

To Jc-IFTtoMM Symposium Participants and Presenters

All presentations at this symposium will be conducted via ZOOM screen sharing, with presenters bringing their own laptops. Please read the following beforehand.

●Preparation

- This year's symposium is a hybrid style, so all presentations will be conducted using your own PC. Please install ZOOM on your PC beforehand. A free version of ZOOM is available. (ZOOM website: <https://www.zoom.com/> (Japanese version: <https://zoom.us/ja>))
- At the venue, each on-site participant will be provided with a Wi-Fi connection ID. The ID is printed on the back of the name tag distributed at registration on the day of the event (**You do not need to print your name tag from Payvent.**). The ID is for your personal use only; please do not share it with others.
- The ZOOM address and password are also printed on the back of the name tag. Online participants and presenters will be contacted in advance.

●Important Notes for Login on the Day

- Please rename your login name to include your Payvent registration number (JC26XX), name, and affiliation. Example: JC2600_Taro Tanaka (Waseda Univ.)
- Only one login per person is allowed.
- Logins using names other than those specified above will be deleted. If multiple logins are made, one will be deleted.

●On-site Presentation Method

- ① Each presentation is 15 minutes long (10 minutes presentation, 4 minutes Q&A, 1 minute transition). Please adhere strictly to the time limit.
- ② **Presenters must log in to ZOOM before the session begins. (Microphone and camera OFF)**
- ③ After the previous presentation finishes, move to the podium.
- ④ Share your PowerPoint screen and turn on only the camera (for use with a directional microphone).
- ⑤ Begin your presentation.
- ⑥ **After your presentation is finished, turn off screen sharing.**

●Online Presentation Instructions

- ① Each presentation is 15 minutes long (10 minutes for presentation, 4 minutes for Q&A, 1 minute for transition). Please adhere strictly to the time limit.
- ② **Presenters must log in to ZOOM before the session begins. (Microphone and camera OFF)**
- ③ After the previous presentation ends, share your PowerPoint screen and turn on your microphone and camera.
- ④ Begin your presentation.
- ⑤ **After your presentation is finished, turn off screen sharing.**