1. Instructions for presiders

1.1. Main tasks of the Presiders

・Session presider

・Manage sessions from start to finish. Introduce a presenter.

・Q & A session

・Manage questions and answers using raise hand features of Zoom Meetings.

*Note: The administrator will ring the bell, manage the screen and the audio of the Zoom Meetings.

1.2. Pre-work

1.2.1.Testing of Your Zoom Meetings Connection

・Be sure to test the connection referring to Common Instructions.

1.2.2.Replacement of Presiders

・If you are unable to act as a presider due to circumstances, contact the Technical Program Committee and let the Secretariat know a substitute presider. If it is just before the assigned session, please make sure to call the ISOM office.

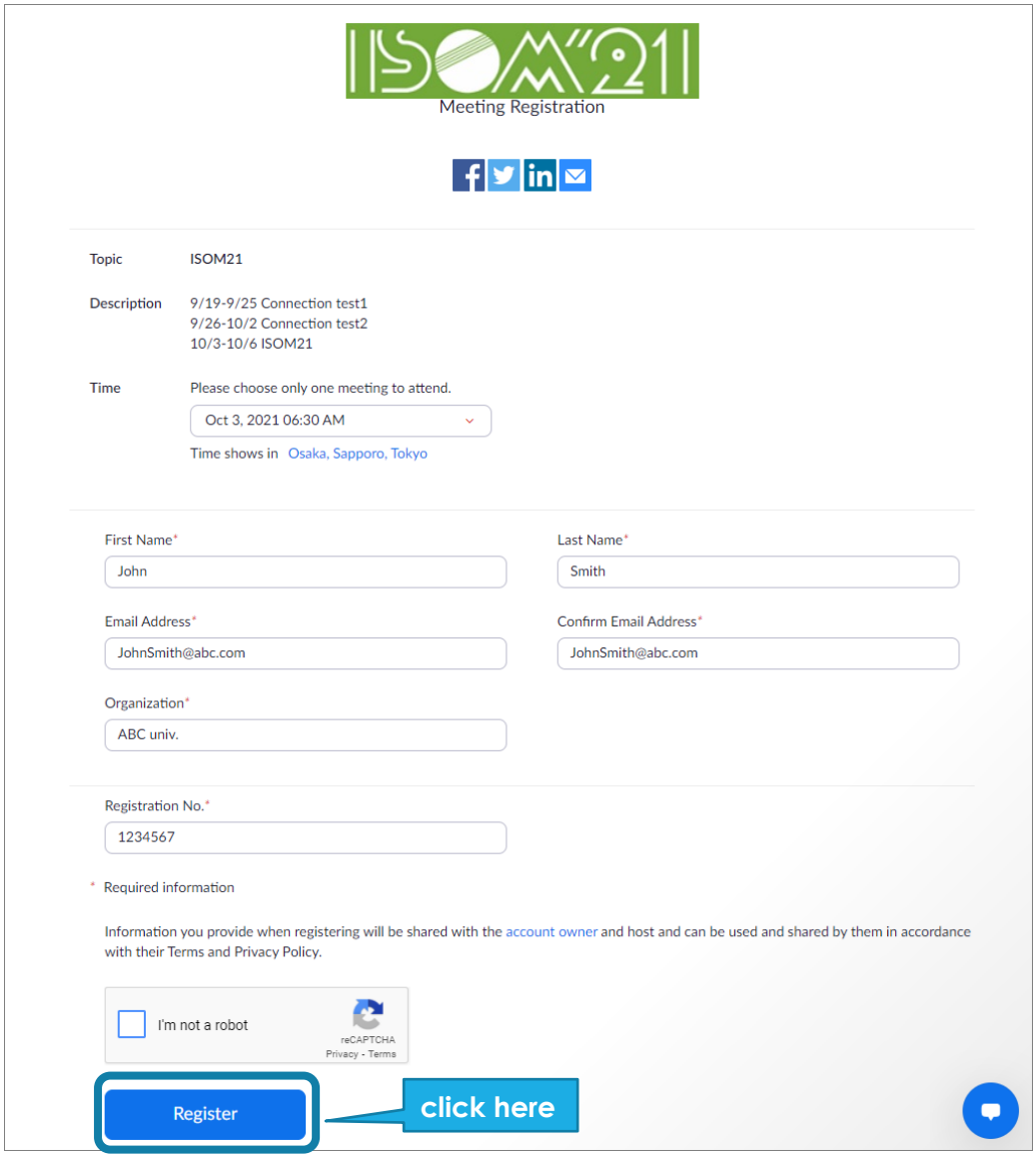
1.3. Procedure for the day

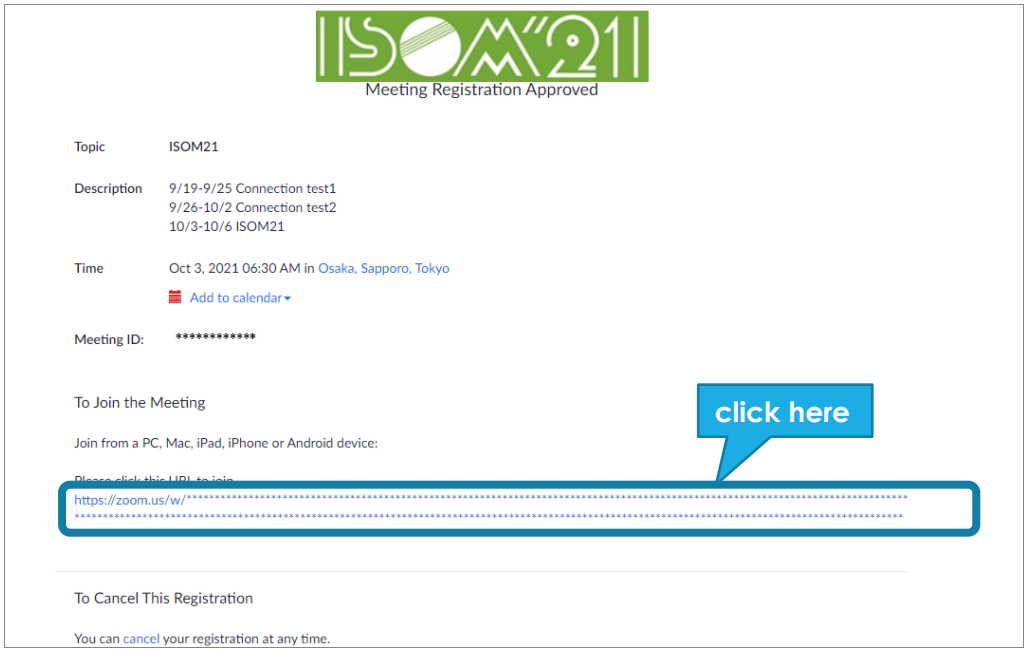
1.3.1. Joining Zoom Meetings

・Click the Meeting Registration URL in the email sent by ISOM to join Zoom Meetings.

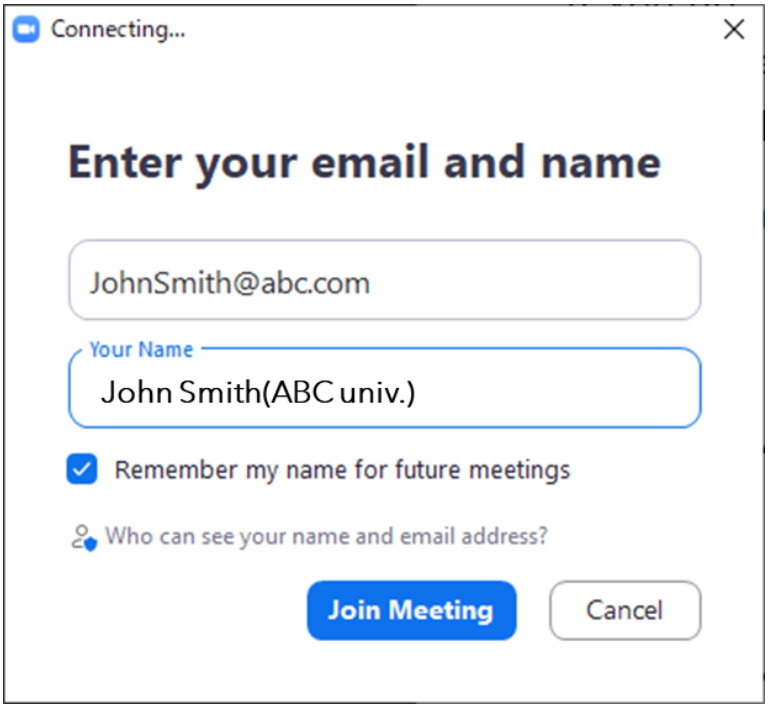
・In the Meeting Registration Form, you need to fill in time (meeting to attend), your name, email address, affiliation (organization) and registration number that used in your conference registration.

*"The registration number" is "the entry number" listed in the email you received from the ISOM Secretariat after you paid the registration fee at ISOM '21 online registration.


Meeting Registration
Topic
ISOM21
Description
9/19-9/25 Connection test1
9/26-10/2 Connection test2
10/3-10/6 ISOM21
Time
Please choose only one meeting to attend.
Oct 3, 2021 06:30 AM
Time shows in Osaka, Sapporo, Tokyo
First Name*
John
Last Name*
Smith
Email Address*
JohnSmith@abc.com
Confirm Email Address*
JohnSmith@abc.com
Organization*
ABC univ.
Registration No.*
1234567
* Required information
Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.
I'm not a robot
reCAPTCHA
Privacy - Terms
Register
click here


Meeting Registration Approved
Topic
ISOM21
Description
9/19-9/25 Connection test1
9/26-10/2 Connection test2
10/3-10/6 ISOM21
Time
Oct 3, 2021 06:30 AM in Osaka, Sapporo, Tokyo
Add to calendar
Meeting ID:
****
To Join the Meeting
click here
Join from a PC, Mac, iPad, iPhone or Android device:
https://zoom.us/w/**********
To Cancel This Registration
You can cancel your registration at any time.

・When you enter Zoom Meetings, you need to set your email address and name.
In the name field, you should write your name and affiliation.



・Enter Zoom Meetings 15 minutes prior to the start of the assigned session.

・If it is difficult to enter 15 minutes prior to the start due to connection trouble, etc., be sure to call the ISOM office.

1.3.2. Testing Audio and Camera

・When joining the Zoom Meetings, test your computer's audio and camera.

・For more information, see Common Instructions.

1.3.3. Audio Settings

・If the other party points out that they cannot hear you, make sure that the appropriate speaker and microphone are selected in the Audio settings.

・If the settings are correct but it doesn't work, make sure that it's not muted or that the headset switch is turned off.

・It depends on the case if you can't hear the audio or you can hear it, but please use chat and be careful not to disturb the presentation.

1.3.4. Audio Mute

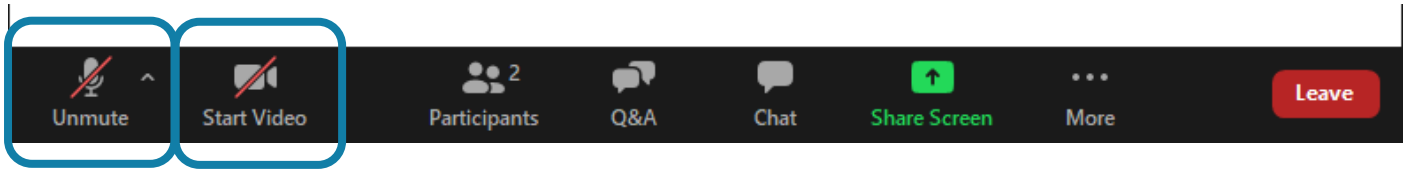
・When joining the Zoom Meetings, microphone input is muted. Please mute it until your session starts. We recommend using a headset to prevent howling (Echo that cannot be canceled).

・Please mute the microphone during each presentation.

1.3.5. Starting Camera and Microphone

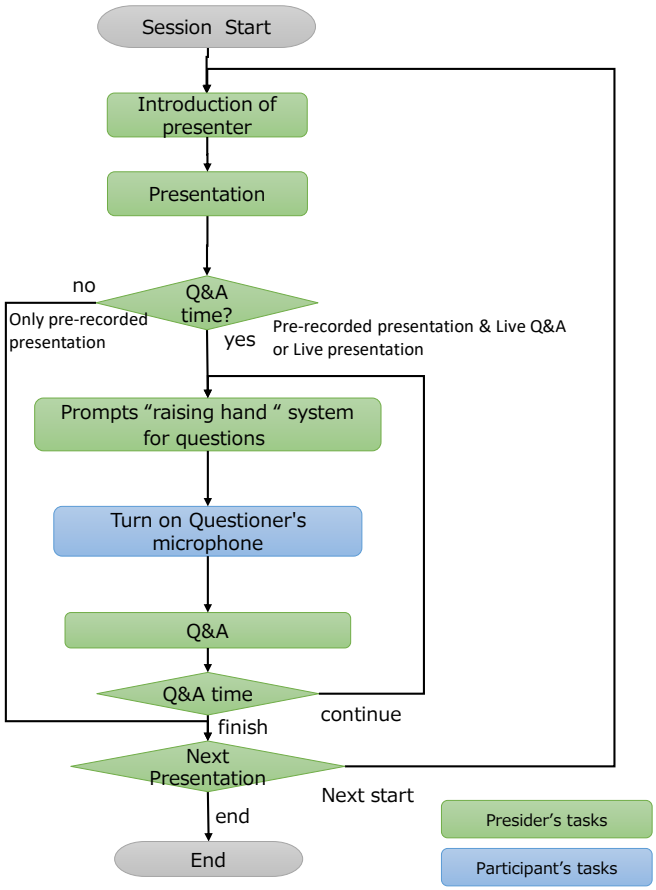
・Before your session, the presiders should turn on the microphone and camera.

While the presenter is presenting, the presiders should mute the microphone.



1.3.6. Presider's work procedure

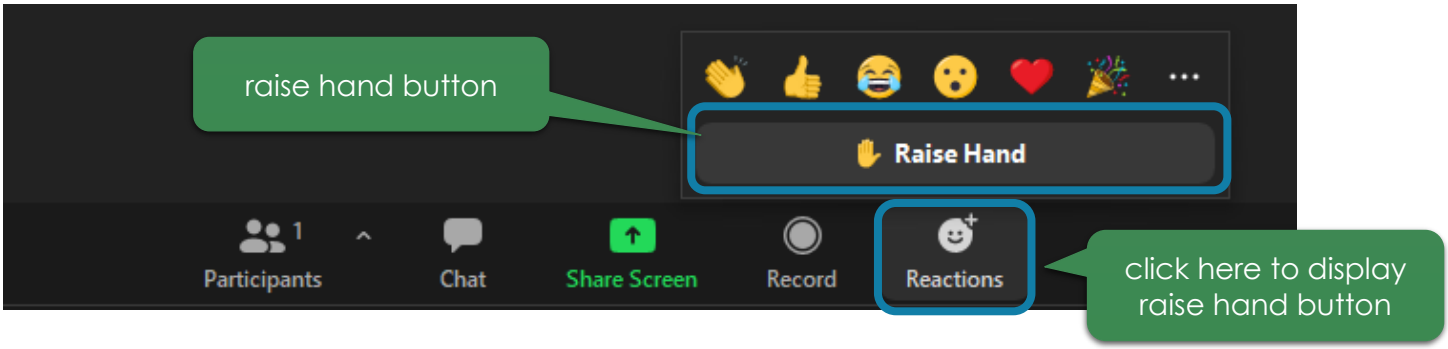
・The basic procedure is shown below.

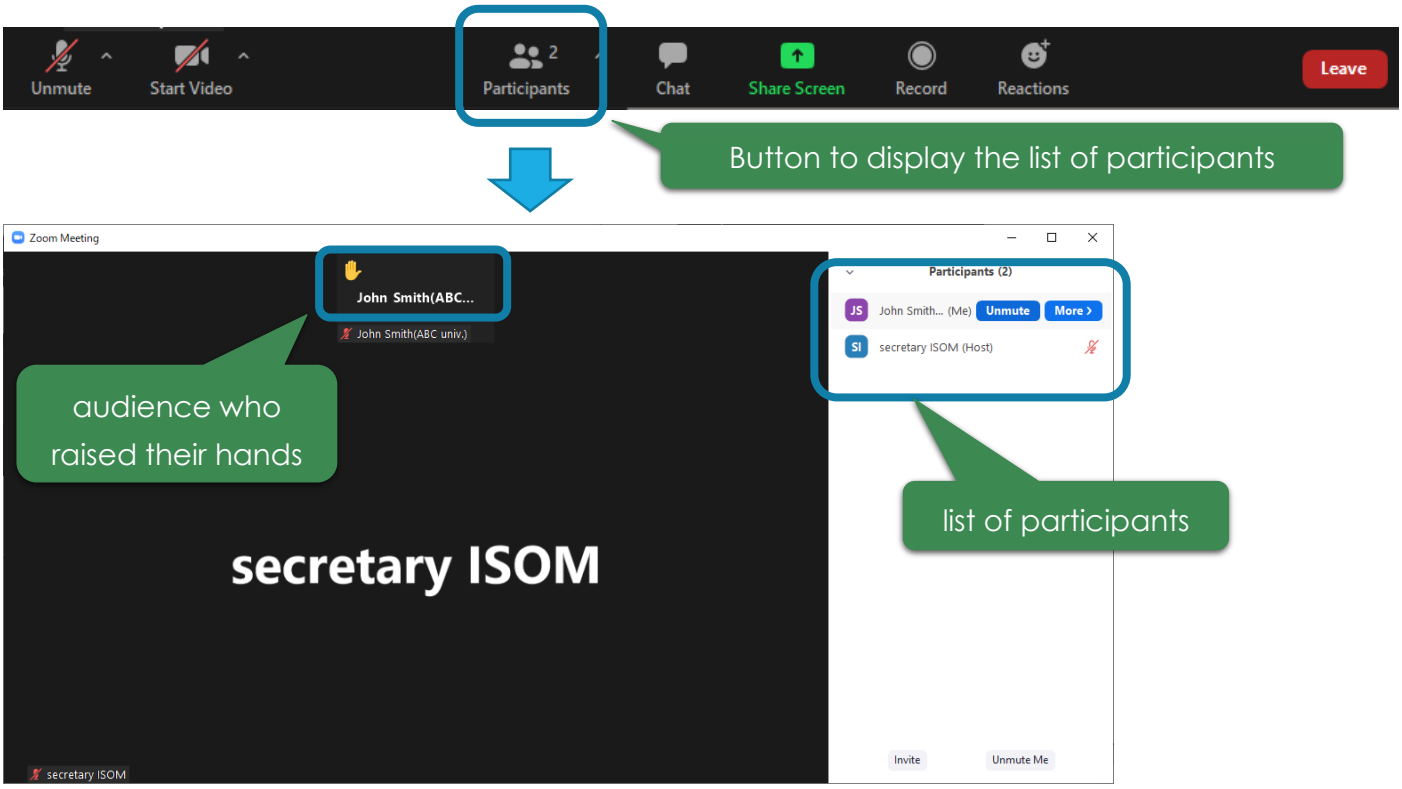


・The administrator will ring the bell. The table below shows bell timing.

	Keynote	Special Invited	Invited Paper	Contributed Paper	Post deadline Paper	Poster (short presentation)
1st (preliminary bell)	None	None	15 min.	12 min.	10 min.	None
2nd (End of presentation)	None	None	20 min.	15 min.	12 min.	2 min.
Last (End of Q&A)	35 min.	30 min.	25 min.	20 min.	15 min.	None

・To start a Q & A, the presider prompts the audience to press the raise hand button. The presider then nominates the questioner from the audience who raised their hands. The presider requests the nominated questioner to turn on the microphone and ask questions.





1.3.7.Notes

・The absentee's next presentation should begin on time as stated in the program, without closing the session.

1.4. Contact information

・If you would like to contact the administrator, please use Zoom's chat function or send an email to the address below.

secretary@isom.jp