Instructions of Presentation and Discussion in ICM2021
Outline

P.3 Presentation & Discussion (before / during / after session time)
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Presentation & Discussion (before / during / after session time)

**Before session time → Infovaya (P.4)**

Presentation (video) → Chat-based discussion (comment section)

**During session time → Zoom (P.5 –)**

Presentation & Discussion on Zoom (see P.5 –)

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

**After session time → Infovaya (P.4)**

Presentation (video) → Chat-based discussion (comment section)

Participants can continue discussions after the session.
Instructions of Presentation and Discussion in ICM2021

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)

Zoom (90 min)

- Session greeting
- Paper 1: 15 min
- Paper 2: 15 min
- Paper 3 (if any): 15 min

Presentation time (video)

Oral discussion time

- Paper 1
- Paper 2
- Paper 3 (if any)
- Common topics (if any)

10 – 30 min (Each presentation has 5 – 10 minutes’ discussion)

Coffee break

remaining time

Discussion before session time (Infovaya)

- Presentation (video)
- Chat-based discussion

“Raise Hand” on Zoom

Picked out by the chair

Oral discussion

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

Instructions of Presentation and Discussion in ICM2021
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.

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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.
1. Click the “Participants” button.
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.
For online participants: How to Start Discussion #1

1. Click the “Reactions” button.

Instructions of Presentation and Discussion in ICM2021
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.