



Virtual Conference Instructions for Keynote and Organized/General Sessions

To Speakers



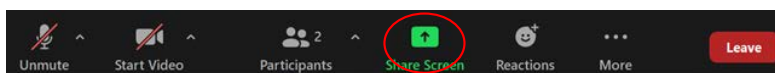
Keynotes and Organized/General Sessions in the 2nd ACTS will be held virtually via **Zoom**. This instruction provides guidelines to the **speakers** for using the Zoom meeting in this conference.

1. Prohibited matter

Taking a video recording, audio recording, or photographs of the presentation is strictly prohibited.

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. Please confirm whether your microphone, camera and screen sharing work properly. Your presentation material can be shared by Share Screen option, as shown below.



After testing your microphone and camera, please deactivate your microphone and camera until your presentation starts. During your presentation, using the camera ("Start Video") is optional.

3. Presentation time

It is expected that time management will be more difficult for online presentations than face-to-face presentations, so the speakers are themselves responsible for adhering to the allotted 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.

3.1. Keynote sessions

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

3.2 Organized/General sessions

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