



# 34th ISTIS hybrid symposium information for speakers

This information is intended for both in-person and online attendees. Presenters are requested to read the following contents carefully.

## **\* Request to in-person attendees**

**You must be wearing a badge to enter the session venue. Please wear your badge in a visible position.**

May 29<sup>th</sup>, 2023

Please complete your advance preparations and give your presentation according to the instructions below.

## 【Submitting presentation materials】

- A Dropbox folder for each session will be available on the program site; ID and password are provided for the registered person on June 1st.
- Upload your data by **8:00 AM of the day of your session**. USB flash drives are available at each session venue for those unable to upload the data in advance. Please use them for data transfer.

## 【Preparations on the day of your presentation】

- Be at the venue 15 minutes before your session begins.
- A staff member will open your materials on the venue computer, according to the presentation order. Make sure there are no issue using your materials.

\* Because the presentation will be streamed online, you will share your screen while presenting. If your materials include any audio, when sharing your screen make sure to turn on “Share computer sound.” Please tell a staff member if this applies to you.

\* If you will be using different materials than those you submitted in advance, use the USB flash drive provided at the venue.

## 【Presentation】

- Following instructions from the chair, share your screen and begin presenting.  
*The presentation time is 15 minutes. The discussion time is five minutes.*
  - \* A bell will be rung once to signal that 10 minutes have passed, and twice to signal that 15 minutes have passed. If you go over the time, the chair will decide when to end your presentation.
  - \* The chair will moderate the discussion. Respond to questions from in-person and online audience members.
- Your presentation concludes when the discussion is finished.

\* If you cannot submit your materials in advance due to an unavoidable reason and cannot use a USB flash drive for security reasons, you may present using your own computer. You will connect to Zoom and share your screen during the presentation. Please see the next page for more information.

## If you will be using your own computer while presenting

### 【Advance preparations】

- Download the app from the Zoom website (<https://zoom.us/>) before your presentation.
  - \* Make sure you are using the latest version of Zoom to prevent any issues.  
Test your Zoom connection before the presentation.  
( Test meeting: <https://zoom.us/test> )

### 【Preparations on the day of your presentation】

- Be at the venue 15 minutes before your session begins.
- Connect to the venue Wi-Fi (the ID and password will be provided at the venue).
- Connect to the session's Zoom meeting on the program website (information will be sent at a later date).
- Set a display name that the chair and audience members can see.
- [ Example: **Speaker (presentation number) @ Taro Kurume** ]  
( On Zoom, find your name under "Participants." Right-click and choose "Rename." )
- Following instructions from the chair and staff members, check that your camera is working and confirm that you can share your screen.
  - \* If your materials include any audio, when sharing your screen make sure to turn on "Share computer sound."
  - \* **Mute your computer microphone (it will not be used).**

### 【Presentation】

- Following instructions from the chair, go to the stage, share your screen, and begin presenting.  
**The presentation time is 15 minutes. The discussion time is five minutes.**
  - \* A bell will be rung once to signal that 10 minutes have passed, and twice to signal that 15 minutes have passed. If you go over the time, the chair will decide when to end your presentation.
- The chair will moderate the discussion. Respond to questions from in-person and online audience members.
- Your presentation concludes when the discussion is finished.
- **After presenting, disconnect from Zoom and Wi-Fi.**

**\* The venue Wi-Fi network is not very good. Please understand and cooperate in disconnecting the Wi-Fi connection after your presentation, as connections by anyone other than the presenter may affect online operations.**

Please prepare in advance and give your presentation according to the instructions below.

## 【Advance preparations】

- Download the app from the Zoom website (<https://zoom.us/>) before your presentation.  
\*Make sure you are using the latest version of Zoom to prevent any issues.
- Make sure you have a camera, speaker, and microphone.  
\*You can use the built-in camera. We also recommend using a headset rather than the built-in microphone to reduce background noise, audio feedback, etc.
- Test your Zoom connection before the presentation.  
( Zoom test meeting: <https://zoom.us/test>)

## 【Submitting presentation materials】

- A Dropbox folder for each session will be available on the program site. Just in case you cannot share your screen on the day of the presentation, upload your data by June 2 (Friday).

## 【Preparations on the day of your presentation】

- Connect to the session's Zoom meeting on the program website (information will be sent at a later date).
- Be connected to the Zoom meeting 15 minutes before the session begins.
- Set a display name that the chair and audience members can see.  
● [ Example: **Speaker (presentation number) @ Taro Kurume** ]  
(On Zoom, find your name under "Participants." Right-click and choose "Rename.")
- Following instructions from the chair and staff members, check your audio and camera and confirm that you can share your screen.  
\*If your materials include any audio, when sharing your screen make sure to turn on "Share computer sound."
- After confirming, mute your microphone and turn off your camera until your presentation time.

## 【Presentation】

- Following instructions from the chair, share your screen and begin presenting.  
**The presentation time is 15 minutes. The discussion time is five minutes.**  
\*If you go over the time, the chair will decide when to end your presentation.
- Your presentation concludes when the discussion is finished. Turn off your camera and mute your microphone.
- If it is difficult to give a live presentation due to time differences or other reasons, it is possible to submit a video of your presentation. **Please contact the secretariat if you wish to do so.** E-mail: [34ists-online@jsforum.or.jp](mailto:34ists-online@jsforum.or.jp)

Emergency contacts in case of online problems: +81-80-4945-2556