For local participants
-Chairpersons and Presenters Manual-

Ver. Aug 15th, 2023

CONTENTS

Outline of the event

・**Outline of the event**

August 20, 2023 - August 25, 2023

Convention HP：https://iciam2023.org/

・**Access Map**
Waseda University
1-104 Totsukamachi, Shinjuku-ku, Tokyo, 169-8050, JAPAN
Telephone +81-3-3203-7747 (International Office)

・**Sponsorship**

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.

Projector

PC1

Speaker PC

（Speaker）

360°Camera

iPad (For displaying speaker)

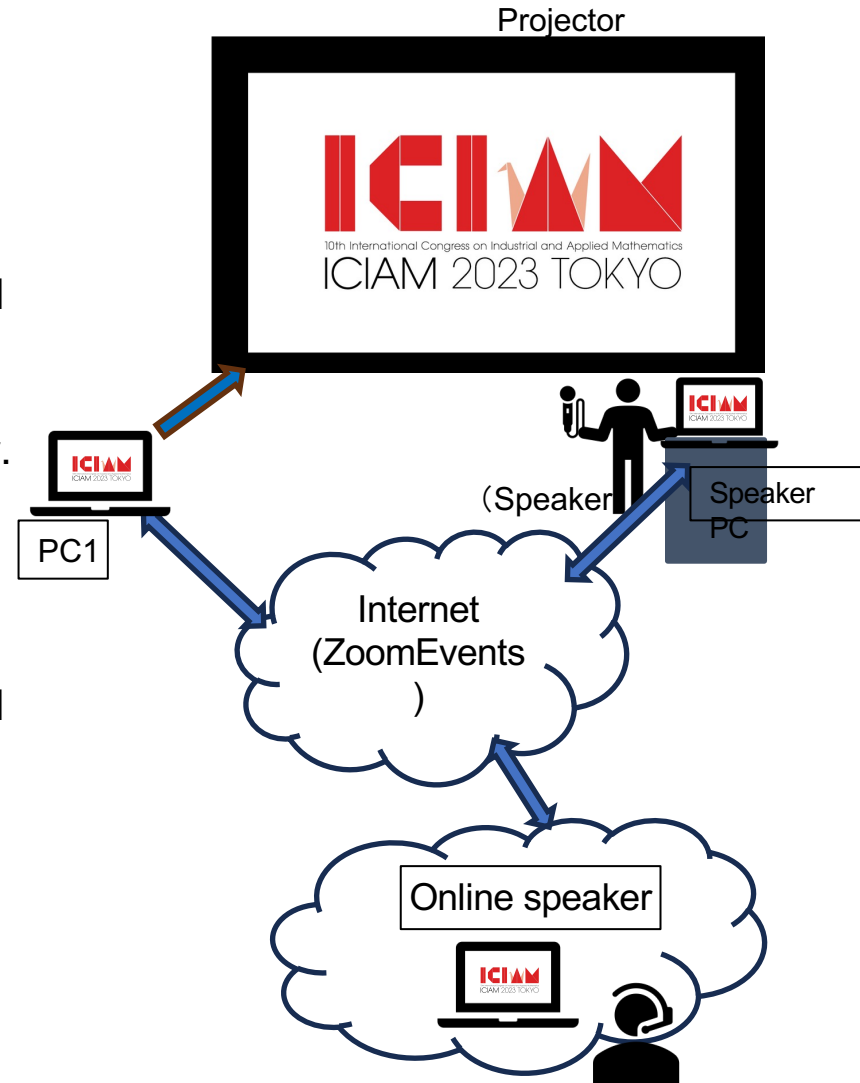（Organizer） （Staff）

（Microphone）
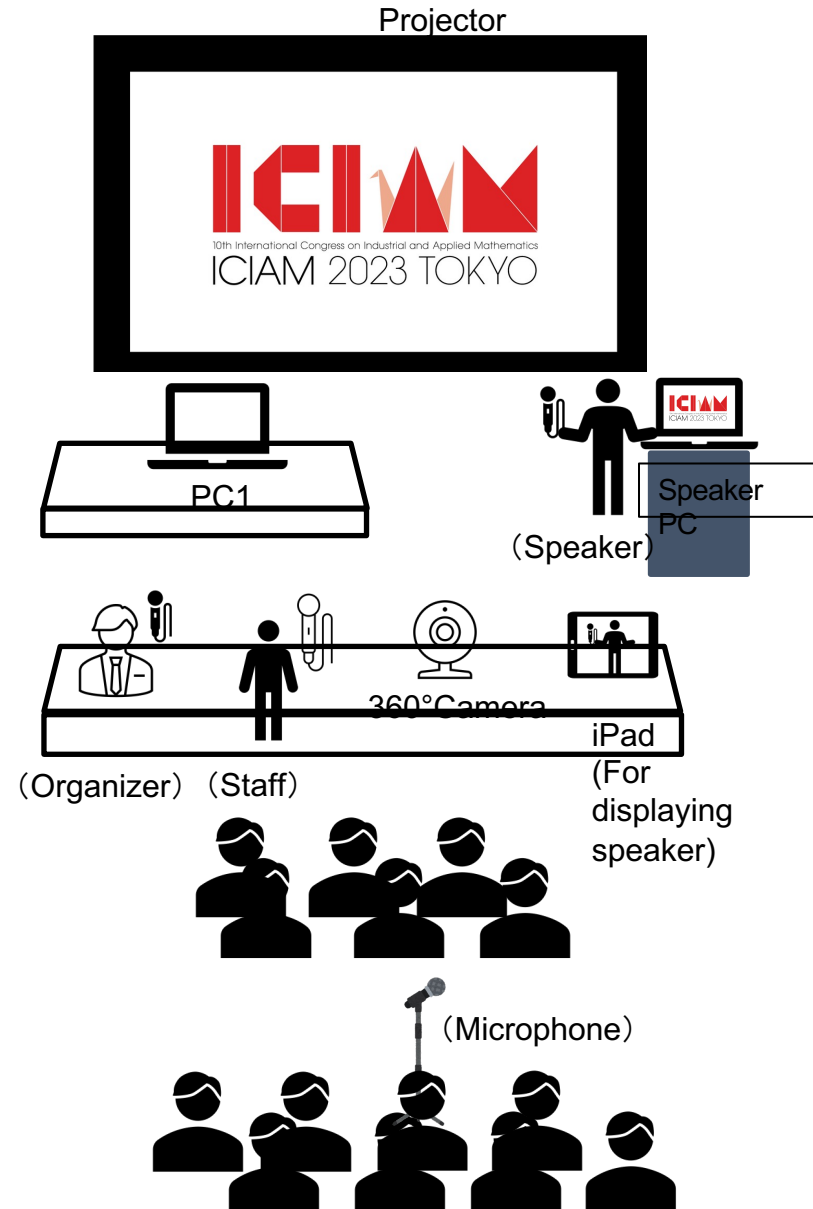
PC screen sharing

Projector

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.

PC1

（Speaker

Speaker PC

Internet (ZoomEvents)

Online speaker

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.
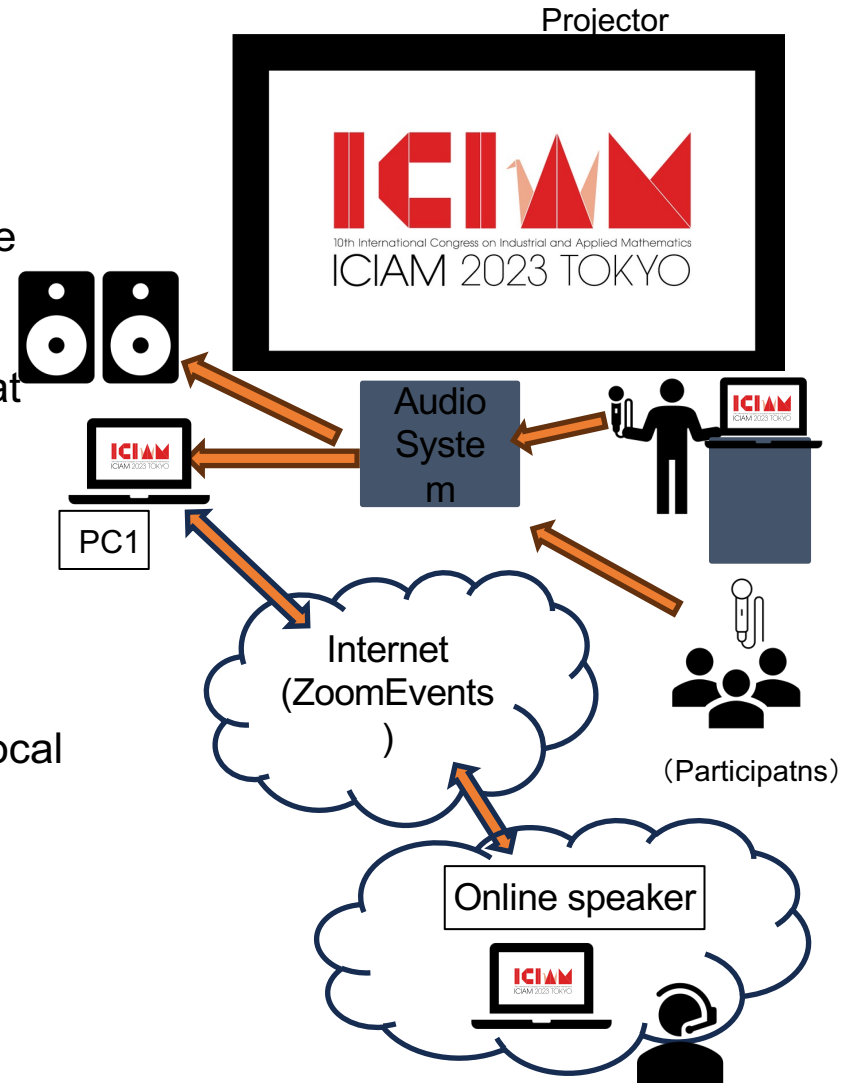- All participants can be heard Audio.

Audio System

PC1

Internet (ZoomEvents)

（Participatns)

Online speaker

Reception Method

Locations and Times of Registration Desk

The registration desk will be open on the following dates and times.

- **Aug. 20**
  - 12:00–20:00 @ H (B1F) [for Step 1]
- **Aug. 21**
  - 8:00–18:00 @ H (B1F) [for Step 1]
  - 8:00–18:00 @ F (B1F) [for Step 1 / Step 2 / Step 3]
- **Aug. 22 – 25**
  - 8:00–18:00 @ F (B1F) [for Step 1 / Step 2 / Step 3]

Registration Desk Map

After registering, please arrive at the venue
10 minutes before the session starts.
A QR code will be emailed to you.
Click here site URL to find out how to register.

https://iciam2023.org/4017

. . . .

A ： Building 22
B ： Building 18 （International Conference Hall）
C ： Building 15
D ： Building 14
E ： Building 11
F ： Building 8
G ： Building 3
H ： Building 21 （Okuma Auditorium）
I ： Building 25 （Okuma Garden House）
J ： RIHGA Royal Hotel Tokyo

If you do not know which lecture you are responsible for…

If you do not know which seminar you are responsible for, you can search for it on the websites listed below.URL ： https://iciam2023.org/3051

The following search methods are available on this site.

Contents [hide]

1 Search Date & Time from MS/CT number
2 Search Date & Time from List of Accepted Minisymposia
3 Search Date & Time from List of Accepted Contributed Talks
4 Search Date & Time from List of Accepted Posters
5 Search from Whole Program

For more information on the meaning of codes related to session dates and times, see the following page.

Codes related to the date and time of the session

* 1C : Aug. 21, 13:20-15:00, Scientific Session

* 1D : Aug. 21, 15:30-17:10, Scientific Session

* 1E : Aug. 21, 17:40-19:20, Scientific Session

* 1F : Aug. 21, 19:45-20:30, SIAM Prize Lecture Session

* 2A : Aug. 22, 08:30-10:10, Invited Lectures Session

* 2B : Aug. 22, 11:35-12:20, ICIAM Prize Lectures Session

* 2C : Aug. 22, 13:20-15:00, Scientific Session

* 2D : Aug. 22, 15:30-17:10, Scientific Session

*2E : Aug. 22, 17:40-19:20, Scientific Session

*2F : Aug. 22, 19:45-20:30, SIAM Prize Lecture Session

* 2P : Aug. 22, 12:20-13:20, Poster Session

* 3A : Aug. 23, 08:30-10:10, Invited Lectures Session

* 3B : Aug. 23, 11:35-12:20, ICIAM Prize Lectures Session

* 3C : Aug. 23, 13:20-15:00, Scientific Session

* 3D : Aug. 23, 15:30-17:10, Scientific Session

*3E : Aug. 23, 17:40-19:20, Scientific Session

* 3F : Aug. 23, 19:45-20:30, SIAM Prize Lecture Session

* 3P : Aug. 23, 12:20-13:20, Poster Session

* 4A : Aug. 24, 08:30-10:10, Invited Lectures Session

* 4B : Aug. 24, 11:35-12:20, ICIAM Prize Lectures Session

* 4C : Aug. 24, 13:20-15:00, Scientific Session

* 4D : Aug. 24, 15:30-17:10, Scientific Session

* 4E : Aug. 24, 17:40-19:20, Scientific Session

* 4F : Aug. 24, 19:45-20:30, Invited Lectures Session

* 4P : Aug. 24, 12:20-13:20, Poster Session

* 5A : Aug. 25, 08:30-10:10, Invited Lectures Session

* 5B : Aug. 25, 10:40-12:20, Scientific Session

* 5C : Aug. 25, 13:20-15:00, Scientific Session

* 5D : Aug. 25, 15:30-17:10, Scientific Session

* 5P : Aug. 25, 12:20-13:20, Poster Session

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、 The presenter and chairperson should keep the time themselves. On site, a volunteer will start the timer.
The timer will only go off at the end of the Q&A session.

The presentation time for the mini-symposium is 25 minutes
(20 minutes for the lecture and 5 minutes for the Q&A session).
The presentation time for a contributed lecture is 20 minutes
(15 minutes for the lecture and 5 minutes for the Q&A session). b) Speakers must end their presentation immediately after the end of their speaking time.

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.

Chairperson (Local) Manual 1

1)Before the session begins

1. the chairperson must join the session via ZoomEvents at least 10 minutes before the session starts. You will receive an invitation email in advance, from which you can enter the room.For more information on how to join, please see:
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, select 'Participants->Myself->Details' from the Zoom menu and enter your name as 'Chairperson_Name'.

3. the Wi-Fi connection takes several minutes. Please allow plenty of time to start the connection. Information on Wi-Fi and how to connect is available on the official website.
For more information.https://iciam2023.org/wifi

4. each speaker must join the Zoom meeting at least 10 minutes before the session starts. Ensure that all speakers for the session are present, that slides can be viewed on the shared screen and that audio can be received (no noise)
 Ensure that all speakers for the session are present, that slides can be viewed on the shared screen and that audio can be received (no noise).If there are problems with screen sharing or audio, instruct the speakers to basically deal with the problem themselves.
  If there are problems with screen sharing or audio, basically instruct the speakers to deal with them themselves (the SH or moderator will not identify the cause of the problem or instruct them on how to solve it).

Chairperson (Local) Manual 2

5. before starting the session, inform the speaker of the following
 a) The presentation time for each lecture should include the Q&A session and the time to set up and deactivate screen sharing.

 b) The presenter and chairperson should keep the time themselves. On site, a volunteer will start the timer.
The timer will only go off at the end of the Q&A session.

The presentation time for the mini-symposium is 25 minutes
(20 minutes for the lecture and 5 minutes for the Q&A session).
The presentation time for a contributed lecture is 20 minutes
(15 minutes for the lecture and 5 minutes for the Q&A session). b) Speakers must end their presentation immediately after the end of their speaking time.

6. before starting the session, inform the participants (audience) that

c) In order to ensure the Wi-Fi speed of the ICIAM 2023 venue, local participants other than speakers are requested to refrain from connecting to the Wi-Fi of the ICIAM 2023 venue as much as possible.

d) If you have a question, please raise your hand to the local chairperson, and if you are participating online, please write "I have a question" in the chat room (addressed to all participants).

You may post in the chat room at any time during the presentation. After the presentation, the speakers will be designated as appropriate, so on-site participants are encouraged to speak briefly once the microphone for questions is in hand. Online participants should unmute their microphones and speak briefly.

Please note that due to time constraints, we may not be able to respond to questions.

7. if the speaker does not appear at the time, start and end the presentation as per the programme (therefore no screen or audio at that time)

8. if an online participant (audience member) who interrupts the presentation or an online speaker who does not follow the chairperson's instructions appears (forced mute by the chairperson's authority).

Local Presenter's Manual

1、Advance preparation
Speakers are requested to present their slides using Zoom's screen sharing function. For this purpose, please prepare an internet-capable device (PC, tablet, etc.) and your own research presentation slides.
For internet access, please use the Wi-Fi at the ICIAM 2023 venue. Microphone and camera functions are not required.

2、Preparations immediately before the presentation
Speakers are requested to join the session on the Zoom event at least 10 minutes before the session starts. The session itself will be led by the chairperson (Chairperson will facilitate the session and control the Zoom meeting) The person marked as (Chairperson) is the chairperson.

3、please ensure that microphones, speakers etc. are switched off. Audio will be controlled by a PC at the venue.Next, verbally inform the chairperson that you are the speaker for this session. The speaker then displays the actual slides to be used in the lecture and confirms whether screen sharing is possible. The camera function can be switched on or off at the speaker's discretion.

4、If there are any problems with screen sharing or audio, the speaker should basically deal with them themselves. (Neither SH nor the presenter can investigate the cause or offer a solution).

5、when nominated by the chairperson, please put your presentation slides on the screen and start your presentation.

6、the presentation time includes the Q&A session and the time for setting up and deactivating screen sharing.

7、Handling of unauthorised absences
If you do not arrive at the presentation start time and do not give an oral presentation, you will be deemed to have abandoned your presentation and your presentation data will be deleted from the programme(If you present the deleted presentation as your own research results, it will be regarded as an act of misconduct).