Virtual Conference Instructions for Keynote and Organized/General Sessions

To Chairpersons

Keynote and Organized/General Sessions in the 2nd ACTS will be virtually held via **ZOOM** . This instruction provides guidelines to the **chairpersons** for using the Zoom meeting in this conference.

1. Note

Please manage the session time, and be aware of the overtime. Connection problems and other issues are expected to occur in virtual conferences. Please try to deal with such situations in a flexible manner.

In order to avoid problems caused by background noise and audio feedback during the presentations, please remind the speakers to always mute their microphone when they are not speaking. Please unmute your microphone when speaking or during the Q&A time, and keep your microphone muted during the speaker's presentation.

2. Joining the Zoom meeting room

Please enter the Zoom meeting room at least 10 minutes prior to the beginning of the session. The Zoom meeting room is the same link as for participants, so please refer to the instructions to participants. The chairperson will be assigned as a co-host by the staff of the session room. Please confirm the speaker's attendance and make sure that the speaker's microphone, camera, and screen sharing work properly.

3. Announcements to the participants

At the begging of the session, please announce the following to the participants.

- Taking a video recording, audio recording, or photographs of the presentation is strictly prohibited.
- Please mute your microphone and deactivate your camera when you are not speaking.
- During the Q&A time, when you have a question and/or comment, please raise your hand from the "Reactions" tool rather than using Chat. After talking, please make sure to lower the hand and mute the microphone.

4. Presentation time

It is expected that time management will be more difficult for online presentations than face-to-face presentations, so please keep the presentation time. The presentation time will be shown in the camera of the Zoom meeting room host, but no announcement will be made. Please keep in mind the possibility that connection issues of the computer might happen.

4.1. Keynote sessions

40 minutes including Q&A time in total. The presentation time is about 30 minutes.

4.2 Organized/General sessions

20 minutes including Q&A time. 15 minutes for presentation, and 5 minutes for Q&A.

5. Q&A time

During the Q&A time, the participants having a question and/or comment raise their hands. So, please open the "Participants" list and watch the icons in the list as shown below. In the case of few questions, you may allow the participants to ask questions directly by activating their microphones without letting them raise their hands.

open the participants list
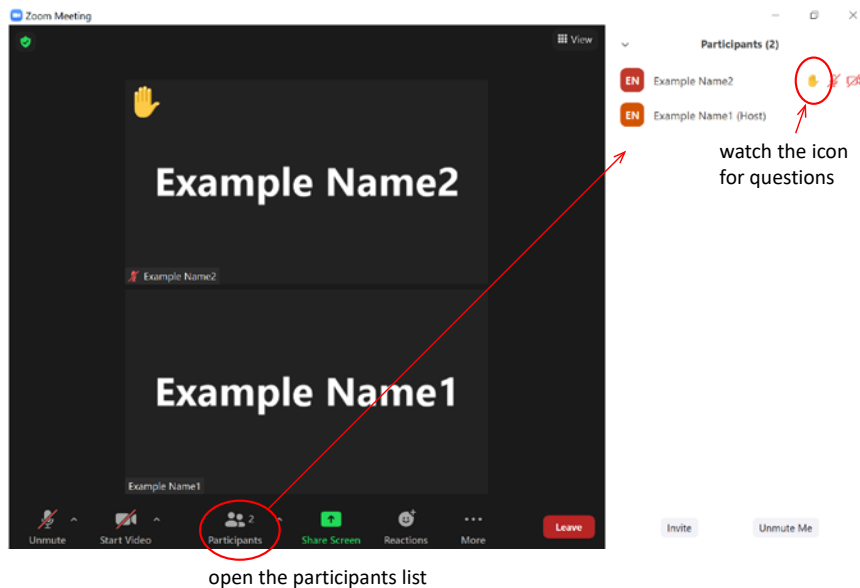
6. Speaker no-show

In the speaker doesn't show up for the presentation, please keep the session on schedule without beginning the next talk.