

Guide for Session chair

Enter the Zoom meeting 10 minutes before the session starts.

Input the session ID at the beginning of your participant panel name. If your session ID is A1 and your name is Pacific Center, the participant panel name should be “A1 Pacific Center”. The room host assign you to the co-host of the meeting.

Check your audio status to see whether your microphone and video are available. Please let the microphone be mute and video off except for your talk.

Before the session starts, please inform orally the audience of the following notes.

- Introduction of the session and yourself.
- Each presentation time is 18 minutes, of 12 minutes for talk, 4 minutes for Q&A, and 2 minutes for chair and presenter switch. Please cooperate to keep the presentation time.
- Mute microphone and turn off your video at the presenter talk.
- When you have a question, just use the hand raising function.
- The lounge by spatial chat could be used for further discussion.

Starting each presentation, please follow the steps below.

- Let the presenter share the screen.
- Introduce the paper title and authors.
- Start presentation and Q&A.
- The hand raising function is recommended for Q&A.
- The chair can turn on/off participants' microphones and video.
- Check the chat window. Someone may post the question by chat.
- At end of presentation, let presenter turn off the screen sharing, microphone and video (could turn off screen sharing forcibly).
- Keep the presentation time and proceed next presentation.

At end of session, please thanks to all session presenter and audience. Confirm the next session starting time.

The screenshot shows a Zoom meeting window with the following elements highlighted by red boxes:

- Participant List:** A box highlights the participant names "1A-1 Pacific Center 1 (私)" and "Pacific Center2".
- Bottom Control Bar:** Three boxes highlight the "ミュート解除 / ビデオの開始" (Mute/Unmute microphone / Off/On your video) button, the "参加者 / チャット / 画面を共有" (Participants / Chat / Screen share) buttons, and the "手を挙げる" (Raise your hand) button.

Text labels for the highlighted elements are as follows:

- Real name
- Session ID for chair
- Paper ID for presenter
- Mute/Unmute microphone / Off/On your video
- Participants / Chat / Screen share
- Raise your hand