

# Guide for Oral presenters at the 71st SPSJ Annual Meeting

## 1) System

You will make your presentation using Webex Meeting

Please check internet speed, Webex application and your devices before the meeting.

Your mail address for joining the Webex Meeting is same as the address when you registered in the meeting

## 2) WebexMeeting Manuals

[https://main.spsj.or.jp/nenkai/71nenkai/en/E\\_71WebexMeetingManualver1.pdf](https://main.spsj.or.jp/nenkai/71nenkai/en/E_71WebexMeetingManualver1.pdf)

## 3) Participant Name

Format of Participant Name is your presentation number: Name Affiliation as 1A03IL John Smith Tokyo Univ .

Please set your Participant Name before joining the meeting. ( Refer to the other manuals)

If the affiliation is unknown, SPSJ staff ask you via chat. In case of no reply, you may be forced to leave the online venue.

## 4) Enter the online venue

Log in the website of the 71st Annual Meeting Preprints (<https://member.spsj.or.jp/convention/spsj2022/>)

Room listings will be displayed in the Web preprints once you log in (From 25 to 27 May).

You can access each linked room from the Web preprints by online.

## 5) How to make your presentation

Session time is 15 minutes (12 minutes for your presentation, 2 minutes for Q & A, 1 minute for preparation next presentation)

1 bell = 3 minutes before the end of your presentation (9 minutes have passed),

2 bells = the end of the presentation (12 minutes have passed)

3 bells = the end of the Q&A (14 minutes have passed).

Please be careful not to exceed the presentation time.

- Enter the room 30 minutes before the start of session, and when the presentation time approaches, launch the presentation materials on your own PC and wait.
- Please stop other applications such as e-mail during the presentation.
- The chair will tell the presenter to prepare your presentation. After that, you turn on the microphone and camera and share the presentation materials.
- You will start your presentation after the chair's instruction.
- When Q&A is over, the chair will tell you to stop sharing the presentation materials and turn off the microphone and camera.

## **5) Q&A**

- Q&A will be done using microphone by online.
- The chair asks any questions.
- The chair nominates questioner and the questioner unmute the microphone and asks a question.
- The presenter will answer to the question.

## **6) Access test and Preview test**

- Please test your devices and communication via Webex Meeting before the annual meeting.
- In the term of the annual meeting, there are rooms for preview test. SPSJ staff will help your problem in the room.

## **7) Trouble shooting**

- If you cannot enter the room in time for your presentation due to internet or PC trouble, please contact SPSJ immediately and tell the presentation number and the status
- Even if you are in the presentation room, the presentation will be treated as canceled if you cannot make a presentation at the presentation time. The cancellation of presentation will be posted on the WEB preprints..
- In case of rescheduling of presentations, the chair or venue manager decide it considering time schedule. However, SPSJ does not guarantee the rescheduling.
- If you want to cancel the presentation or change the presenter due to the presenter's trouble, please contact SPSJ staff as soon as possible.
- The SPSJ staff is waiting for you in the preview room.

## ■ Note

### ① Intellectual Property

The copyright of the presentation materials belongs to the presenter. If there are third-party copyrighted works (figures, photographs, tables, etc.) on the slides used for presentation, please be careful about the handling of copyright.

### ② Presentation Materials

- Presenter makes the presentation using sharing function of Webex Meeting.
- Presenter makes the presentation materials using Power Point or Keynote.
- Recording and capturing of presentations is prohibited, but please write the event name on each slide to protect your copyright.
- When presenter use a video in the presentation, you should embed the video in the presentation material, and do a preview test.