Instructions of Presentation and Discussion in IPEC2022
(For Chairs)
(ver.1/as of May 11)
**Presentation & Discussion Flowchart #1**

**Before session time → InfoVaya**

- Presentation (Video)
- Chat-based discussion (comment section)

*If there’s no question on zoom, discussions on InfoVaya may be referred by the chair.*

**During session time (May 15~19, 2022) → ZOOM Meeting**

- Presentation (Video or Live-presentation(option))
- Discussion on Zoom

**Flow of oral discussion time**

- Questioner ① raise hand by zoom function
- ② enter questions in chat box on zoom

- Picked out by the chair → Oral discussion

**After session time (until May 15, 2022) → InfoVaya**

- Presentation (Video)
- Chat-based discussion (comment section)

Participants can continue discussions after the session on InfoVaya.
For presenters, please reply to the comments during May 15~19.
After May 19, it is possible to use the chat function in infovaya until August 19.

*The question posted on InfoVaya may be brought to the Zoom meeting by the questioner who wants to have live discussion with the presenter.*
Session greetings

Zoom

Presentation & Discussion Flowchart #2

Discussion before session time (InfoVaya)

Presentation

Chat-based discussion

Oral discussion time procedure

Questioner ① raise hand by zoom function ***
or ② enter questions in chat box on Zoom

Pick out a questioner for live discussion

Oral discussion

*If there's no question, discussions on InfoVaya may be referred by the chair.
**The question posted on InfoVaya may be brought to the Zoom meeting by the questioner who wants to have live discussion with the presenter.
***The operation staff will let you know by chat for questions on-site.

[NOTE] Live presentation is strongly recommended but the recorded presentation is also allowed. An operation staff will let you know each presenter's plan.

~Paper #3, 4, 5 will continue~

*If the presenter did not show up to the session, please proceed the session as originally scheduled.

Break time

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*Paper #1
Presentation time*
18min

*Paper #1
Oral discussion time
5min

*Paper #2
Presentation time*
18min

*Paper #2
Oral discussion time
5min

Session Closing
# Operation Schedule Outline

*See the latter pages for details.*

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<td>Install Zoom &amp; Check the basic flow of the session</td>
<td>Make sure that zoom is installed on your PC in advance. For those who will chair on-site, PC for chairs is prepared in a session room. Check the function of the microphone and speaker. Please read carefully this instruction in advance for your smooth session operation.</td>
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</table>
| Session day   | 15min prior to your session | Enter room & check presenters’ attendance & members | Please access zoom 15 minutes prior to your session starts. After you login, please change your zoom name as below, so that staffs will know who is the chair easily. [For Presenters] “Presenter (presentation code) Name” e.g.) Presenter(16A1-1)_First name(space)Last name [For Chairs] Chair(session number)_Name” e.g.) Chair(16A1-1)_First name(space)Last name  
[For Chairs] Before the session starts..  
1) Check the attendance of presenters and their presentation style (live or recorded) with the operation staff onsite.  
2) Please check if there’s comments to each presentation in infovaya (refer to P5). It is not necessary to refer to the comment on the infovaya at live discussion, but if there’s no questions at Live Q&A, please refer to that.  
3) If the presenter did not show up to the session, please proceed the session as originally scheduled, not moving to the next presentation.  
4) Please get the “Session Report Sheet”. Download site will be sent soon.  
*An operation staff will let you know the attendance and presentation style preference of presenters on-site by chat function.* |
| On time       | Start        | When it’s time to start, chairs will turn on microphone/video and start the session. Below is the basic flow (Same as P3).  
① Chair : Greetings  
② Chair : Introduce the 1st presenter  
③ Presenter: Give live presentation or Presentation video(optional)  
④ Chair & Presenter: Live Q&A  
*Next presenters will continue in the same manner.* | [For Chairs] There is no time-keeping clock display on the Zoom screen to show the remaining time. Please check the lecture time of each presenters in advance and manage the time with your own clock.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| End of your session | Finish       | When all presentation ends, please make closing remarks of your session.  
*Please complete your "Session Report Sheet" and submit via online or hand it to the conference staff on-site.* |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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We are going to use ZOOM Meeting during session time. This support document provides step-by-step instructions for presenters and chairs on how to use ZOOM. Please read this carefully in advance and be prepared.

1. Please make sure of your internet connection environment first. We recommend using a wired LAN.
2. Find a quiet place as much as possible.
3. Make sure your PC has a camera, speaker and microphone.
4. Use earphones with microphones or headset microphones.
5. Close all unnecessary applications before joining.
Preparation 1:  Install Zoom

If this is first time for you to use zoom, please install zoom in your PC.
Go https://zoom.us/download#client_4meeting
Click “Download”
Zoom will be automatically operated from the next log-in time
Note: Please avoid using smart devise when you make presentation.
Preparation 1: Zoom Setting #1

Please sign in zoom in advance and make necessary setting.

1) Sign in zoom.

2) Click Setting where shown below at the right-side upper corner.
Preparation 1: Zoom Setting #2

3) Click “Video”, then check the details as below.

4) Click “Audio” and test your speaker and microphone. Check the details as below.

NOTE: Please set the "Display resolution" of the PC to "Full HD (1920 x 1080)".
Preparation 2: Access to InfoVaya in advance

1. Set your password

1.1- Go to the following URL (to be linked to InfoVaya) to access the online platform.
https://events.infovaya.com/event?id=94

*Secretariat will send notice when the infovaya is opened.

1.2- Click here to setting your password.

[NOTE]
If you have already accessed InfoVaya when you have participated other conference or uploading video at IPEC 2022, please log in with the Email address and password that you’ve set.
If you forget your password, please click “Forget your password?” at the bottom.
1.3- Enter your email address that you’ve received this instruction.

1.4- You will receive an email from InfoVaya (noreply@infovaya.com). Click here to set your new password.
1.5- Enter your password that can be decided by yourself.

Password must...
- contain at least one capital letter, one lowercase letter and a number.
- be 8 characters minimum.

1.6- Now you can login with your email address and password.
2. How to see IPEC 2022 Program and Presentation

2.1- Click here to go to IPEC 2022 Program.
2.2- On the top page, there are several menus:

① Program: You can check the program by timetable.

② Digest: You can check the program by checking the digest of each presentations.

③ Sessions: You can check the program from session list.

④ Profiles: You can check the list of presenters/chairs/authors those who uploaded photo.

⑤ Popular: Popular presentations are listed here.

⑥ Conference news: If there’s any news, the post will be updated.

⑦ Proceedings: You can download proceedings zip file from this link.
2.3- If you click “Digest” on the top page, you can see the pages below:

Click the Presentation title you would like to check. See the next page for the details.

Paper (pdf)

Video (mp4)
2.4- You can check each presentations’ video, full text (papers), and presentation slides (if any).

① Presentation and session information

② Presentation Video
   ・ Participants can watch the pre-recorded video anytime.

③ Paper (PDF)

④ Comments (chat-based discussion)
   ・ Participants can write questions anytime.
   ・ Presenters should write the answers for the comments
Session day procedure #1
Enter the meeting room (15 min prior to the session)

1. Go to the following URL (to be linked to InfoVaya), and login with your email address and password that you have set on P9~11.
   https://events.infovaya.com/event?id=94

2. After you login, please select the session that you will handle.
   Once you moved to the session, please click “join live session” link to launch zoom meeting.
Session day procedure #2  Setting microphone and video

Please switch the microphone and video by yourself during the session.

When you login, please change your zoom name as below:
[For Presenters] “Presenter (presentation code)_Name ”  Presenter(16A1-1)_First name(space)Last name
[For Chairs]  Chair(session number)_Name”  Chair(16A1-1)_First name(space)Last name
Session day procedure#3   Basic flow of the session

① Chair : Greetings
② Chair : Introduce the 1st presenter
③ Presenter: Give live presentation or recorded presentation video
④ Chair & Presenter: Live Q&A
   *Next presenters will continue in the same manner.

[For Chairs *Before the session]
1) Check the attendance of presenters and their presentation style (live or recorded) with the operation staff onsite.
2) Please check if there’s comments to each presentation in infovaya. It is not necessary to refer to the comment on the infovaya at live discussion, but if there’s no questions at Live Q&A, please refer to that.
3) If the presenter did not show up to the session, please proceed the session as originally scheduled, not moving to the next presentation.
4) Please get the “Session Report Sheet” and fill-out the form. *Download/Upload site will be sent soon.
   *An operation staff will let you know the attendance and presentation style preference of presenters on-site by chat function.
Session day procedure#4  Presentation on zoom

Please keep your microphone and camera off during presentations in progress.

[For Presenters]
Please start your presentation using "Screen Sharing" (see p. 23).

[For chairs]
After introducing the presenters, please tell them to begin their presentations. The Zoom screen does not have a clock to display the remaining time. Please check each presenter's presentation time in advance and manage the time on your own clock.

Pay attention here!
Session day procedure #5  Discussion on Zoom

After the presentation, discussion time will start.
The attendees who would like to make question, they will ① raise their hands by zoom function or ② enter in the chat box on Zoom.
For questions from the floor on-site, an operation staff will let you know by chat as well.
While discussion, chairs need to check the “Chat” at the bottom of Zoom window.
Chairs should pick the questioner’s name and allow him/her to talk. Then, the designated questioner will unmute the microphone, and make questions to the presenter. The content of chat can be viewed by all participants.

*For presenters: Please prepare the presentation slide to share on the screen in case you want to indicate for explanation.
*For chairs: In case there’s no live question, please check the chat area of Infovaya and mention it.
Zoom Instructions #1: How to Rename

1. Please click “Participants” button.
2. Choose yourself and click the “More” button and the “Rename” button.

3. Change your Zoom name to:

Chair(session number)_Name” e.g.) Chair (16A1-1)_First name(space)Last name
Zoom Instructions #2 : How to Share Presentation Slide

1. Please click “Share Screen” button.
2. Choose the **PowerPoint (or application) file** you would like to share.
(*Please note that if you choose screen, your desktop screen will be shared.*)
3. Check the “**Share sound**” checkbox if needed.
4. Click the “**Share**” button.