

Information for Chair and Speaker

1. WDS & JS DR Plenary lecture and WDS & JS DR Special lecture

1) For those who participate on-site (in-person)

- Chairs are requested to register at the General Information Desk (1F Atrium, Bldg. 1) on each day.
- Please come to the Next Chairs' / Speakers' seat located in the front area of the room no later than 15 minutes before the session begins.
- At the Chair's seat, a PC for Zoom is arranged, with which the operator will assist to login.
- Speakers are requested to register at the "PC Preview Center" in the foyer of the Century Hall at least one hour before the presentation.

2) For those who participate on-line (remotely)

- Please prepare your own PC, camera, microphone and earphone. Using a headset with a microphone is recommended in order to avoid audio problems such as howling.
- Using the wired LAN cable is recommended to connect as Wi-Fi connections (wireless connections) may be interrupted during the session.
- Using two PCs or more to connect to Zoom at the same place may cause some audio problems such as howling. Let us suggest that you use a headset with a microphone for each PC, or use only one PC.
- The URL to connect to Zoom will be informed in advance by e-mail.
- Please complete the connection and get ready 20 minutes prior to the session. Technical checks will be conducted for audio and video conditions.

3) For both

- There is no announcement made to commence and end the session. The staff gives a cue to Chair to begin on time.
- Simultaneous interpretation will be provided from English to Japanese in the session, and the audience can choose the language they prefer on Zoom. Chairs are kindly requested to remind the audience that the interpretation is available.
- After introduced by Chair, Speakers participating on-site (in-person) will come up to the podium. Speakers participating on-line (remotely) will present live via Zoom. Speakers on-line are kindly requested to use 'Share Screen' function for themselves to show their presentation data.
- Questions will be asked from the floor of the room on-site and/or through Zoom's Q&A function. Chairs are kindly requested to give priority to the questions from the floor, and to decide whether the questions through Zoom should be addressed or not, considering the remaining time.

- The time allotment for presentation and Q&A time is as previously informed. To keep the program as scheduled, your cooperation to be punctual would be greatly appreciated.

2. Sessions other than WDS & JSDR Plenary lecture and WDS & JSDR special lecture

1) For those who participate on-site (in-person) on August 20 and 21

- Chairs are requested to register at the General Information Desk (1F Atrium, Bldg. 1) on each day.
- Please come to the Next Chairs' / Speakers' seat located in the front area of the room no later than 15 minutes before the session begins.
- At the Chair's seat, a PC for Zoom is arranged, with which the operator will assist to login.
- Speakers are requested to register at the " PC Preview Center " in the foyer of the Century Hall at least one hour before the presentation.

2) For those who participate on-line (remotely)

- Please prepare your own PC, camera, microphone and earphone. Using a headset with a microphone is recommended in order to avoid audio problems such as howling.
- Using the wired LAN cable is recommended to connect as Wi-Fi connections (wireless connections) may be interrupted during the session.
- Using two PCs or more to connect to Zoom at the same place may cause some audio problems such as howling. Let us suggest that you use a headset with a microphone for each PC, or use only one PC.
- The URL to connect to Zoom will be informed in advance by e-mail.
- Please complete the connection and get ready 20 minutes prior to the session. Technical checks will be conducted for audio and video conditions.

3) For both (on August 20 and 21)

- There is no announcement made to commence and end the session. The staff gives a cue to Chair to begin on time.
- After introduced by Chair, Speakers participating on-site (in-person) will come up to the podium. For Speakers participating on-line (remotely), their pre-recorded videos will be played by the operator.
- Questions will be asked and answered live through Zoom. Therefore, after the presentation, speakers are kindly requested to wait with keeping the camera and microphone on. Questions will be received from the floor on-site and/or through Zoom's Q&A function. Chairs are kindly requested to give priority to the questions from the floor, and to decide whether the questions through Zoom should be addressed or not, considering the remaining time.

- The time allotment for presentation and Q&A time is as previously informed. To keep the program as scheduled, your cooperation to be punctual would be greatly appreciated.

4) On August 22

- There are no on-site (in-person) sessions, but only sessions on-line. Please refer to “For those who participate on-line (remotely)” above.
- There is no announcement made to commence and end the session. The staff gives a cue to Chair to begin on time.
- After introduced by Chair, the pre-recorded videos will be played by the operator.
- Questions will be asked and answered live through Zoom. Therefore, after the presentation, speakers are kindly requested to wait with keeping the camera and microphone on. Chairs are kindly requested to decide whether the questions should be addressed or not, considering the remaining time.
- The time allotment for presentation and Q&A time is as previously informed. To keep the program as scheduled, your cooperation to be punctual would be greatly appreciated.

3. Others

- ~~During the on demand delivery period, you may receive a notice mail when a comment is contributed on the Zoom Q&A function. We would appreciate it if you could respond to it as much as possible.~~ This Q&A handling during the on-demand delivery period has been cancelled