

## Presenter/Audience/Chair Guides

PSFVIP13 offers a hybrid type of symposium that combines on-site and online modes. Online will be by ZOOM. Participants will be asked to move to the appropriate breakout room for each session room, after entering the ZOOM. ZOOM URLs are informed to the registered participants by e-mail.

All presenter (both On-site and Online) will use ZOOM screen sharing on your presentation. On-site presenters can either use the PC at session room or your own PC connected a network. Audio and screen projection will be done on a session room PC via ZOOM. “Eduroam” is available at the symposium venue.

Plenary Lectures: 35minutes talk, 5minutes Q/A

Technical sessions: 15minutes talk, 3minutes Q/A

### < On-site Presenter >

If you use your own PC, check the network connection, and enter the corresponding room of ZOOM before your session. Input the paper ID at the beginning of your participant panel name. Always turn off your PC microphone and speakers for prevent feedback at the symposium venue.

Please contact the session chair with your paper ID at least 10 minutes before the session starts.

At your presentation, turn on your video and share the presentation material in your ZOOM. Do not turn on your PC microphone and speakers. Your PC will not be connected to screen projection. Audio and screen projection will be delivered via the PC at the session room.

If you do not have a network connection or cannot get into the ZOOM by yourself, please contact the session chair in advance. You will be asked to prepare to use the PC at the session room. Please let us know if you are unable to use your “Eduroam” account.

### < Online Presenter >

Enter the corresponding room of ZOOM before your session. Input the paper ID at the beginning of your participant panel name. Please contact the session chair with your paper ID at least 10 minutes before the session starts. Check your audio status to see whether your microphone and video are available. Please let the microphone be mute and video off except for your presentation.

At your presentation, turn on your video and microphone, and then share the presentation material in your ZOOM.

< On-site Audience >

To reduce network traffic, please refrain from using a ZOOM connection at the symposium venue whenever possible. If you do need to connect to zoom, please be sure to turn off your microphone and speakers.

< Online Audience >

Only registered person can enter the ZOOM. Use your "Real name" for the participant. Do Not Use anonymous or nickname and etc. The host confirm your registration at the entrance the session room. Mute microphone and turn off your video. The "raise your hands" is recommended for Q&A. If you nominated by the chair, use your microphone and video. You can move from a session room to the other room during the session time. Everyone is welcome to enter all rooms, including the VSJ symposium.

< On-site Chair >

Check the network connection and enter the corresponding room of ZOOM before your session. Input the session ID at the beginning of your participant panel name. Always turn off your PC microphone and speakers for prevent feedback at the symposium venue.

Please contact all presenter in your session at least 10 minutes before the session starts.

During your session, turn on your video. Do not turn on your PC microphone and speakers. Audio and screen projection will be delivered via the PC at the session room. Timer bells, audio, screen and other equipment will be operated by staffs at each session room.

During the Q&A, questions may be asked by the audience via ZOOM. After confirming a "raise your hands" on ZOOM, the session chair should designate a questioner and encourage him or her to speak by unmuting the microphone.

In case of cancellation of a presentation, do not be moved up to the next presentation. Please keep the scheduled time shown in the program.