

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 lounge (SpatialChat) can be used for further discussion.

Recording is prohibited.

The image shows a Zoom meeting interface with several key elements highlighted by red boxes and labeled:

- Participant List:** Located in the top right, it shows a list of participants. The first participant, "1A-1 Pacific Center 1 (私)", is highlighted with a red box. Above this box, the text "Real name" is written. The second participant, "Pacific Center2", is also visible.
- Meeting Controls:** Located at the bottom of the screen, it includes several icons and buttons. Three of these are highlighted with red boxes and labeled below:
 - Mute/Unmute microphone:** The microphone icon is highlighted, with the label "Mute/Unmute microphone" below it.
 - Participants Chat / Screen share:** The chat and screen share icons are highlighted together, with the label "Participants Chat / Screen share" below them.
 - Raise your hand:** The hand raise icon is highlighted, with the label "Raise your hand" below it.

Additional text labels are present in the top right corner of the image, above the participant list:

- "Real name" (above the first participant's name)
- "Session ID for chair" (above the second participant's name)
- "Paper ID for presenter" (above the third participant's name)