

<Manual for Chairperson>

Preparation of Using Zoom

On the week of September 7, we will have a quick guidance for chairpersons on Zoom. Details will be announced later. If you cannot attend the guidance, we'll provide you a recorded guidance later.

How to Join

Please join the meeting at least 10 minutes before your session and change the display name according to "Manual of Zoom". Please make sure to mute your microphone when you join the meeting.

Tell home host that you are the chairperson right before your session or when you join the meeting by using chat. Home host will assign you as Co-host.

How to Conduct a Session

1. Please unmute your microphone and declare that you will start the session. Call presenters by their name or presentation number according to the program.
2. Before starting the session, please check the name of presenters in order to make sure that there is no change of presenters. If there is a change of presenters, please write the change on session report and send it to us. Session report will be sent later.
Alternative presenter must be co-presenter and AESJ member. If not, the session will be withdrawn.
3. Please tell presenters to explain these before they will make a presentation:
 - Title of the presentation
 - Name of the presenter
 - Research history of the presenter
 - Objective of the presentation
4. Presentation time is 10 minutes, and after presentation, you have five minutes of questions and answers session. Home host shows timer on host screen, so please follow it to conduct the session. The color of the timer will change at eight minutes, 10 minutes, and 15 minutes since the session starts.
5. Before starting the questions and answers session, please tell attendees to use "raise hand" function when they ask questions. You can also accept verbal questions. You cannot use chat function for questions and answers session.
Please tell attendees that tell their name and affiliation before making a question as well.

We leave you how to conduct questions and answers session.

We are tallying the number of questions and answers to make the fundamental data for encouraging vigorous session. Please try to make the atmosphere for active debate.

6. You have a bit of extra time for your session, so please deal with it flexibly.

Closing a Session

Please declare that the session is over. Then, home host will unassign you to Co-host.

After you are unassigned to Co-host, please mute the microphone.

Please send the session report to us after the session.

You can stay in the meeting room and attend the next session as attendee. Or you can leave the meeting or move to another session.

If you want to stay in the meeting room as attendee, please follow “Manual for attendees”.

Troubleshooting

1. If presenter cannot start the presentation within 5 minutes after starting the session due to machine problem, you may change the order of presentation to conduct the session smoothly. You have a bit extra time for the session, so please take care of it flexibly.

2. If you cannot work as chairperson by any reason, please tell the member of Program Arranging Working Group who asked you to be a chairperson, and assign alternative chairperson then tell us the alternative chairperson.

If the chairperson of the session cannot join the meeting even if the session already started, we may ask a chairperson of previous or next session, or a participant who is already in the session to be an alternative chairperson.

Miscellaneous

1. We accept media coverage. They are in the same meeting room as attendees. We tell the media that they need to ask permission of interview if they want to have interview with presenters individually. We will announce same thing on Fall Meeting website but please notice that to attendees at the beginning of session.

We don't allow to record or take screenshot of session at all.

2. If there is a presentation worth to publish as article, please let us know it as a candidate of invited paper.