

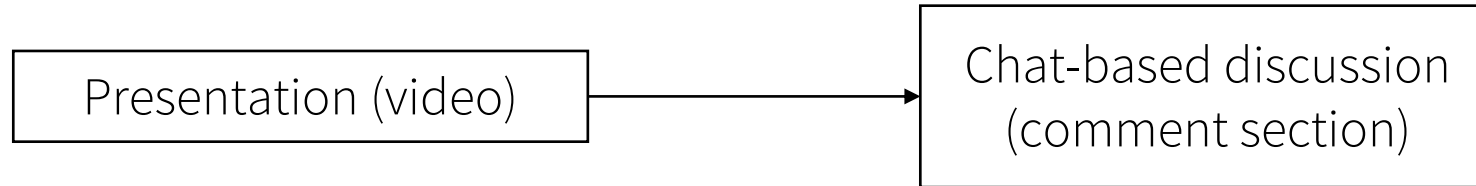
Instructions of Presentation and Discussion in ICM2021

Outline

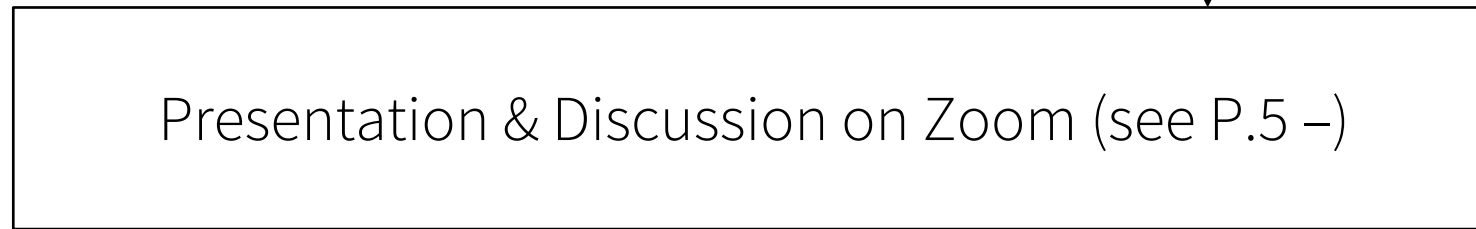
- P.3 Presentation & Discussion (before / during / after session time)
- P.4 Presentation & Discussion on Infovaya (before/after session time)
- P.5 Presentation & Discussion on Zoom (during session time)
- P.6 Presentation on Zoom
- P.8 For online participants: How to Change Your Name
- P.10 Discussion on Zoom
- P.11 For online participants: How to Start Discussion
- P.13 For presenters: How to Share Presentation Slide

Presentation & Discussion (before / during / after session time)

Before session time → Infovaya (P.4)

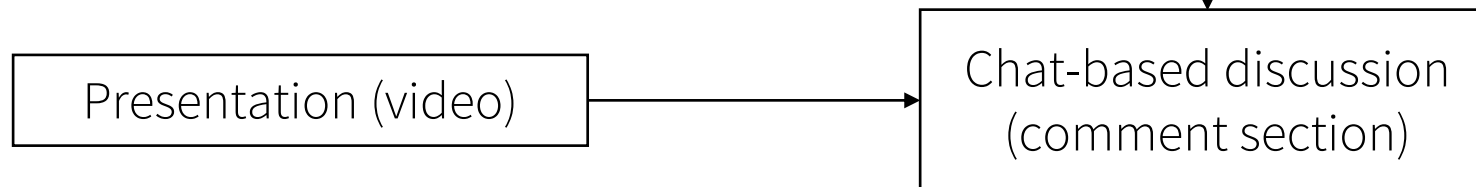


During session time → Zoom (P.5 –)



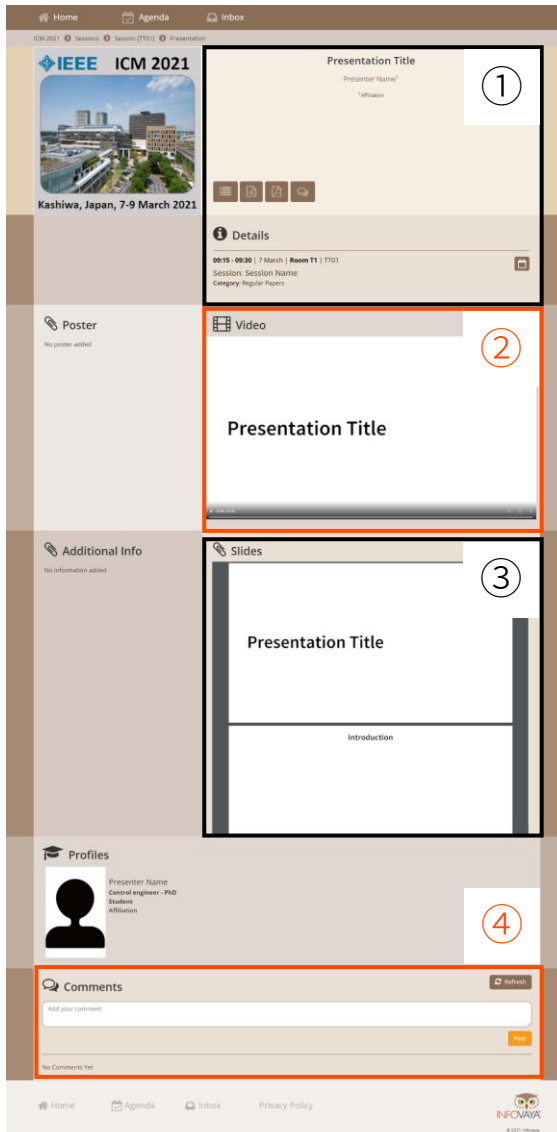
Discussions on Infovaya are referred by the chair (if needed).

After session time → Infovaya (P.4)



Participants can continue discussions after the session.

Presentation & Discussion on Infovaya (before/after session time)



① Presentation and session information

② Presentation video

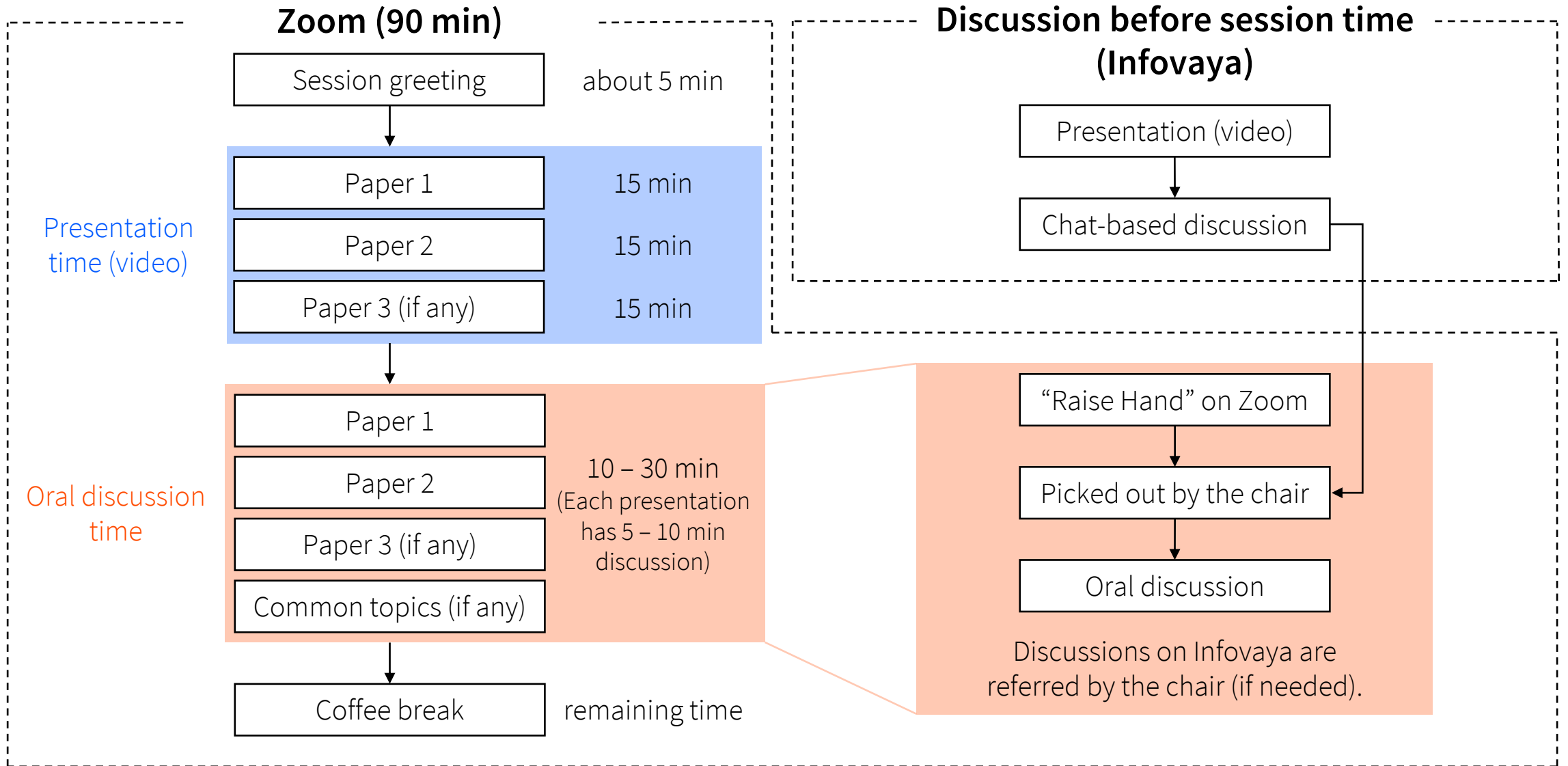
- Participants can watch the pre-recorded video anytime.

③ Presentation slide (if any)

④ Comments (chat-based discussion)

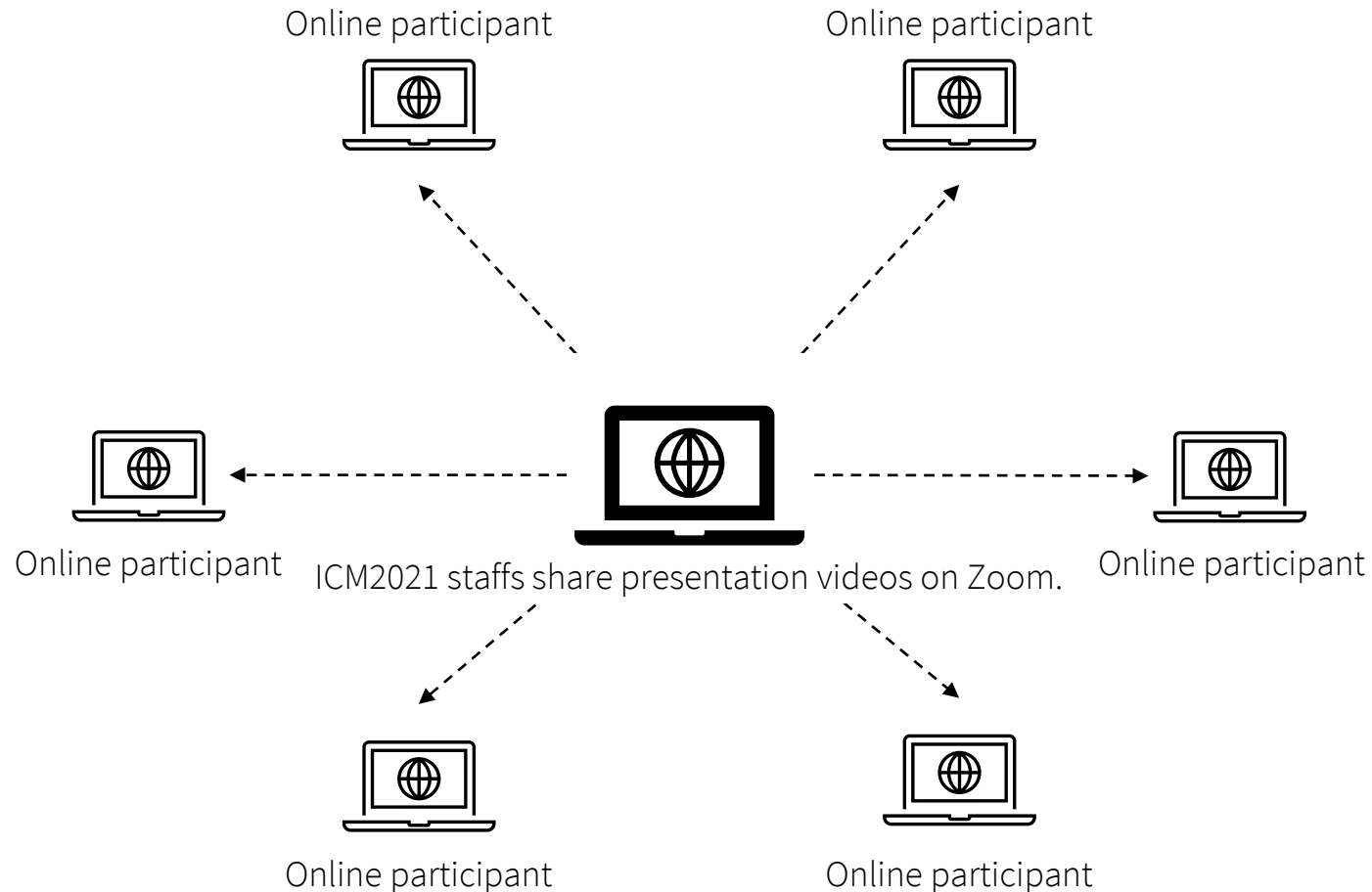
- Participants can write questions anytime.
- Presenters should write the answers before the session (if possible).

Presentation & Discussion on Zoom (during session time)



Presentation on Zoom #1

In the presentation time, 2 or 3 presentation videos (each video: 12 – 15 min) will be played continuously on **Zoom Meeting** by ICM2021 staffs.



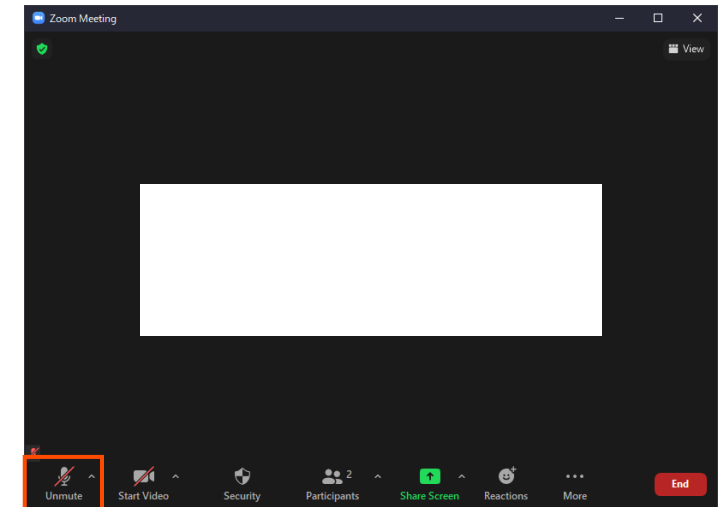
Presentation on Zoom #2

For online participants:

- Mute your microphone.
- Change your Zoom name to
“Name (Affiliation, the last 3 digits of your registration number)”.
- e.g., J. Smith (UTokyo, 123)

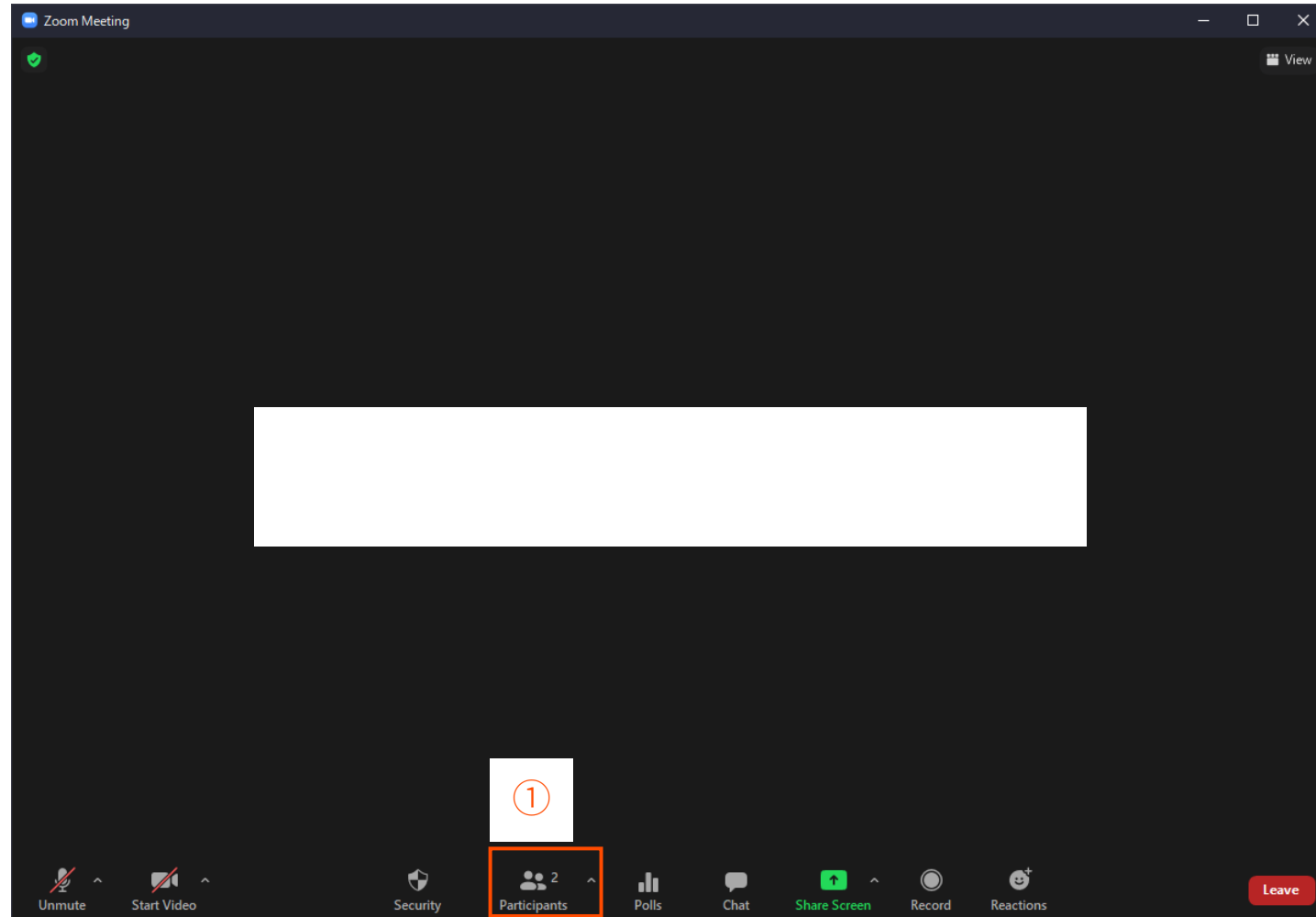
For presenters (paper authors) :

- At least 1 author must attend the Zoom when the session starts.



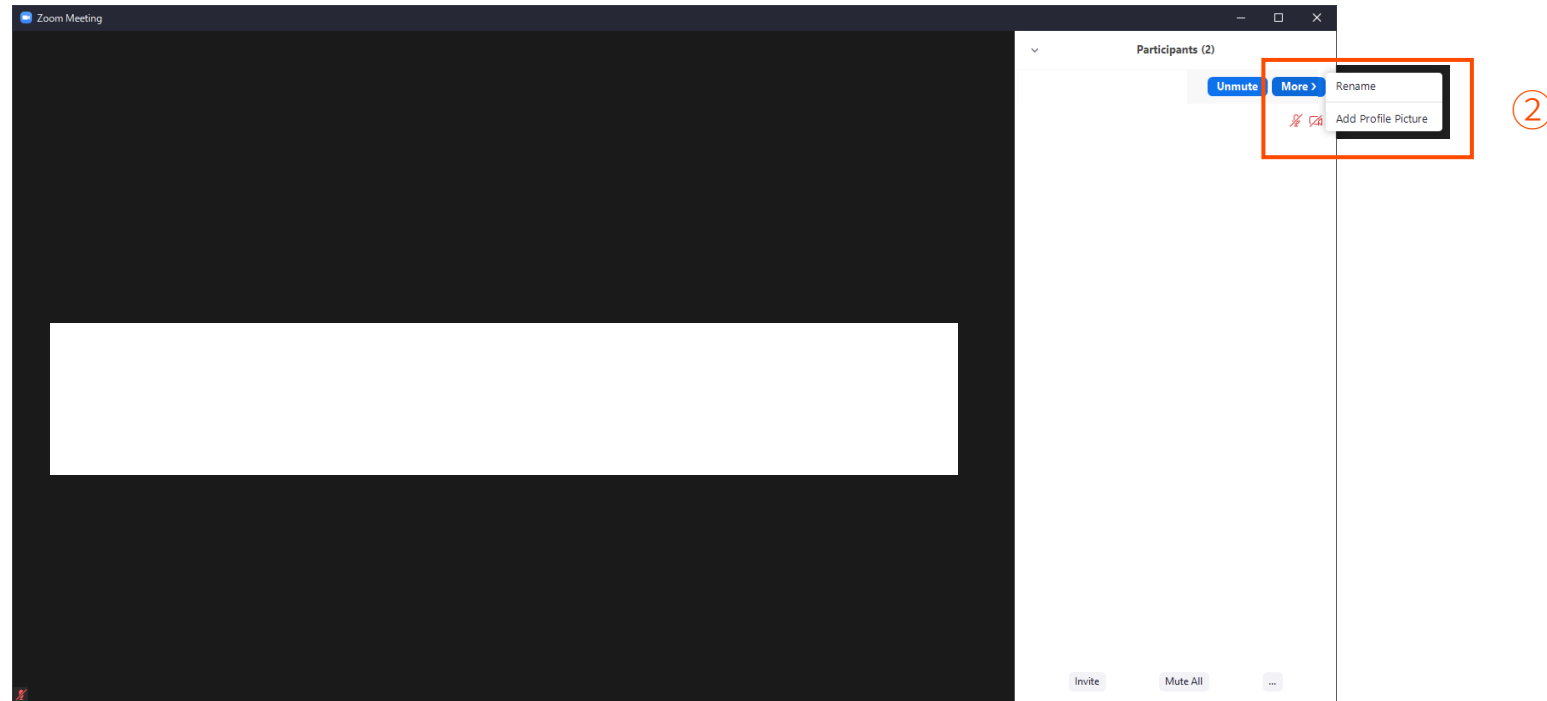
Pay attention here!

For online participants: How to Change Your Name #1



1. Click the “Participants” button.

For online participants: How to Change Your Name #2



2. Choose yourself and click the “More” button and the “Rename” button.

3. Change your Zoom name to
“Name (Affiliation, the last 3 digits of your registration number)”,
e.g., J. Smith (UTokyo, 123).

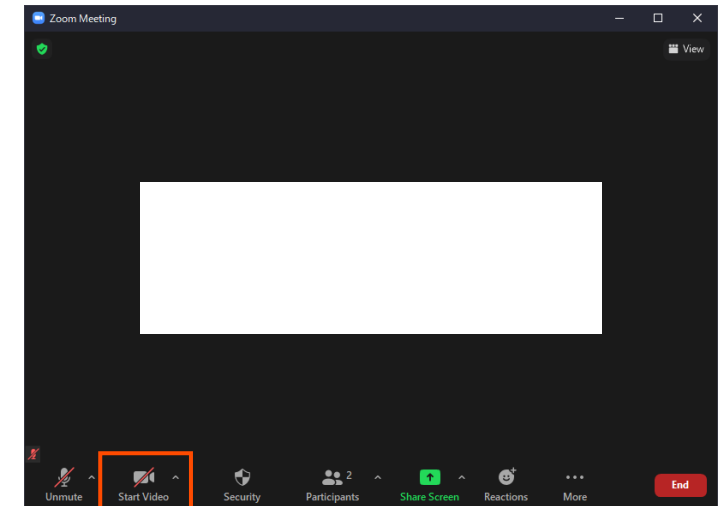
Discussion on Zoom

For online participants:

- Raise your hand in Zoom to start discussion.
- Turn on your web cam when you are discussing.
- Mute your microphone except for those who are discussing.
- Avoid howling when there are other participants in the same room.
- Questions about any presented papers are welcome.
- General questions about the common topics of the session are also welcome in the last part of the session.

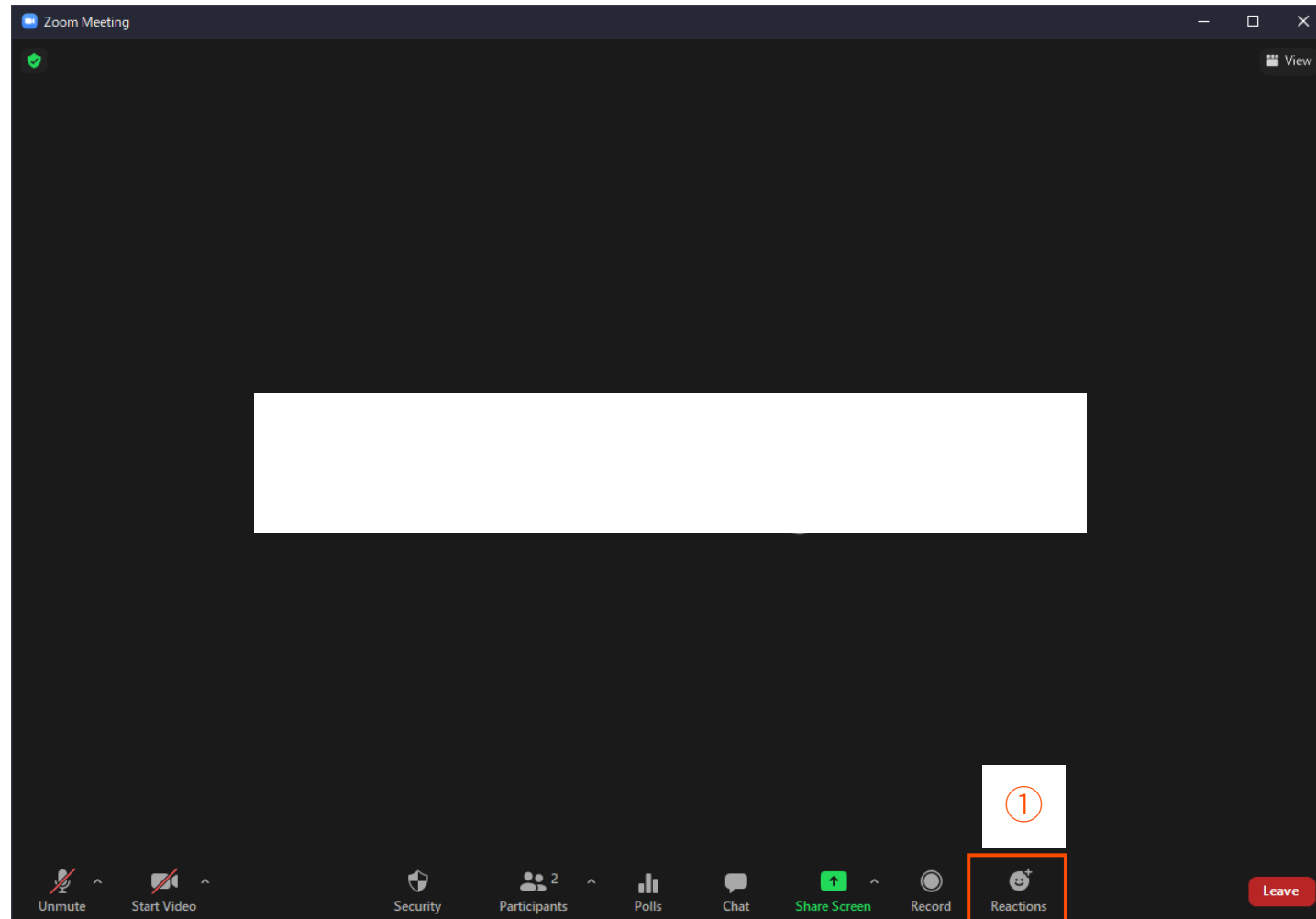
For presenters (paper authors) :

- Share your slide during the discussion time.
- Share your slide list at the beginning of the discussion time.



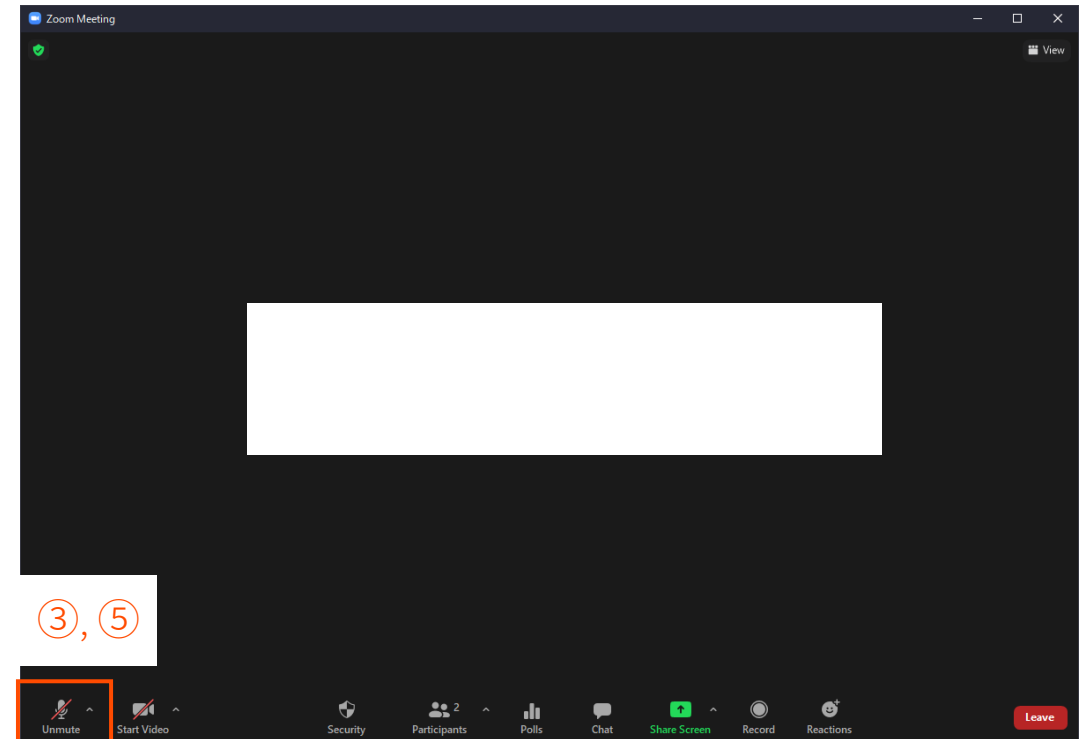
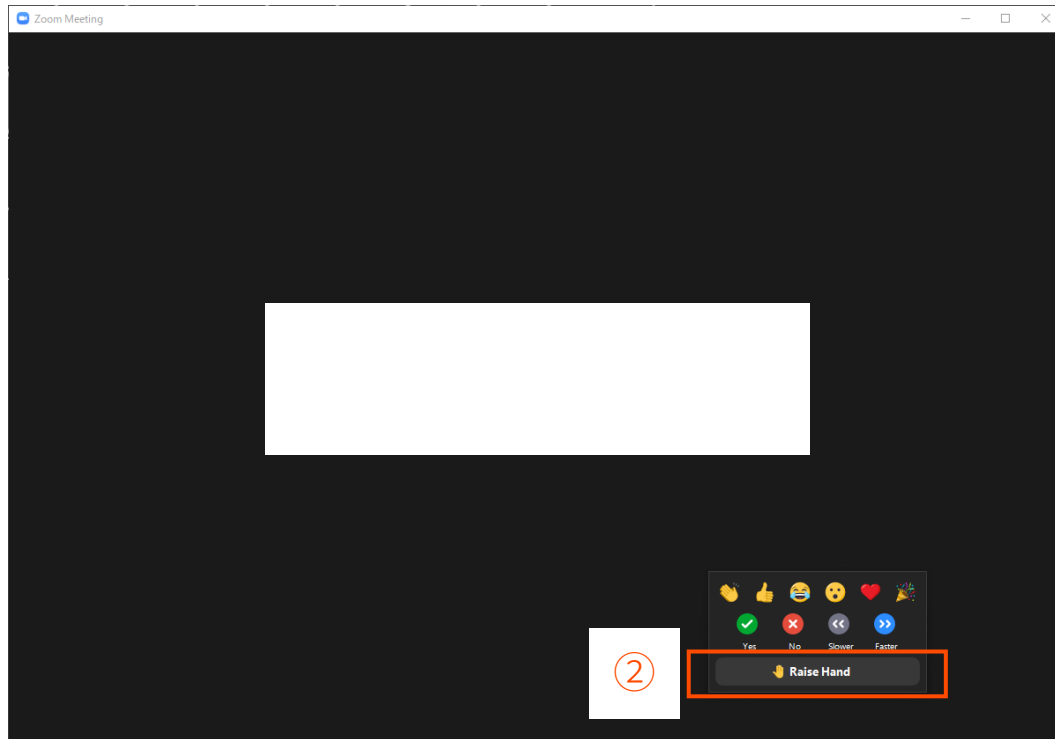
Click here to turn on your web cam.

For online participants: How to Start Discussion #1



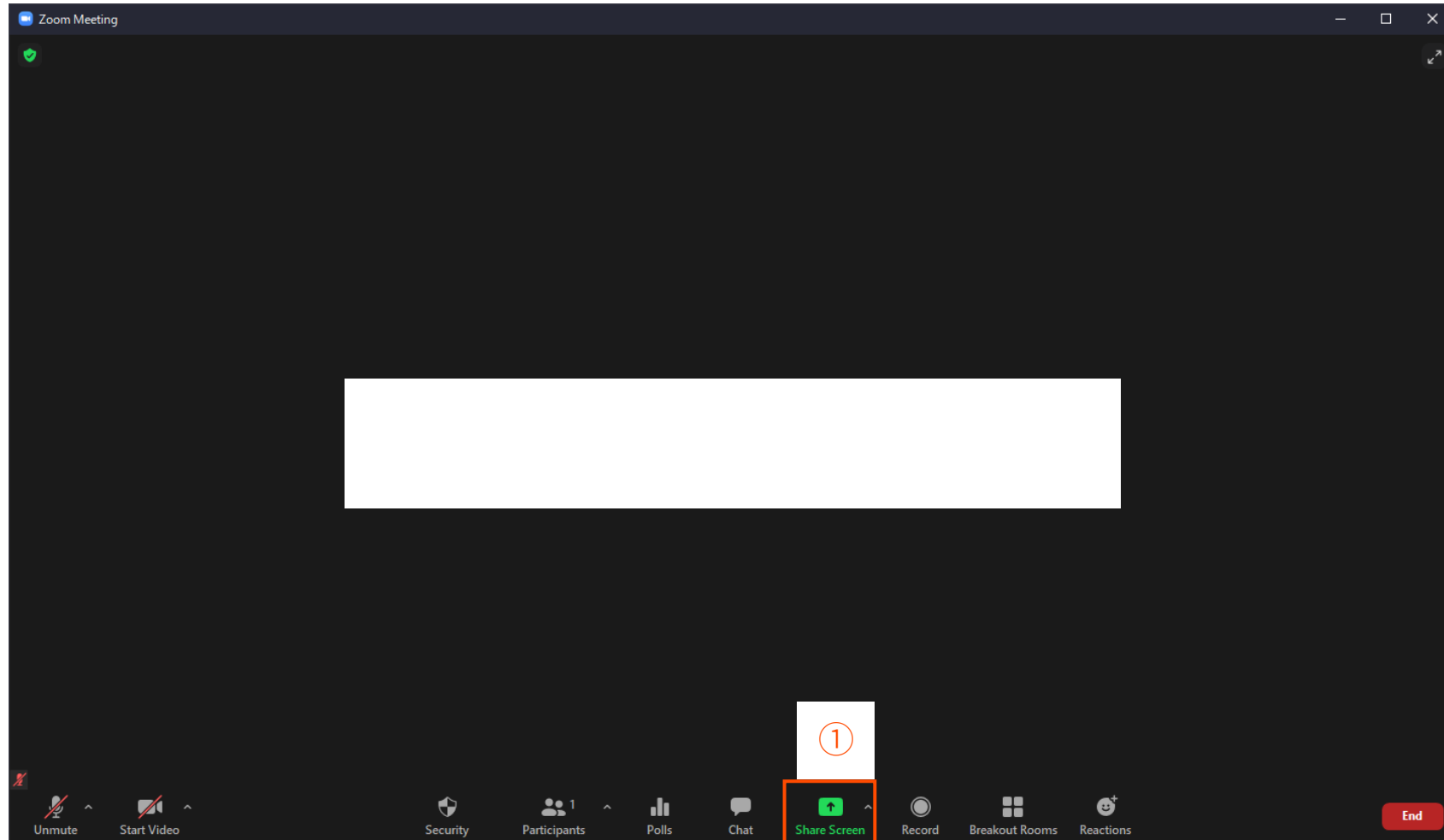
1. Click the “Reactions” button.

For online participants: How to Start Discussion #2



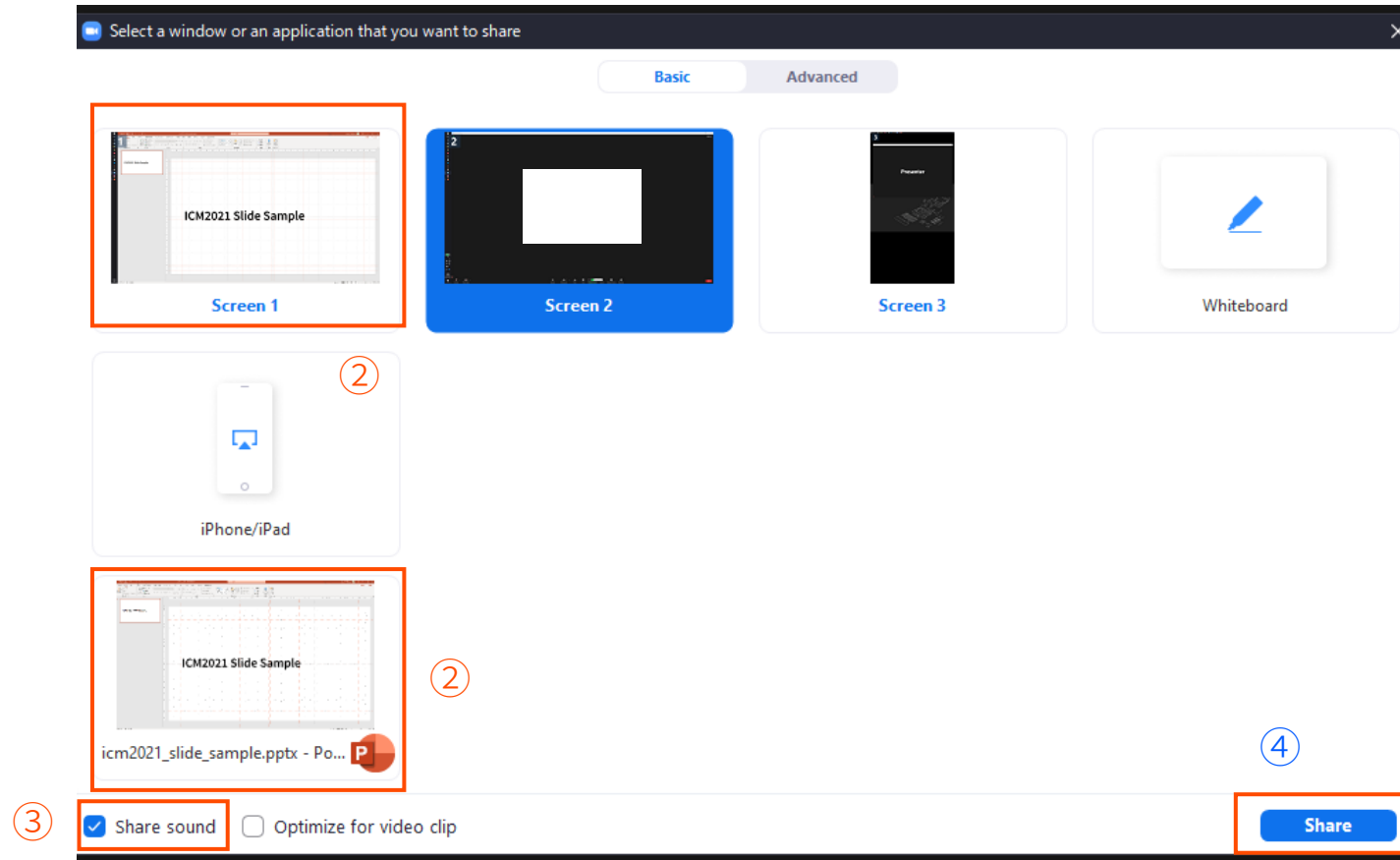
2. Click the “Raise Hand” button.
3. Unmute your microphone after picked out by the chair.
4. Start discussion!
5. Mute your microphone after your discussion.

For presenters: How to Share Presentation Slide #1



1. Click the “Share Screen” button.

For presenters: How to Share Presentation Slide #2



2. Choose a **window** or **presentation tool**.
3. Check the **“Share sound”** checkbox (if needed).
4. Click the **“Share”** button.