Instructions of Presentation and Discussion in IPEC2022 (For Presenters)
Presentation & Discussion Flowchart #1

Before session → **InfoVaya**

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

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. (tentative).

* If there’s no question on zoom, 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.
Presentation & Discussion Flowchart #2

Zoom

Session greeting

Discussion before session time (InfoVaya)

Presentation

Chat-based discussion

Paper 1

Presentation time*

18min

Oral discussion time

5min

Paper 2

Presentation time*

18min

Oral discussion time

5min

~Paper 3, 4, 5 will continue~

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

Session Closing

Break time

[NOTE]
The staff will play the recorded video on InfoVaya in case the presenter cannot make Real-time presentation.

Oral discussion time

Questioner ① raise hand by zoom function

or

② enter questions in chat box on zoom

Picked out by the chair

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 the chair know by chat for questions on-site.
## Schedule Outline

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<td><strong>Preparation</strong></td>
<td>In advance</td>
<td>Install Zoom &amp; Check the basic flow of the session</td>
<td>Make sure that zoom is installed on your PC in advance. 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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| **Session day**      | 15min prior to your session | Enter room & check presenters’ attendance & members                   | Please access zoom 15 minutes prior to your session starts.  
1) After you login, please change your zoom name as below, so that chair will know who is the presenter easily. “Presenter (presentation code)_Name”  
   e.g.) Presenter(16A1-1)_First name(space)Last name  
[For on-line presenters]  
1) Within the breaktime, the chairs will check the attendance of each session’s presenters. Please make sure to access zoom 15 minutes prior to your session starts.  
2) The staff will play the recorded video on Infovaya in case the presenter cannot make Real-time presentation. |
|               | 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.  
[Note] 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                                                                   | Chair : When all presentation ends, please make closing remarks of your session.                                                                                                                   |
For those who will present on-site

• Audio Visual Equipment
• All speakers are requested to use their own laptop PC: either Windows or Macintosh.
• Internet Access is available for presenters. (wired LAN)
• The session rooms are equipped with a video projector for onsite. PCs must have a display output interface with a D-sub 15-pin plug. If necessary, bring an adaptor. Presenters are recommended to bring their presentation data by a USB memory stick as a backup. The electrical supply is 100 volts AC. Presenters are responsible for transformers and plug adapters.

Speakers should note the following:
• Arrive at the session room and inform the conference staff at least 15 minutes before the session starts.
• Connect the Zoom meeting.
• When your turn is next, go to the next speaker seat in the front row of the session room.
• Please be sure to turn-off your microphone. Using the camera is optional.
• When it is your turn, bring your PC to the podium and start your presentation after being introduced by the chairperson. Turn off all power-saving features (sleep mode, screen saver, password, etc.) before starting your presentation.
• After the presentation, disconnect the cable, and remove your laptop.
For all presenters

Presentation & Discussion on zoom (during session time)

We are going to use ZOOM Meeting for 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](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

1.2- Click here to setting your password.
2. Edit your profile

2.1- Click here to edit your profile.

[NOTE]
Please edit your profile. Chairs will refer the profile on infovaya when introduce presenters.
3. Go to Program

On the top page, there are several menus:

① Program: You can check the program by time table.
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:

Please click the Presentation title of the presentation you would like to check.
2.4- On the next page, 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 #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#2  How to set microphone and video

Please turn the microphone and video on and off by yourself.

When you login, please change your zoom name as below:
[For Presenters] “Presenter (presentation code)_Name”  Presenter(16A1-1)_First name(space)Last name
Session Day#3  Presentation on zoom

Please keep your microphone and camera off during your presentation time.

[For Presenters]
Please start your presentation using "Screen Sharing" (see p. 17).
Session Day#4  Discussion on Zoom

After the presentation, discussion time will start. The attendee who would like to make question, they will chat “I have a question”. While discussion, chair need to check the “Chat” at the bottom of window during session. The chair should pick the attendee’s name and allow him/her to talk. Then, the attendee will unmute the microphone, and make questions to the presenter. The content of chat can be viewed by all participants.

Ex.: [chair] We have a question from Dr. A about ***, Dr. Yamada, …
[presenter] About ***, …

*For presenters: Please prepare the presentation slide, in case the attendee wants to ask particular part of your slide.

※Please do not put question detail.
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.) Presenter (16A1-1)_First name(space)Last name
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.
If you have any inquiries, please contact

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