

Guidelines for the 33rd annual conference of JSMCWM/3RINCs2022 Autumn

Participant guidelines

The conference will be held both onsite and online. Please read the following guidelines carefully.

- All presenters will be asked to submit your presentation slides **in advance** and check their Zoom operation on September 16th (Fri.). Detail information is shown in the next page.
- Please cooperate in submitting your presentation file in advance. Thank you.

1. Onsite participation

- ❖ We ask for your cooperation in preventing the spread of COVID-19.
- ❖ The online room (ZoomURL) is provided only to conference participants. Telling the URL information to others by e-mail or SNS etc. are strictly prohibited.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
- ❖ Poster presentations will be held on-site only. However, you can see the posters on website during the conference.
<https://jsmcwm.or.jp/taikai2022/>
- ❖ Please see the conference website for the status of troubleshooting on the day.
<https://jsmcwm.or.jp/taikai2022/>

2. Online participation

- ❖ The online room (ZoomURL) is provided only to conference participants. Telling the URL information to others by e-mail or SNS etc. are strictly prohibited.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
- ❖ Audio may be interrupted, but JSMCWM is not responsible unless the server is down.
- ❖ Please change your name on Zoom to "Name (Affiliation)". Ex) Haikibutu Taro (Circular Univ.)
- ❖ Please turn off the microphone and camera after participating in the Zoom room.
- ❖ Please do not use chats unnecessary.
- ❖ Please leave the Zoom room after the session is over. You are free to leave or enter the room at any time.
- ❖ Poster presentations will be held on-site only. However, you can see the posters on website during the conference.
<https://jsmcwm.or.jp/taikai2022/>
- ❖ Please see the conference website for the status of troubleshooting on the day.
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Guideline for Oral Presentation (International session)

For smooth session management, all presenters should submit your presentation files **in advance**, regardless of whether you participate on-site or online. Thank you for your cooperation.

Pre-submission of presentation files and confirmation of Zoom operation

- Acceptable presentation file is only powerpoint file workable on MS-office 2019 or pdf file. (.pptx / .pdf)
- Zoom URL for pre-submission is announced by e-mail.
- Please visit the Zoom URL during submission period: September 16th (Fri.) 9:00 - 12:00 or 13:00 - 17:00
Your name on Zoom should be "PresentationNo_Name (affiliation)".
Ex.: IA-6-O_Haikibutu Taro (Circular Univ.)
The file name should be "PresentationNo.pptx" Ex.: IA-6-O.pptx or IA-6-O.pdf
- Please submit your file using Zoom chat box. The staff will direct you.
- If you cannot access Zoom during the submission period, please submit your presentation file by e-mail to <2022miyazaki.conf@gmail.com> **before September 16th (Fri.) 18:00.**
- File submissions and operation checks on the day of presentation may not be accepted.

1. On-site presentation

- ❖ Each presentation time is 15 minutes. (Presentation 10 min. + Q&A 4 min. + substitution 1 min.)
- ❖ Screen sharing on Zoom in PC in the on-site room will be done by the staff. Then you operate the PC by yourself.
- ❖ For smooth session management, please come to the Room B210 at the start time of your session. The chairperson will confirm your attendance 5 minutes before the session. The presentation will be canceled if you are not at the scheduled time.
- ❖ Even if there is a cancellation, the subsequent presentations will be held as scheduled.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.

2. Online presentation

- ❖ Each presentation time is 15 minutes. (Presentation 10 min. + Q&A 4 min. + substitution 1 min.)
 - ❖ The elapsed time of the presentation will be announced by the bell in the onsite room.
 - ❖ Please connect to ZoomURL for international session 10 minutes before the session starts.
 - ❖ In general, the presentation will be canceled if you are not at the scheduled time. For smooth session management, please connect the Zoom room at the start time of your session. The chair will confirm your attendance 5 minutes before the session.
 - ❖ Even if there is a cancellation, the subsequent presentations will be held as scheduled.
 - ❖ Your name on Zoom should be "Presentation-No_Name (affiliation)".
Ex.: IA-6-O_Haikibutu Taro (Circular Univ.)
 - ❖ Turn off the microphone and camera after participating in the Zoom room.
 - ❖ Please make a presentation, by operating Zoom including screen sharing by yourself. Turn on your microphone and camera during your presentation.
 - ❖ Presentations by recorded voice are not permitted.
 - ❖ When you have questions or comments for others' presentation, please write it in the chat box. You can also ask questions by voice only if the chairperson appointed you.
 - ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
 - ❖ Please leave the Zoom room after the session is over. You are free to leave or enter the room at any time.
- ❖ If you are late for the presentation time or if you cannot connect to ZoomURL, please contact the following contact information.

Contact Information

JSMCW Executive Committee, Prof. Toshiki Kosuke toshiki@cc.miyazaki-u.ac.jp