-site participants)

- Presentation slides will be projected on a screen in the session room.
- Do Not connect to ZOOM** from your own PC.
- For Q&As, a microphone will be available at the front of the room for questions. Please move to the microphone position and speak.

