Instruction for speaker (oral)

March 6-10, 2022
Virtual Symposium
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 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 (1/2)

Please click on the “Session Rooms”

Click on the button “Zoom Test” to check your slide sharing, camera and audio connections before your presentations.
Choose session (2/2)

Select the session room to connect Zoom meeting.

You can find the program timetable

Select the date

Click on the button “Zoom Test” to check your slide sharing, camera and audio connections before your presentations.
Change your name in ZOOM

1. Click "participants" at the bottom of ZOOM window

2. Click "More"

3. Click "Rename"

4. Change name
   "*asterisk+ presentation number + Name (affiliation)"
   Do not forget asterisk in the beginning.

5. Please ask the chair (or ISPLASMA host) to check voice, video and share screen of your slides, 5 min before the session starts.
- ISPlasma-host sets timer during the session.
- ISPlasma-host will show “Time keeper” in their thumbnail.

**Tutorial lecture (55+5)**
- 1st Bell: 50min, 2nd Bell: 55min, 3rd Bell: 60 min

**Keynote lecture (35+5)**
- 1st Bell: 30min, 2nd Bell: 35min, 3rd Bell: 40 min

**Invited talk; 30 minutes talk (25+5)**
- 1st Bell: 20min, 2nd Bell: 25min, 3rd Bell: 30 min

**Oral presentation; 20 minutes talk (15+5)**
- 1st Bell: 10min, 2nd Bell: 15min, 3rd Bell: 20 min
Click “Hide non-video participants” of Video settings
You may always see “Time keeper” in your thumbnail.
**Before the session starts**
Please contact the session chair to check your slide, voice and video.

**Starting your presentation**
Click “Unmute”, “Start Video”, and “Share Screen”
If you want to share sound, please check “Share sound” checkbox at the bottom left of the selection window.