Instructions for chairs of tutorial & oral session
Session type

Plenary talk, Keynote lecture, Arranged session, Tutorial, Oral session:
All are ZOOM meeting

NOTICE
Please connect to your session **15 min before the session starts** and call speakers to check voice, video and share screen of slides. (ISPlasma-host will support)
Please enter your Registration ID and password.
If you have registered but have not received the Email, please contact the secretariat.

isplasma2022@intergroup.co.jp
Choose session (2/2)

You can find the program timetable

Select the date

Select the session room to connect Zoom meeting.
Change your name in ZOOM

1. Click “participants” at the bottom of ZOOM window

2. Click “More”

3. Click “Rename”

4. Change name
   “[*Chair] + Name (affiliation)”

   Do not forget asterisk in the beginning.
Ask participants and speakers to change their name and check voice, video, and slides.

1. Call participants to change their name.
   “Registration ID(4digit) Name (affiliation)”

2. Ask speakers in the session to check voice, video, and test screen share.

3. Call speakers to change their name.
   “*asterisk+ presentation number + Name (affiliation)”

4. Call “recording is prohibited” for all participants.

These check should be finished 5min before the session starts.
- ISPlasma-host sets timer during the session.
- ISPlasma-host will show “Time keeper” in their thumbnail.

Tutorial lecture (55+5)
  1\textsuperscript{st} Bell: 50min, 2\textsuperscript{nd} Bell: 55min, 3\textsuperscript{rd} Bell: 60 min

Keynote lecture (35+5)
  1\textsuperscript{st} Bell: 30min, 2\textsuperscript{nd} Bell: 35min, 3\textsuperscript{rd} Bell: 40 min

Invited talk; 30 minutes talk (25+5)
  1\textsuperscript{st} Bell: 20min, 2\textsuperscript{nd} Bell: 25min, 3\textsuperscript{rd} Bell: 30 min

Oral presentation; 20 minutes talk (15+5)
  1\textsuperscript{st} Bell: 10min, 2\textsuperscript{nd} Bell: 15min, 3\textsuperscript{rd} Bell: 20 min
Click “Hide non-video participants” of Video settings
You may always see “Time keeper” in your thumbnail.
Q/A time for oral session

Ask audience to have questions
“if you have a question, raise your hand via reaction button or chat”

A. Raise hand
  1. Choose an audience and ask him/her to unmute.

B. Chat
  1. Check “chat” in zoom. (ISPlasma-host will support chat checks)
  2. Choose an audience and ask him/her to unmute.