Manual for Oral Presenters and Chairpersons

■ Presentation Video Streaming and Comment Section (Bulletin Boards) on ACSAC10 Online Conference Site

Period for Presentation Video Streaming: (JST)
September 8 (Wed.) 10:00 AM – September 10 (Fri.) 5:00 PM (JST)

Usage Period for Comment Sections:
September 8 (Wed.) 10:00 AM - September 17 (Fri.) 5:00 PM (JST)
 * Comments will not be displayed after these periods.

Pre-submitted presentation videos and comment sections (bulletin boards) will be displayed on the oral session page in ACSAC10 online conference site. Questions and comments will be posted in the comment sections, so please check them as needed until September 17 and respond to as many questions as possible. Questions that couldn't be answered during the Zoom session will be also posted, so please respond to them within the period.

If you would like to be contacted directly by participants, you can post your contact information, such as an email address, in the comment section. However, please note that all participants will be able to view it during the above period.

■ Live Oral Session (Zoom)

Oral sessions will be held using Zoom video webinar.
Presenters and chairpersons are required to install the Zoom client in advance.
(The following explanation is based on the assumption that Zoom is already installed.)

The name for Zoom session is attached by host. Please do not change the name.
 e.g.) Oxx-07 John Smith (Presentation number and your actual name)

** Important! **
Email for panelist invitation to Zoom video webinar session (September 1)
Presenters and chairpersons are required to join the zoom video webinar session as panelists, because only panelists can use their video camera and microphone in the Zoom video webinar.

Email for panelist invitation will be sent to presenters and chairpersons on September 1. (JST)
If you have not received the invitation email, please contact registration desk. acsac10@or.kt.co.jp

To join your session as a panelist, presenters and chairpersons are required to click a Zoom Link URL in the invitation email. The link should not be shared with other presenters. It is unique to you.

 *If you join the session from Zoom button on the program page in online conference site, you will be regarded as an audience member and will not be able to give your presentation with microphone and video.

Presenters are required to join the live session, in order to respond to questions live, although videos of oral presentations will be broadcast by the host. Even if you cannot join the session due to unavoidable circumstances, the host will play your video.

Presenters are required to have their videos ready in case of trouble on the host server.

1. Entry of presenters/chairpersons into the room (20 minutes before the session starts)
   All presenters and the chairpersons are required to be ready 20 minutes before their session starts. Please be sure to enter the Zoom Video Webinar as a panelist from the zoom link URL in the email for panelist invitation sent to you in advance.

   If the previous session is running late, a waiting screen will be displayed. Please wait a while until your session starts.

2. Pre-session meeting and test (10-20 minutes before the session starts)
   At this time, only chairpersons, presenters and the host are in the session room.
   During this time, chairpersons and presenters are required to have a pre-session meeting and test the video cameras, microphones and the share screen function.

3. Start of the entry of the audience (10 minutes before the session starts)
   After completing preparations at least 10 minutes before the session starts, all presenters and chairpersons are required to mute their microphones.
   The chairperson shall instruct the host to start broadcasting session.
   Then the host will press the "Start Webinar" button and the audience will start entering the session room.

   Slide of advertisements and information will be displayed until the session starts.

4. Start of the session
   When it becomes session starting time, the chairperson should announce the start of the session and introduce themselves and the presenters. Then, please ask the host to stream the video of the first presenter. After each video presentation, please give discussion time as the following.

   Presentation time:
   15 minutes video + 5 minutes discussion (first and second presenters: Oxx-01 -02)
   12 minutes video + 3 minutes discussion (third and subsequent presenters   Oxx-03～-07).
   *If video time exceeds the limit, discussion time should be reduced by chairpersons.
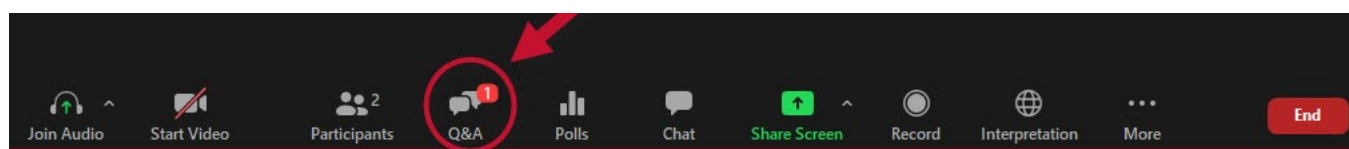
   *To avoid problems such as noise and howling, please mute the microphone when you are not saying anything.

   *Presenters are required to have their videos ready in case of server trouble.

■   Audience screen: Cameras and microphones cannot be used.
    (Audience members are not allowed to use the chat function.)

■   Panelist's screen (Chairpersons, Presenters, Host)

5. **Discussion / Q&A**
    Questions from the audience will be accepted through the functions of "Q&A" and "Raise Hand" (through which the audience can join the discussion). If you allow the audience to join a discussion, please be sure to manage the time of question and discussion wisely.

    ▪ **"Q&A"**
    If there is a question, the number of questions received will be displayed on the Q&A button on panelist's (chairpersons, presenters and the host) screen. (See the previous page.) When you click the button, the details will be displayed. While playing a video, chairpersons should select questions. If chairpersons would like to ask the presenter to select the question, please use chat function with checking "all panelists". After video presentation, chairpersons should announce the selected questions, and then the presenter should respond to them using the microphone *Only panelists can view the details of Q&A messages from the audience.

    ▪ **"Raise Hand" (through which the audience can join the discussion)**
    If a member of the audience presses the "Raise Hand" button, panelists (chairpersons, presenters and host) will be notified on the screen that an audience has raised their hand.

    Chairpersons should appoint the questioner and inform the host. Then, the host will allow the questioner to use microphone and ask the questioner to unmute microphone. (Video camera cannot be used.)

6. **Strict time management (for Chairpersons)**
    Chairpersons should follow an effective time management strategy for the session.
    Online sessions tend to run over time. Your cooperation in strictly keeping to the time limit would be appreciated.

    When the time is up, the session may be stopped, even in the middle of a discussion, because a delay can affect subsequent sessions. Please be sure to follow effective time management techniques so that the final presenter can have time to do their presentation.

    The host will help the session run on time such as by notifying chairpersons and presenters of the time remaining in each presentation and the session by chat. And when there are 1 minute remaining for each presentation, the host will announce the remaining time to all participants.

    Presentation time:
    15 minutes video + 5 minutes discussion (first and second presenters: Oxx-01 - 02)
    12 minutes video + 3 minutes discussion (third and subsequent presenters (Oxx-03 - 07).
    *If video time exceeds the limit, discussion time will be reduced for the adjustment.

7. **Chat**
    Please watch the chat message as needed, since the host will send message to chairpersons and presenters by chat function. (Remaining time, important notice, etc.)

    Use of the chat function is limited to panelists (presenters, chairperson and the host).
    ▪ When panelists chat with each other, check "all panelists" as the receiver.
    ▪ If you wish to notify the audience of information such as a URL for the download of handouts, check "All panelists and attendees."
    * Audience members are not allowed to use chat function. (You don't need to respond even if the audience uses Chat.)

8. **Completion of a session**

   Please announce the completion of the session when all presentations and Q&As are finished.
   And press the "Leave" button in the lower right of the menu to leave the room.
   The host will close the session and start the next one.

9. **Responses in the comment section after a session**

   * Questions submitted to Q&A during a zoom session will be posted the next day in the comment section of each presentation on ACSAC10 online conference site. Presenters should check their page as needed and respond to as many questions as possible. Comment sections are available until September 17 (Fri)

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