

Instructions for presentation

- 32nd annual conference of JSMCWM (3RINC2021 Autumn) -

1. Language

English.

2. Presentation type

Only live oral presentation (No poster presentations in this conference!)

- The international session of this conference will be entirely online using Zoom.
- The presenters must operate the presentation slides by sharing your screen.
- Each presentation are 15 minutes including Q&A (10 minutes presentation with 5 minutes discussion).
- **No need** to send the presentation file in advance.

3. Basic session structure

- 10 minutes before the session: All presenters in apparent session must login zoom link that will be provided by organizer.
- 2 minute before the session: The Session Chair introduces the session, and confirms the presentators.
- 1 minutes before the session: The Session Chair will turn over control to the first presenter.
- Beginning of the Session: The Session Chair will introduce the first presenter.
- After the each presentation, a live Q&A session will be followed, moderated by the Session Chair.

4. Attentions on the session of your presentation

- Please join the Zoom room 5 minutes **before the session**.
- Rename your name on Zoom; Add your presentation No. before your name (ex. IA-1 Tanaka).
- When the chair calls your name, start to share the screen by yourself and to make a presentation with your microphone and video on.
- Be punctual for your presentation (10 minutes).
- When the discussion finishes, stop to share the screen and turn your microphone and video off.

5. Attentions to the Participants

- Participants will be muted during the presentation.
- Please submit questions or comments in the chat filed during the presentation.
- In discussion time, the Session Chair will first select the question which was given **in the chat field**, and then those who click “**Raise hand**”.
- Please cooperate with punctuality for discussion time. Thank you!

6. The latest information

- Please check the web page (<https://jsmcwm.or.jp/international/>) for the latest infomation.

7. Contact

- The contact address of the 3RINC2021 Autumn Secretariat where any inquiries should be directed is
E-mail: international@jsmcwm.or.jp