

Instructions for CHAIRPERSON

Important notes

- Please note that there will be both on-site (conference room) and online (Zoom) presenters. Before the session starts, the conference staff will confirm whether each presenter will be on-site or online. Note that presenters can select the on-site and online presentation just before the session.
- Please proceed with the session according to the program. If the chairpersons are both on-site and online, the on-site chairperson proceeds with the session.
- Presentation time is 15 minutes (10 minutes for presentation and 5 minutes for Q&A). The presentation time will be announced by the timer at the conference room.
- During the Q&A, questions will be asked by both online and on-site audiences. The conference staff will assist you.

For ON-SITE CHAIRPERSON

- 15 minutes before your session starts, please come to the presentation stage of the conference room. The conference staff will explain the procedure of the session to you.
- Please refer to the ON-SITE participant manual (<https://www.nagoya-mipe2022.org/instructions>).
- Please announce that Zoom breakout rooms for on-site and online participants to discuss are prepared before the start of the session.
- Please switch to online participation if you are not feeling well or have a fever. The switch can be made until just before the session. Please refer to the ONLINE participant manual.
- If you have questions, please contact the conference staff at the conference room.

For ONLINE CHAIRPERSON

- 15 minutes before your session starts, please enter the Zoom meeting by clicking on your session URL. You can find your session URL at the ONLINE program (<https://confit.atlas.jp/mipe2022?lang=en>). We recommend that you check the URL connection in advance. Please set your name in Zoom meetings as Chair_ "Name" (e.g. Chair_Taro Meidai)
- Please refer to the ONLINE participants manual. (<https://www.nagoya-mipe2022.org/instructions>).
- Before the start of the session, please announce that Zoom breakout rooms for on-site and online participants to discuss are prepared.
- If you have questions, please contact the conference staff via Zoom meetings.