Guide of Lecture Hall

Common Remarks

Preparation

- ☐ A network terminal such as a smart phone, a tablet and a personal computer with a camera and a microphone.
- ☐ Stable LAN that you can connect to the internet.
- ☐ A quiet room from where you connect to the lecture halls through the internet. A headset is effective to avoid howling.
- ☐ Your login account of a "special site" of AMP2021[1] which the secretariat sends to you on 12 Sep.

General Rule

- ☐ First login the special site above with your account to attend APM2021.
- ☐ It is prohibited to leak the information of Zoom meetings and Remo events posted at the special site.
- ☐ It is also prohibited to electronically copy, save, record and download any contents of presentations at lecture and poster halls without permission.
- ☐ Follow the instructions of the chair and staffs. If you do not, you may be subject to dispositions such as forced exit.

Entrance to Lecture Halls and Exit of Lecture Halls

- ☐ To enter the lecture halls, click on the hall name posted on the special site and then enter the required information according to the displayed menu.
- ☐ In the lecture hall, click "Rename" and then set your name as FAMILY NAME Given name.
- ☐ In the lecture hall, click "Stop Video" to show no screen of yourself and click "Mute" to cut your voice.
- ☐ Click "End Meeting" of Zoom to exit the lecture hall.

Remarks for Speaker

Presentation Materials

- ☐ Online presentations at academic conferences are retransmission by automatic public transmission, so be careful about unauthorized use of other people's copyrighted works.
- ☐ Student who entries into the student excellent award must create the presentation materials in English. Other speakers are also encouraged to create them in English.
- ☐ Page number in the presentation materials should be included.

Preview of Presentation Materials

- ☐ Enter the lecture hall by 20 minutes before the start of your session. Click "Rename" and set your

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1) This is a homepage corresponding to a registration desk of APM2021, which contains a lot of important information for the conference. After logging in to this special site, you can download the abstracts of conference and easily transfer to any halls as you wish.

name to "FAMILY NAME Given Name (presentation number)".

☐ Check the operation of your computer during the rehearsal/break time just before your session starts.

☐ To check the operation of your computer, click "Start Video" and "Unmute" to display yourself and to speak.

☐ After checking your computer operation, click "Stop Video" and "Mute" to turn off the screen of yourself and to shut your voice down.

Presentation

☐ Presentation time is 19 min (12 min talk and 7 min discussion). A bell ring at the end of the presentation (at 19 min after your presentation starts).

☐ After the previous speaker's presentation is over, click "Start Video" and "Unmute" to display yourself and to speak. Also, click "Screen Sharing" and select the presentation material (Power Point, etc.) to display the presentation material on screen of the audience.

☐ According to the chair's instruction, start your talk and finish it in 12 min.

☐ Discuss with the audience under the chairs' coordination.

☐ After the discussion is over, click "Stop Sharing" to stop sharing the presentation materials. Also, click "Stop Video" and "Mute" to turn off the screen of yourself and to shut your voice down.

☐ Recommendations
- Not use two displays on your computer.
- Not use "Presenter Tool" of Power Point.
- Save the chat history of your presentation in order to answer later the questions that you could not answer in your presentation. The electronic save of chat history by the speaker is permitted.

Remarks for Audience

How to ask questions

☐ If you want to say something, click "chat" and then send your message to all. You can do this action during the talk of speaker.

☐ Only for audience who are allowed to speak by the chair/venue staffs, click "Unmute" and state your name and affiliation before speaking. For good communication, it is desirable to click "Start Video" to display yourself.

☐ After discussion, immediately click "Mute" to prevent sending your voice to the lecture hall. In addition, click "Stop Video" to turn off your screen and remove the hand mark.