

## < Instructions to Oral Session Speakers >

- All oral presentations of SAMCON2021 are “Live-stream presentations” (NOT video) in [Zoom Meeting](#)<sup>®</sup>. The program will run in JST.
- Contributed oral presentations are allocated 20min mainly for a presentation, and questions and discussion. A typical presentation has 15 minutes for the presentation, 4 minutes for the questions and the discussions, and 1 minute to change the speakers and brief introduction of the presentation by the chairperson.
- The Oral Presentation should basically be made with PowerPoint<sup>®</sup>. The maximum number of pages of the PowerPoint<sup>®</sup> slides is actually unlimited, but the presentation must be finished in the designated time of 15 minutes. Every speaker should make his or her presentation using a desktop PC with a web camera and a microphone, or a laptop PC. The speaker may use either a Windows PC or a Macintosh PC.
- The speakers must join in the session at least 5min prior to the session start, and must declare their attendance to the session chair and the technical staff. When a speaker’s turn comes, the speaker must share the PowerPoint<sup>®</sup> file in a full screen mode, and then must start the presentation from the first page. Be sure that all the power-saving features such as a sleep mode, a screen saver, etc, must be turned off during the prior presentation.

The steering Committee of SAMCON2021 will send an e-mail including a URL and a password of Zoom Meeting by one week prior to the workshop.