

# ISAP2020 Instructions for Virtual Conference

## Chapter 1: Operation of Sessions

### 1.1 Instructions for Session Chairs

(1) Session Chairs should log in to the Zoom conference room 15 minutes before the session starts.

You can login the Zoom room from ISAP2020 home page portal site.

The duration of online presentation is as follows:

**Workshops:** 2 hours including Q&A

**Plenary talks:** 40 minutes including Q&A

**Invited papers:** 40 minutes including Q&A

**Regular sessions:** 20 minutes (15 minutes for presentation and 5 minutes for Q&A)

**Short presentation sessions:** 15 minutes (10 minutes for presentation and 5 minutes for Q&A)

The assistant for the session will give a reminder to you at 3 minutes before the presentation ends.

(2) You may find your chaired session, date & time in the e-Proceeding, or in the ISAP 2020 website.

(3) Presentation will be followed by Question & Answer (Q&A) session. The length of Q&A session will be determined by you (and the co-chair if any), depending on the progress of the session. You should control the Q&A session time so that it will not exceed 5 minutes.

(4) Even if the presentation is no show, don't move up the next presentation. The rest of the presentations time slot should not be changed. Please keep the presentation to the allotted time slot.

(5) For more details about using Zoom, please see the Zoom Instructions (Chapter 2).

(6) After the session was closed, please make a session chair's report via web site indicated below.

<https://forms.gle/AGYbqsn5fctbQktVA>

### 1.2 Instructions for Speakers

(1) Speakers must login to their Zoom conference room at least 10 minutes before the session start time.

You can login the Zoom room from ISAP2020 home page portal site.

The duration of online presentation is as follows:

**Workshops:** 2 hours including Q&A

**Plenary talks:** 40 minutes including Q&A

**Invited papers:** 40 minutes including Q&A

**Regular sessions:** 20 minutes (15 minutes for presentation and 5 minutes for Q&A)

**Short presentation sessions:** 15 minutes (10 minutes for presentation and 5 minutes for Q&A)

The session chair will give you a reminder at 2 minutes before the presentation time ends.

(2) You may find your presentation session, date & time in e-Proceeding, or in the ISAP 2020 website.

(3) Please prepare your presentation materials for the online presentation. Microsoft PowerPoint or

Adobe Acrobat is preferable for the presentation tool. Please follow the Zoom instructions in section 2.6 to share your presentation materials.

- (4) All papers must be presented in person at the conference in order to be included in the proceedings published in IEEE Xplore.
- (5) For more details about using Zoom, please see the Zoom Instructions (Chapter 2).

### 1.3 Instructions for Audience

- (1) You can attend all technical sessions if you are register for ISAP2020.

You can login the Zoom room from ISAP2020 home page portal site.

- (2) When you enter the session room of Zoom, please change your name immediately as described below (section 2.1).
- (2) You can make a question or comment during the Q&A session. If you want to make that, click the “raise hand” button. After the session chair called you, please talk with switch on your microphone.
- (3) For more details about using Zoom, please see the Zoom Instructions (Chapter 2).

## Chapter 2: Zoom Instructions

Download Zoom: <https://zoom.us/meetings>, <https://zoom.us/jp-jp/meetings.html> or <https://zoom.us/zh-cn/meetings.html>

(PC client is mandatory)

### 2.1 Zoom Instructions for All Attendees

When you arrive Zoom meeting room, please change your name immediately as

Session chair: **AAA-Chair-YYY**

Presenter: **AAA-B-YYY**

Audience: **Audience-YYY**

Session assistant: **Assist-YYY**

**AAA**: Session code, **B**: Ordinal number in the session, **YYY**: Your name in English

Example1:

You are the session chair of 1C3 and your name is John F. Kennedy, then, please change as “1C3-Chair-John F. Kennedy”.

Example2:

You are the third presenter in session 1B3 and your name is Marilyn Monroe, then, please change as “1B3-3-Marilyn Monroe”.

Please follow the Zoom instructions in section 2.5 to change your name on Zoom.

## 2.2 Zoom Instructions for Session Chairs

- (1) Please arrive at your room using the respective Zoom meeting link at least 15 mins before the session.
- (2) Rename yourself as described above.
- (3) The assistant will give you a brief information of the session with a PDF slide; This slide will be displayed before ten minutes of the session starts.
- (4) The assistant will also make you “co-host” so that you can share your screen when you want to present or help manage the session. Please also read Section 2.6 of this instruction for more information on how to share the screen in Zoom.
- (5) When the session starts, the assistant will mute the rest participants.
- (6) During the Q&A, you can encourage audiences to “raise hand” to make a question; please choose an audience and unmute him/her.

## 2.3 Zoom Instructions for Speakers

- (1) Please arrive at your room using the respective Zoom meeting link at least 10 minutes before the session.
- (2) Rename yourself as described above. Appropriate rename is indispensable to set you as presenter in Zoom.
- (3) The assistant will help test the share screen function of Zoom with you; please also read Section 2.6 of this instruction for more information on how to share screen in Zoom.
- (4) When the session chair let you a presenter, please share your screen and start your presentation.

## 2.4 Zoom Instructions for Audience

- (1) If you want to make a question or comment, click the “raise hand” button. The “raise hand” button will be appeared by click the “Participants” icon (see Fig.1)
- (2) After the session chair called you, please talk with switch on your microphone.

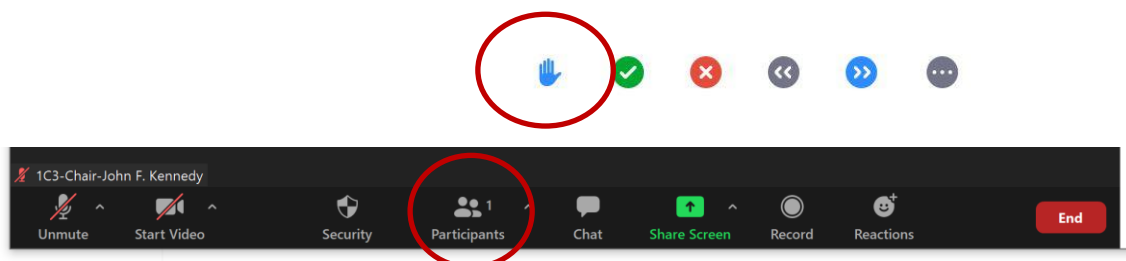


Fig. 1. Click to indicate the “raise hand” button.

## 2.5 Instructions on How to Change Your Name in Zoom

- (1) When you arrive Zoom meeting room, please change your name immediately. You can change your name by right-click on the Zoom window (see. Fig2)

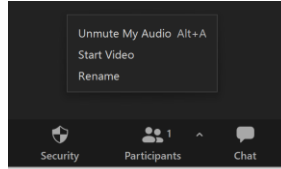


Fig. 2. Right-Click to change your name in Zoom.

## 2.6 Instructions on How to Share Screen

- (1) When you are in a Zoom meeting, you can share your screen by clicking "Share Screen" button on the bottom of Zoom (see Fig. 3).
- (2) A pop-up window will appear to let you choose the screen to share (see Fig. 4).
- (3) Please select the window containing your presentation slides.

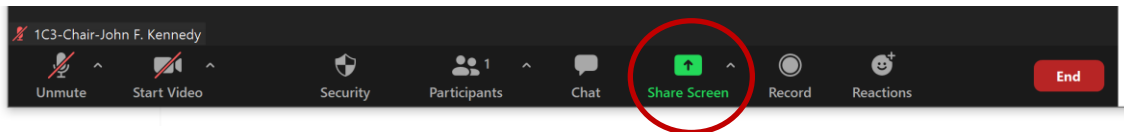


Fig. 3. Bottom control buttons of Zoom.

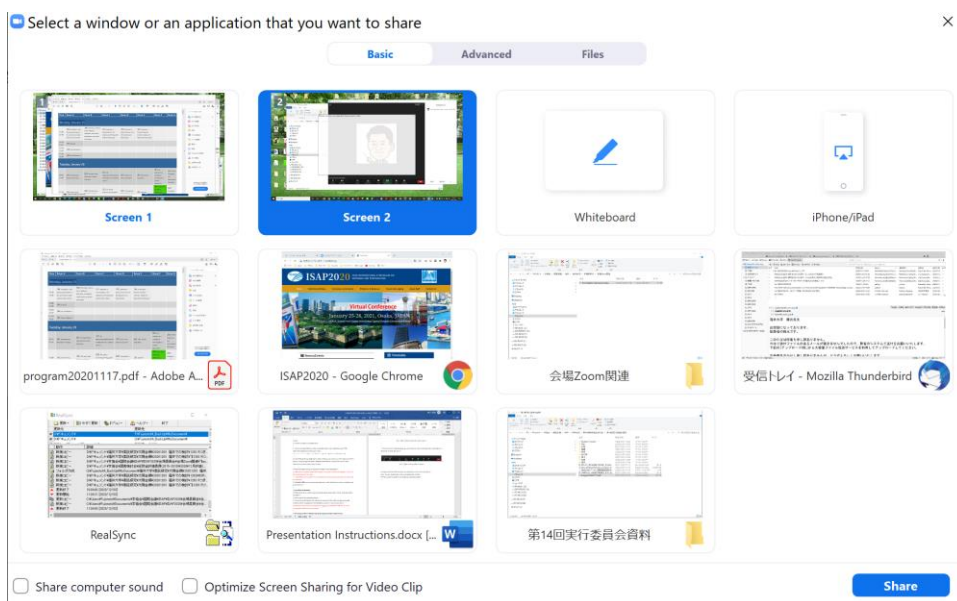


Fig. 4. Pop-up window to select the screen/application to share.