

## <<APCMBE2020>>

### Instruction for Chairpersons and Presenters in an Oral Session

We appreciate your understanding of our decision to hold the conference online using the video conference system “Zoom.” We hope that this will not cause you any inconvenience.

#### **I. Request for organizing a session**

1. We will leave it to chairpersons to organize the sessions. If there is any unexpected trouble during the sessions, the chairpersons and presenters will immediately respond to the trouble. For example, if the internet is disconnected during the session, the chairpersons and presenters will solve the problem by flexibly changing the presentation order by Zoom chat or by microphone. We would appreciate it if you could manage the session effectively within the limited allotted time to ensure that the online audience can understand the presentation as much as possible.
2. Please refer to the attached “Zoom User Guide for Chairpersons and Presenters” for instructions regarding a Zoom meeting.

#### **Before the start of the session**

1. Please log in to the Zoom room of your session 10 minutes before the start of the session, as mentioned in the “Zoom User Guide for Chairpersons and Presenters.” After logging in to the Zoom room as a panelist, **The ZOOM room is opened throughout the day from 30 minutes before the start of the first sessions allocated to each room until the end of the session allocated to each room.**
2. If a chairperson realizes that a presenter cannot join the session during his/her allotted turn, he/she should change the order of the presentation and inform all presenters about the change of the order.

#### **During the session**

1. A chairperson will send a message to the audience after the session starts on time.
2. At the start of the session, a chairperson must check if there is any trouble regarding the video and audio transmission of the presenter’s device. If a chairperson hears a noise, he/she should ask the presenters to mute their audio by using a Zoom chat or a microphone. In addition, a presenter must corroborate the message about the trouble from a chairperson for a while after starting the session.
3. Chairpersons and presenters are required to control the presentation time. Our secretariat does not give alarm a few minutes before the end of the session.  
If a presenter continues speaking beyond the allotted time, a chairperson must ask him/her to stop. Please adhere strictly to the time allotted to you.
5. After the presentation ends, a chairperson manages the discussion time. A chairperson will ask a presenter to answer questions selected by him/her. We would like the chairperson to comment on the questions to make their point clearer.

Note: It is up to the chairperson to select the audience’s questions for the Zoom Q&A discussion.

In a general discussion, a chairperson leads the discussion. The “Share Screen” feature is useful for conducting a discussion.

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