< Instructions for Poster Session Presenters >

Poster sessions are allocated 120 minutes for the presentation part and the dialogue part.

Authors must present their works in both parts.

Information (URL) of Zoom Meeting® and oVice will be provided at your personal page (the link to the personal page is provided in the registration e-mail).

Presentation part (first 30 - 40 min.)

- Each presentation is allocated 3 minutes for "Live-stream presentation" (NOT video) in Zoom Meeting®. Q&A discussion will be in the dialogue session.

- The presentation should basically be made with PowerPoint®. Every speaker is requested to make a presentation by using a desktop PC with a web camera and a microphone, or a laptop PC.

- The presenters must join the session at least 10 minutes prior to the session start time, and must declare their attendance to the session chair and the technical staff. When a speaker's turn comes, the speaker share the PowerPoint® file in a full screen mode, and then 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.

Dialogue part (other 80 - 90 min.)

- Dialogue part takes place in the virtual space of "oVice". All presenters move to the space after the presentation part.

- Presenters **must prepare one-page poster slide (ppt or pdf)** and should share the poster at the shared screen. **Horizontally-long (landscape-oriented) poster is preferred.** You can understand the reason by confirming a picture in page 3 of this file (the shared screen is horizontally long).

- Presenters are not allowed to leave the space during the scheduled time, and must be present in front of the poster number.

- The operation and details of "oVice" is described from the next page and will be explained in the rehearsal on March 3rd, 16:00-18:00 by using the actual system. The information will be announced by e-mail and web page.

< How to use oVice >

1. Enter the oVice space (URL is provided at your personal page). You can see your avatar in the space.
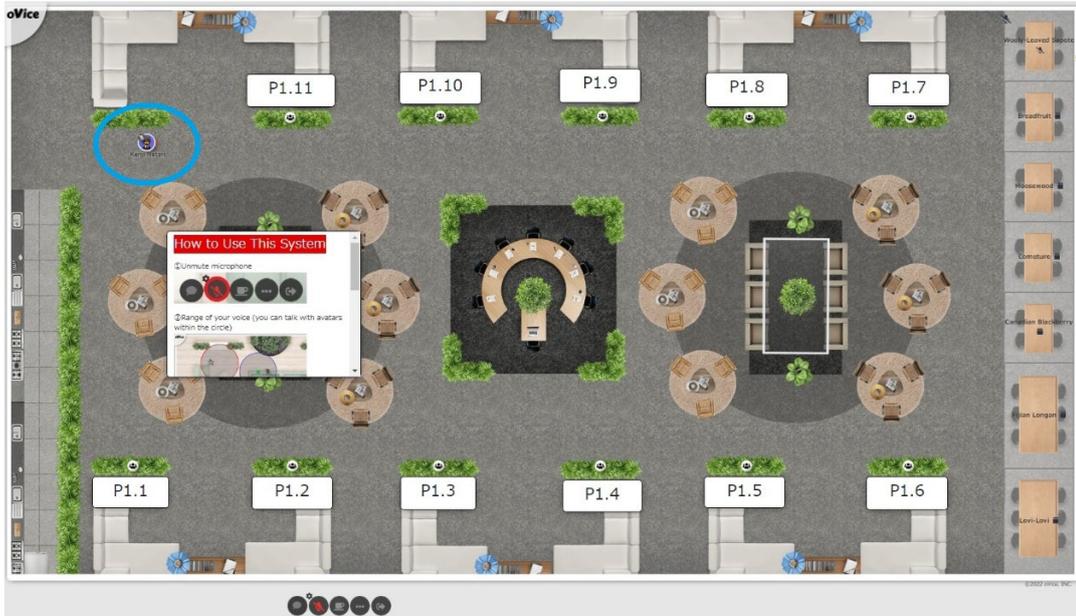
2. Please confirm "How to Use This System" in the space.

3. Please move to the place in front of your poster number.

4. Please click 👥 in front of the poster number. Then you can connect to 👥 .
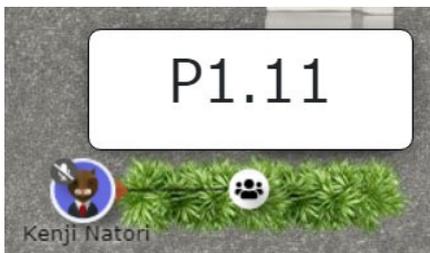
5. In the control icons at the bottom of the display, please click ⬤, then, you can choose "screenshare" and share your poster at the shared screen.
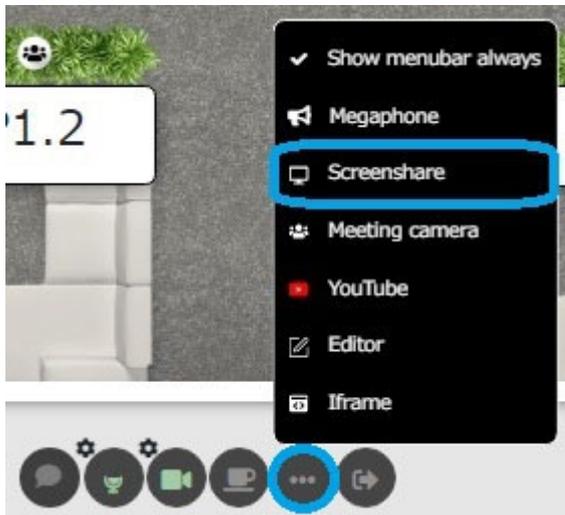
6. Presenters can share the poster in the shared screen and make a poster presentation. Horizontally-long (landscape-oriented) poster is preferred, because the shared screen is horizontally long.