ACSAC10
Guidance for Participants

Online Conference Site / Abstracts

Participants who have completed payment will receive an ID and password by email for entering the online conference venue. When you receive the email, please be sure to try to log in to the venue before ACSAC10 starts.

Period for Video of Oral Presentation and Poster Viewing:
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.

Programs and abstracts has been published on the ACSAC10 online conference site since September 1.

During the period from September 8 (Wed.) to September 10 (Fri.), videos of oral presentations and slides of poster presentations can be viewed at the program site. The site also have comment section (bulletin boards) for each presentation. Please feel free to use them during the period above.

* When you comment, the name you used for ACSAC10 registration will be displayed.
* Please refrain from asking questions of lecturers of keynote lectures and symposium. (No reply will be given.)

Live Program and Session (Zoom)

During the conference period (September 8 – 10), opening/closing/award Ceremony, keynote lectures, symposium and oral / poster sessions will be conducted via Zoom. Please check ACSAC10 timetable for the schedule. Zoom links to attend sessions are on the program page in the online conference site.

Audience are required to install the Zoom Client in advance.
The following explanation is based on the assumption that Zoom is already installed.

The participant name in Zoom should be Name with affiliation. (Nicknames cannot be used).
 e.g.) John Smith (Nagoya University)

■ **Opening/Closing/Award Ceremony, Keynote Lectures, Symposium, Oral Sessions**

These programs will be held using Zoom video webinar. Audience cannot use their video camera and microphone.

 *If you are the presenter or chairperson in the session, please enter the room from the zoom link on the "Panelist Invitation" email sent you in advance to give presentation with camera and microphone. Do not enter the session from the zoom button on the online conference site.

1. **Entry of the audience (10 minutes before the session starts)**
   Please Press the Zoom button in the timetable or session program in ACSAC10 online conference site to enter the Zoom video webinar.
   (NOTE* Presenters and chairpersons are required to enter their session from the Zoom link in the invitation email sent on September 1.)

2. **Start of the session**
   The chairperson will start and proceed with the session.
   After video of oral presentation broadcast, discussion time will be started

- ■ Audience's screen: The camera and microphone cannot be used. Audience members are not allowed to use the chat function. (Even if audience try to use it, the office will not respond.)

3. **Questions and answers**

   Questions from the audience will be accepted through the Q&A and Raise Hand functions in Zoom. You can send questions during video broadcasting. The chairperson will select the questions. Due to time restrictions, not all questions will be able to be answered.
   *In any of the Ceremonies and keynote lectures, questions will not be accepted.

   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. Please wait for the answers from presenters to be posted in the comment section.

   If you press the "Raise Hand" button and are allowed to speak, you will be asked to unmute.
   In that case, please release mute and speak using the microphone. (Video camera cannot be used.)

4. **Chat**
   Audience members are unable to use the chat function. (Even if audience try to use it, the office will not respond.)

5. **Completion of the session**
   Please push the "leave" button in the lower right of the menu to leave the room.
   When the host closes the meeting, you will automatically leave the room.
   If you join the next session, please enter via the online venue program again.

■ Poster Session: The breakout room function in Zoom is used.

### September 9 (Thu.) 12:15 PM – 2:00 PM
*Core Time: 12:15 PM -1:00 PM (Odd Number) / 1:15 PM- 2:00 PM (Even Number)

Presenters with odd presentation numbers will conduct a question and answer session with participants in their designated rooms during the first part of the session (45 minutes), and presenters with even presentation numbers during the second part of the session (45 minutes).

1. **Entry into the room of poster presenters**
   Press the Zoom button in the online venue program to enter the relevant session.

   Click "Breakout Rooms" from the meeting control bar located at the bottom of the screen.
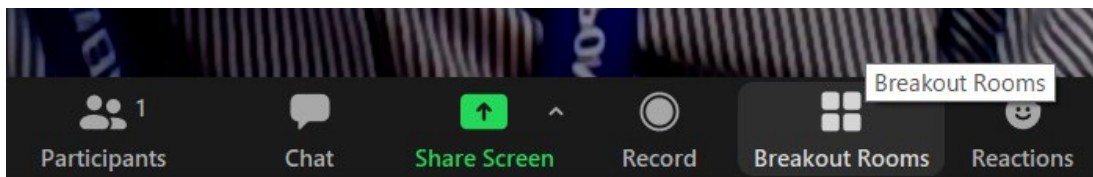
   Select the breakout room showing the relevant presentation number and name you want to enter, and enter the room.
   *The presenters will be waiting in each breakout room.
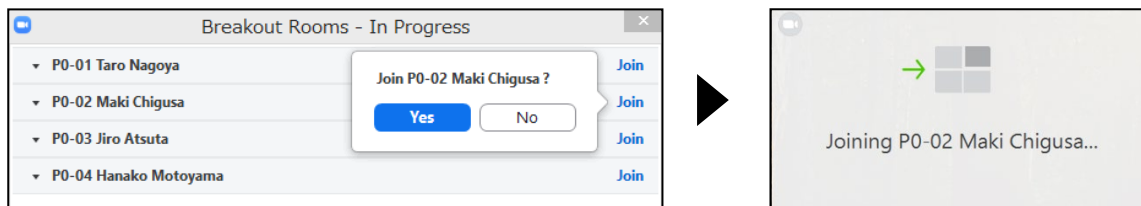
2. **During the session**
   In the breakout room, as with regular Zoom meetings, turn on the video camera and microphone to participate in the question and answer session with the presenter and other viewers face to face.
   When there are 5 minutes remaining, the host will inform all participants of the time remaining using the Message function.

3. **Completion of the session**
   The host will inform all participants of the completion of the first (second) part of the session.
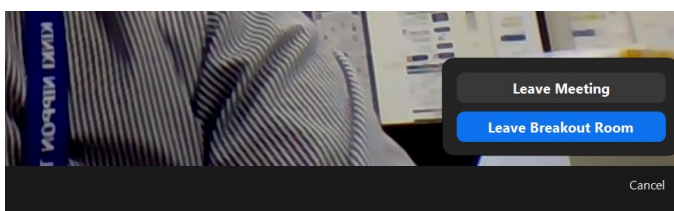
   Press the Leave Breakout Room button in the lower right of the screen to leave the room.
   You can freely move between rooms and enter and leave them as you wish.

   At the end of the second part of the session, <u>the host will close the meeting to start the next session</u>.