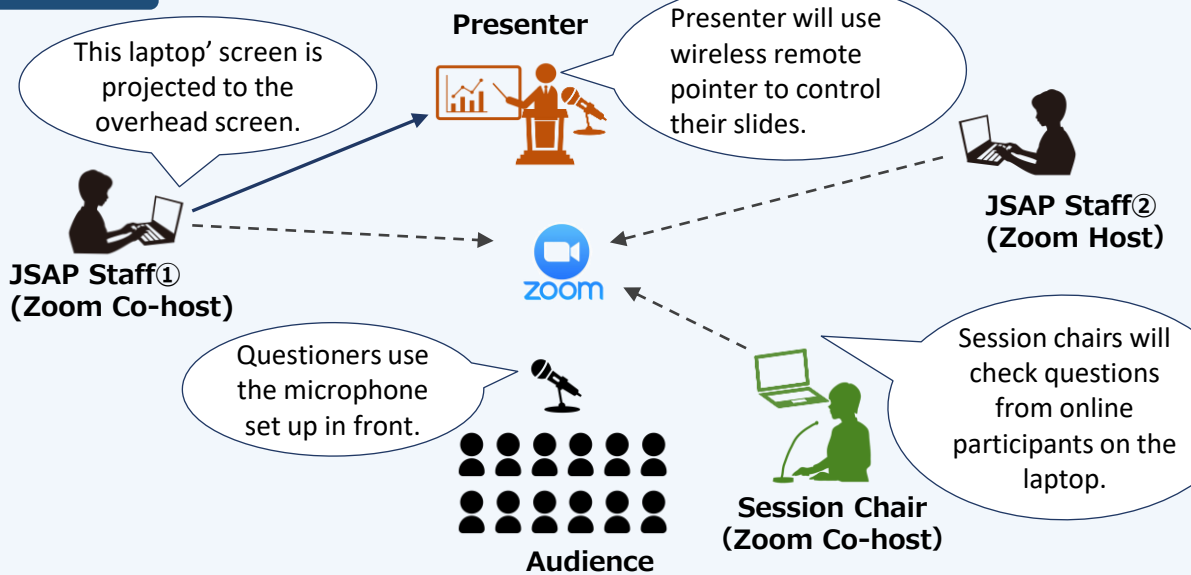


Session Chair Manual

Hybrid Format

Onsite

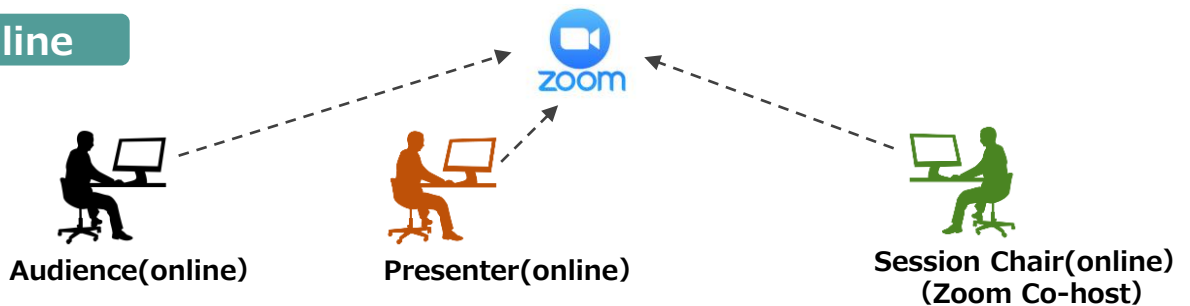


*All the laptops prepared in the venue are connected to Zoom.

*Voice from microphones (of the presenter, questioner and session chair) will be heard on the speaker at the venue and Zoom.

*To prevent acoustic feedback, participants are not allowed to watch a session online on their laptop at the venue.

Online



Responsibilities

JSAP Staff ① (Assisting onsite speakers *Zoom Co-host)

- Sharing presentation materials on behalf of speakers

JSAP Staff ② (Assisting online speakers *Zoom Host)

- Starting /ending the Zoom meeting, time keeping.
- Responding to chats and questions from online speakers and participants
- Choosing questioners from onsite participants in case that the session chair is attending online.

Session Chair (*Zoom Co-host)

- Moderating the session (Announcing the start/end of the session, introducing speakers)
- Handling questions

Session Chair Manual

Notes

- Turn off your camera and microphone during the presentation.
- The laptop of the session chair is connected to Zoom. Look at the camera of the laptop when you speak.
- Make sure to check your chat box for any messages from student staff.
- If you have a “no-show”, do not rearrange the schedule. Use the open time slot for discussion, review or a break.
- In case we have received recorded presentations from invited speakers from abroad, student staff will play the video after your introduction.
- Do not use your own laptop during the session.

How to submit evaluation sheets of the Young Scientist Presentation Award

(*In case that you will also serve as an award reviewer of the Young Scientist Presentation Award)

Submit the evaluation sheets by attaching scanned copies in an email to JSAP secretariat (meeting@jsap.or.jp).

Submission Due : September 27 (Mon.), 2021

Session Chair Manual (Onsite)

For Session Chairs Attending Onsite

Make sure to arrive at the session room 15 minutes prior to the starting time. If you cannot make it, please call us at **080-6258-9700 (Secretariat)**.

Take questions both from onsite and online. At the onsite venue, questioners will use the microphone set up in front. After taking questions from onsite, take those from online.

To Do		
1	15 minutes prior to the starting time	Make sure to arrive at the session room 15 minutes prior to the starting time. If you cannot make it, please call us at 080-6258-9700 (Secretariat).
	Rename your displayed name	Make sure to rename your displayed name as “Session Chair: <i>name</i> (affiliation) (eg. John Smith (MIT)). Student staff will inform you if there are any absent speakers. Take notes their program number.
2	a few minutes before the session starts.	Announce below. - Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited. -Turn off cameras and microphones when others are presenting

Rename

If you click on “Participants,” you will see the list of participants, with your name at the top on the column. Move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name.

The image shows a Zoom meeting interface. On the left, a banner for 'The 82nd JSAP Autumn Meeting 2021' is displayed with details: Oral Sessions: September 10 (Fri)~13 (Mon), 2021; Poster Sessions: September 21 (Tue)~23 (Thu), 2021; HYBRID MEETING (Meijo University & Online). Below the banner, the text 'The 82nd JSAP Autumn Meeting (Test Session)' is visible. On the right, a participant list shows 'Taro Obutzu (Meiji)' with a 'More' button highlighted in a red box. A 'Rename' dialog box is open, showing the input field with the text '[Session Chair]Albert Einstein'. A red callout box points to the input field with the text 'Please enter [Session Chair] at first.'

Session Chair Manual (Onsite)

To Do		
3	At the beginning	Start the session by giving a few remarks and introducing your self.
4	During Presentation	<p>Time keeping is handled by our student staff. (Presentation Time)</p> <p>1st Bell : 10 min. remaining (including 5 min. for Q&A) 2nd Bell : 5 min. remaining (end of presentation, Q&A starts) 3rd Bell : End of presentation time</p> <p>Check the chat box if there are any messages from the student staff or audience.</p>
5	Q&A	<p>Handle questions as below. (Regular Session)</p> <p>From onsite: Ask questioners to line up at the microphone set up in front and take turns questioning.</p> <p>From online: Pick questioners from participants who “raise their hand” and ask them to unmute their microphone.</p>
6	End of Presentation	Announce the end of the presentation time after the 3 rd bell.
		Repeat 3~6
7	Break	Announce the start of a break and the restart of the session.
8	End of Session	Announce the end of the session by giving a few remarks.
9		<p>Leave the Zoom meeting/webinar room.</p> <p>※Student staff will end the zoom.</p>

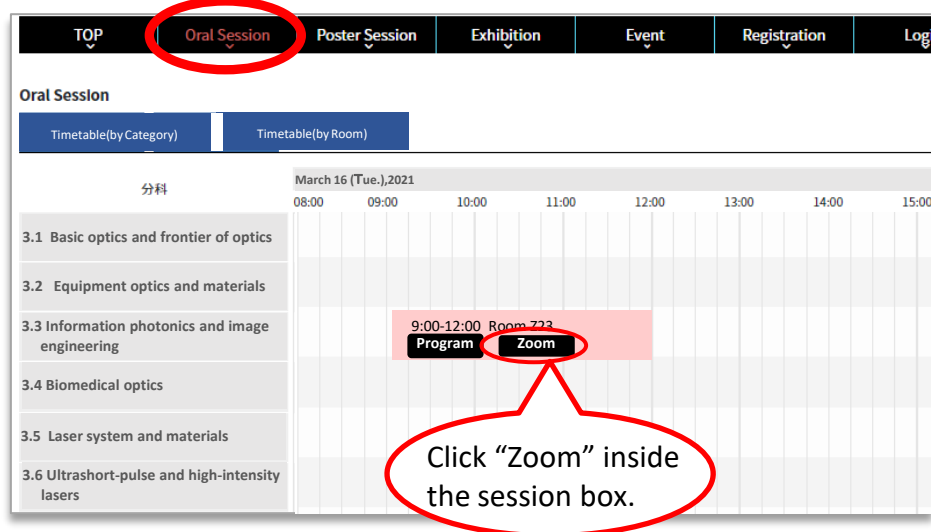
Session Chair Manual (Online)

For Session Chairs Attending Online

Please make sure to enter the Zoom meeting room 15 minutes prior to the starting time.

If you have connection troubles and cannot enter 15 minutes before the session starts, please call us at 080-6258-9700 (Secretariat).

Enter the Zoom meeting room from the timetable on the Participant Portal.



The screenshot shows a navigation bar with 'Oral Session' circled in red. Below it, the 'Oral Session' page is displayed with a timetable for March 16 (Tue.), 2021. The timetable has columns for time slots from 08:00 to 15:00. A session box for '9:00-12:00 Room 723 Program Zoom' is highlighted in red, with a callout bubble pointing to the 'Zoom' link and the text 'Click "Zoom" inside the session box.'

To Do

- | | | |
|---|--|--|
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If you cannot make it, please call us at 080-6258-9700 (Secretariat). |
| | Rename your displayed name | Make sure to rename your displayed name as "Session Chair: <i>name</i> (affiliation) (eg. John Smith (MIT)).

Student staff will inform you if there are any absent speakers. Take notes their program number. |
| 2 | a few minutes before the session starts. | Announce below.
- Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited.
- Turn off cameras and microphones when others are presenting |

Session Chair Manual (Online)

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