

CONTENTS

1. Outline of the event
2. Equipment in Room
3. PC screen sharing
4. Audio sharing
5. Basic Information 1-2
6. Chairperson (Local) Manual 1-4
7. Presenter's Manual

Outline of the event

- **Outline of the event**

August 20, 2023 - August 25, 2023

Convention HP : <https://iciam2023.org/>

- **Please refer to this manual for instructions on how to log in to zoom events.**

https://iciam2023.org/files/ICIAM2023HowtoConnectOnlineVenue_20230728.pdf

- **Sponsorship**



**The Mathematical
Society of Japan**

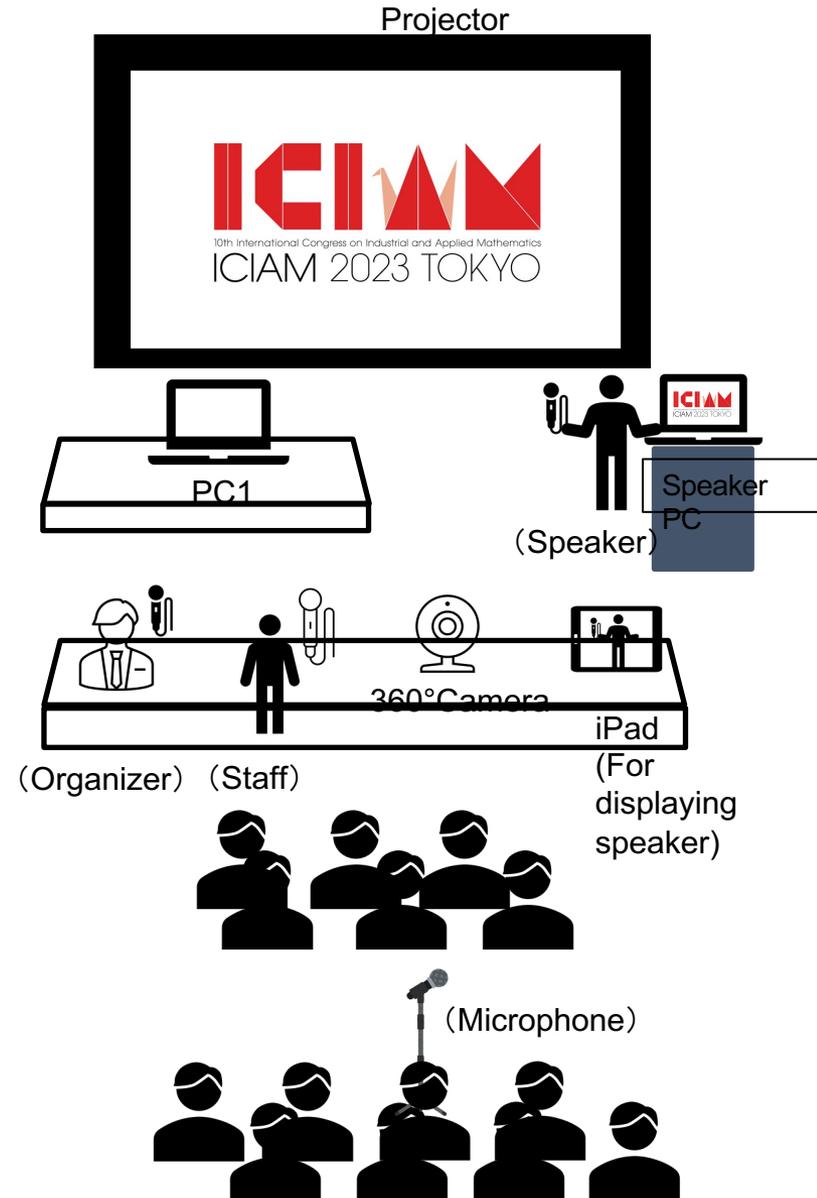


Equipment in Room

Equipment (Standard)

- PC1 (For connection of projector and audio system)
- Camera for displaying speaker (iPad)
- Camera for displaying room (360° Camera)
- Microphone for speaker (wireless)
- Microphone for speaker
- Microphone for audience (wireless)
- Microphone for audience
- Wireless LAN at the University

Equipment depend on the room.



PC screen sharing

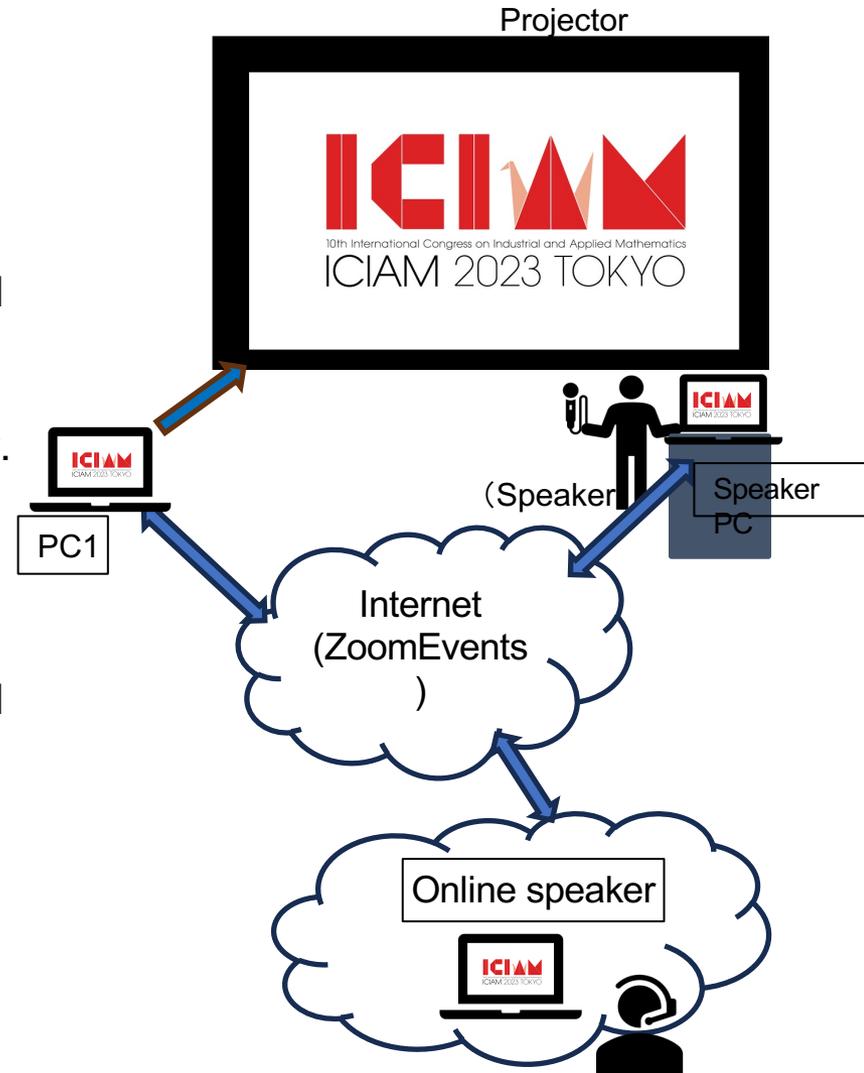
Screen sharing

Local Speakers

- Speakers connects to the Zoom Events.
- Speakers Join the session corresponding to local room.
- PC1 show sharing screen to projector.
- Local participants can see slides on the projector.

Online Speakers

- Speakers connect to the Zoom Events.
- Speakers Join the session corresponding to local room.
- All participants can see slides online.



Audio sharing

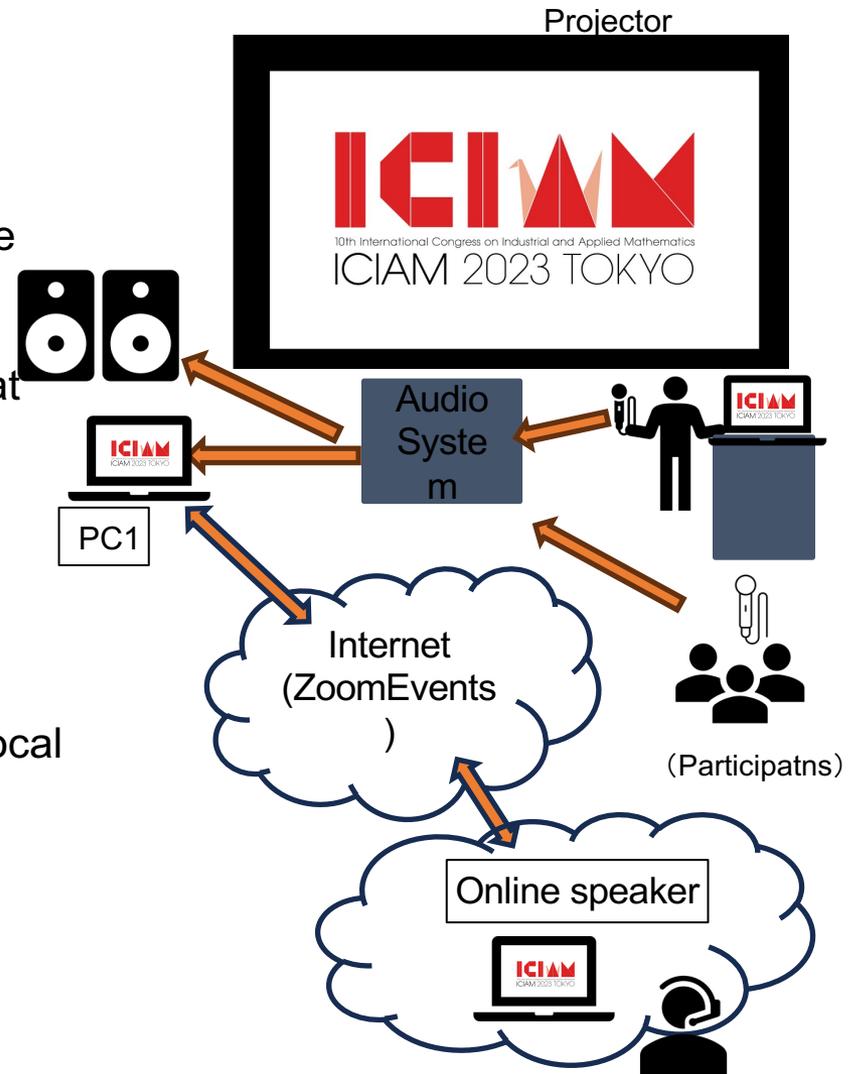
Audio sharing

Local speakers

- Speakers and organizer, participants must use the Mic.
- Audio is streamed online via Audio system.
- Audio can be heard over the audio speakers at the site.

Online speakers

- Speakers connect to the Zoom Events.
- Speakers Join the session corresponding to local room.
- All participants can be heard Audio.



Basic Information (1)

- 1, Oral presentations will be delivered in real time at the venue and online via ZoomEvents (web conferencing service <https://zoom.us/>).
- 2, Presentation slides will be projected on a screen at the venue and delivered online via ZoomEvents.
- 3, Click on your email to log in to ZoomEvents. See the login manual for more information (<https://iciam2023.org/3219>).
- 4, You can join the session via ZoomEvents. You will receive an invitation email in advance, from which you can enter the room or sign in at the login URL of zoomEvents to join the session.

Login URL: <https://events.zoom.us>

For more information on how to participate, please visit: **<https://iciam2023.org/3219>**

- 5, Use the latest version of the Zoom application. To upgrade/update to the latest version, please click here.
URL: https://zoom.us/ja/download#client_4meeting

It is possible to participate using only a browser without installing the Zoom application, but please note that in this case there are limitations to the Zoom functions that can be used. Also, please check in advance which browser types and versions are supported by Zoom.

- 6, The Executive Committee cannot answer questions regarding the installation and operation of Zoom, so please contact zoom.
- 7, Recording or videotaping of each lecture is strictly prohibited. Violations of this rule, as well as the transfer or publication of recordings without the consent of the speaker or the organising committee, will be dealt with strictly.

Basic Information (2)

During the Lecture

1、 During the lecture.

. when the time is up, please ask the speaker to start the presentation.

2, Presenters and moderators are responsible for their own time. The timer will go off when the Q&A session is over.

Presentation time for mini-symposia is 25 minutes (20 minutes for talks, 5 minutes for Q&A).

The presentation time for contributed talks is 20 minutes (15 minutes for the talk and 5 minutes for the Q&A session).

When 25 minutes have elapsed, the presentation must be terminated regardless of the progress of the talk or the Q&A session.

3. Presenters and moderators are responsible for turning the camera function of Zoom on and off themselves.

Other online participants should, as a rule, turn off the camera function.

(If you turn off the video function, your image will not be visible to the audience). However, the camera can be temporarily switched on during the Q&A session.

ONLINE Chairperson Manual 1

1. Before the session starts

Chairpersons are requested to join the session from ZoomEvents at least 10 minutes before the session starts. You will receive an invitation email in advance, so please enter the room from there. For details on how to join the session,

please click here: https://iciam2023.org/files/ICIAM2023HowtoConnectOnlineVenue_20230728.pdf

2. When joining a Zoom meeting, first make sure your full name (the one you used when registering) appears in the "Participants" section. Next, from the Zoom menu, select "Participants->Myself->Details" and enter your name as "Chair_Name". The session itself will be facilitated by the Chairperson who will control the Zoom meeting.

3. The chair should make sure that all speakers for the session are present, that they can view the slides on the shared screen, and that they can receive audio (no noise).

If there are problems with screen sharing or audio, basically instruct the speakers to take care of the problem themselves

(SH or the moderator will not identify the cause of the problem or give instructions on how to resolve it).

ONLINE Chairperson Manual 2

4. inform the speaker of the following before the session starts

a) The presentation time for the mini symposium is 25 minutes (20 minutes for lecture and 5 minutes for Q&A), and the presentation time for the contributed talks is 25 minutes (20 minutes for lecture and 5 minutes for Q&A). b) The presentation time for the contributed talks is 25 minutes (20 minutes for lecture and 5 minutes for Q&A).

5. Before the session starts, inform the participants (audience) of the following

(b) In order to ensure the Wi-Fi speed of the ICIAM2023 venue, please refrain as much as possible from connecting to the venue Wi-Fi for participants other than the speakers.

6. Questions and Answers

After the presentation, ask the audience if they have any questions. If there is a show of hands on site (Waseda University), SH will pass the microphone to the next person. If there are no questions, ask the online participants if they have any questions after the time has elapsed.

7. If no speaker appears at the time, please start and end the presentation as per the program (therefore, there will be no screen or audio at that time).

8. if an online participant (audience member) interrupts the presentation, or if the online speaker does not follow the Chair's instructions, the Chair, with co-host authority, should forcibly mute the speaker.

Online Presenter's Manual

1. Advance Preparation

Speakers must log in to ZoomEvents at least 10 minutes before the session starts to join your presentation session.

The session itself will be facilitated by the chairperson (the chairperson will facilitate the session and control the Zoom conference).

2. Check your microphone and speaker connections.

Next, verbally inform the chairperson that you are the speaker for this session. Then, display the actual slides to be used in the lecture and confirm whether or not screen sharing is available. The camera function can be turned on or off at the speaker's discretion.

3. If there is a problem with screen sharing or audio, the speaker should basically take care of it himself/herself. (Neither SH nor the presenter can investigate the cause of the problem or offer a solution.)

4. When you are appointed as the chairperson, please put your presentation slides on the screen and start your presentation.

5. Presentation time includes the time for Q&A and setting/unsetting screen sharing.

6. Handling unexcused absences

If you do not arrive at the start time of your presentation and do not give an oral presentation, you will be considered to have abandoned your presentation and your presentation data will be deleted from the program (if you present the deleted presentation data as your own research results, it will be considered as a misconduct).