

The 15th International Conference
on Analysis of Discontinuous Deformation

**Guidelines for participants
during the session**

Japanese Research Group
on Discontinuous Deformation Analysis

September, 2021

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For All Participants (1)

1. Set your name in zoom as follows.

Please include your full name, organization name. If you are a speaker, also include the presentation ID.

(Example)

Chairperson : [Chair] Your name_XX University

Keynote Speaker : [AABB] Your name_YY University

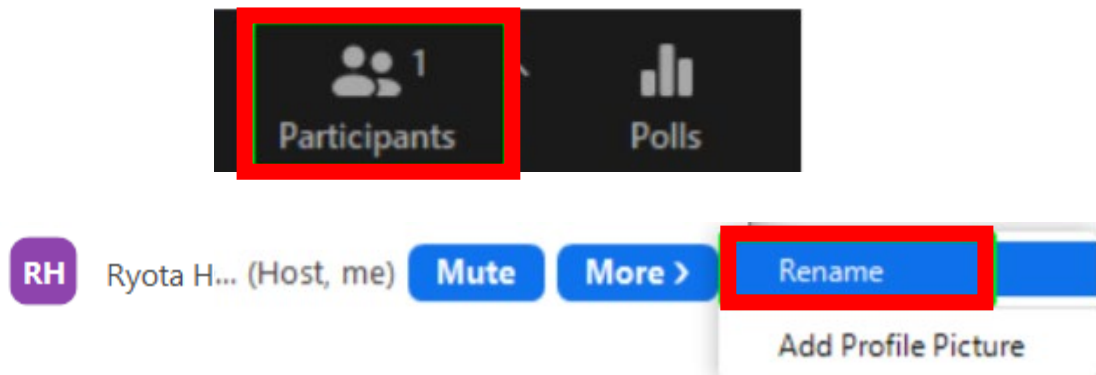
Audience : Your name_ZZ Institute

*[AABB] : Last four letters of your presentation ID

(ICADD15-AABB)

※How to set your name after entering the zoom room

- Click “Participants”
- Click “more” beside your name and click “Rename”



For All Participants (2)

2. **Recording of the screen/audio is strictly prohibited.**
3. Check the connection, audio, and camera settings in advance.
*Use of camera is recommended but not mandatory for chairperson, speaker, and audience asking questions.
4. Please update your Zoom client (or App) to the latest version.
5. Mute your microphone all the time except when you give presentation or questions.
6. Please contact t-koyama@kansai-u.ac.jp if you have any problems during the sessions.

For Speakers (1)

1. Please enter the zoom room of your session 15 min. prior to the start time of the session.
2. When you share the screen of MS PowerPoint, please make sure you share the slide screen, not the presenter tool. Especially if you use dual-display.
3. Please share the screen following the instruction by the chair person.
4. Start your presentation after checking your camera is on (recommended) and mute off.
5. In case you share your PC audio (e.g., audio-attached file, etc.), please check “share the computer audio” when you share the screen.
6. Please click “stop sharing” when your presentation ends.

For Speakers (2)

7. Elapsed time is indicated as the video of the session host. Make sure to end your presentation within the following durations **including Q&A** (basically 5 min.).
 - Keynote Lecture: 30 min.
 - Invited Lecture: 20 min.
 - General Presentation: 15 min.
8. Please clearly indicate all copyrights of any picture, source of documents/researches. Online presentations in conferences are considered as retransmission by automatic public transmission.

For Audience

1. Please **turn off the camera** and **mute the microphone** before the session starts.
2. When you ask questions;
 - Click the “Raise hand” button at the bottom of the participants list.
 - After the chairperson appoints you, unmute the microphone and ask your questions. Use of the camera is also recommended.
 - Please click “Lower hand” to cancel the signal and mute the microphone when your QA finishes.

For Chairperson (1)

1. Time management
 - Timer will be indicated as the video of the session host.
 - In case the presentation continues longer than the planned time, ask the speaker to finish up the presentation by telling “the time is up so please briefly discuss the conclusion and end your presentation.” etc.

2. Starting the session
 - Turn on the camera (recommended) and unmute the microphone.
 - Please announce the session name and briefly introduce yourself (your name, organization). And, announce the start of the session.
 - Please announce the points below.
 - (i) Please do not record the presentation
 - (ii) The presentation time for Invited Speakers is 20 min. including the Q&A, and the presentation time for the general speakers is 15 min. including the Q&A.

For Chairperson (2)

3. Starting a presentation and QA facilitation
 - Introduce the title and the speaker and ask the speaker to share the screen, turn on the camera, unmute the microphone, and start the presentation.
 - After the presentation, start the QA time. (example: “please raise your hand if you have any questions on the presentation using the raise hand function”) Participants names will be displayed in order of raising hand. Please call names to facilitate the QA.
4. If there is any difficulty in starting or continuing a presentation due to internet connection problems, etc., please proceed to the next presentation first, and then move the skipped presentation to the end of the session.
5. Operational/system problems
While the host of the meeting room will try the best to solve operational and system issues during the session, your assistance is highly appreciate.