

Manual for Poster Session Presenters

[Preparing for the Event]

1. In the days beforehand, please conduct a test meeting to familiarize yourself with the Zoom videoconferencing system.
2. To help prevent echoes and other unwanted audio feedback, we recommend use of headphones or earbuds, as well as an external microphone.
3. We ask that, to the extent possible, you participate from a place that is quiet and has a stable Internet connection.

[In the Minutes before Your Presentation Begins]

1. Join the Zoom meeting room 10 minutes before your session is scheduled to begin.
2. Set your display name on Zoom, adhering to the following format:
[Poster ID Number]Presenter:[Surname] [Given Name]@[Institution Name].
For example: **###Presenter:Sendai Ichiro@JIM University**
Please transliterate surnames and given names into the English alphabet as necessary.
3. Make sure that your microphone is **unmuted** and your camera is turned **on**.
4. Feel free to use the screen sharing function to display outlines, elements of your poster, or other relevant materials.
5. In the Zoom interface, display the participant list by clicking or tapping on the "Participants" button.

[At the Beginning of Your Presentation]

1. Wait for the room manager's indication that the session has begun. Be ready to proceed with your presentation at any time.
2. Watch the participant list. When attendees arrive and request further explanation, begin presenting, using prepared materials shown via the screen sharing function as necessary.

[During Your Presentation]

1. Present and conduct Q&A as necessary within the time allotted to you during the poster session.
2. Please do not leave the meeting room or leave your device unattended until the session has concluded.

3. If you are unable to answer all questions within the allotted time, encourage attendees to submit further questions using the comment box on the online schedule page.

[At the End of your Presentation]

1. Approximately 5 minutes before the end of the session, the room manager will signal to let you know that your time is almost up.
2. Wrap up any final discussions by the time the session is scheduled to end.
3. If any attendees are still present in the meeting room, announce that the session is now over, quit sharing your screen, and end the meeting.

[Important Notices]

1. If you experience instability in your network connection serious enough to inhibit your ability to present as scheduled, please contact the JIM secretariat by telephone at 022-223-3685 or 090-2792-9311.
2. If you are ultimately unable to present as planned, the online summary of your scheduled presentation will be deemed sufficient participation, and you will still be counted among the presenters at this annual meeting.
3. As a general rule, the Zoom chat function is not to be used at any time during the meeting.
4. If you plan to present using Microsoft PowerPoint slides, please prepare a PDF of the slides as a backup presentation method.
5. Bear in mind that your video feed will constitute one portion of a live broadcast observed by session attendees. Please ensure that the area captured by your device's inward-facing camera (including shelves, walls, and the background in general) is free from any objects or materials that could potentially be construed as copyright-infringing.
6. Understand that the Japan Institute of Metals and Materials accepts no responsibility in the event of any legal claim made against any individual or group due to failure to follow the guidelines outlined above.

[Points of Caution in Designing Presentation Materials]

1. Please ensure appropriate attribution is provided for all citations and reproductions of existing material.
2. Do not make use of any music, photographs, or images with copyrights belonging to a third party. In addition:

- a. Follow all details as set forth in the presenting guidelines.
 - b. Understand that the copyright for each video feed and screen shared as part of the annual meeting remains with the broadcasting individual.
Responsibility for any infringement upon the rights or interests of any third party rests solely with the broadcasting individual.
3. Please create your presentation using slides with a 4:3 aspect ratio (in Microsoft PowerPoint, this is the “Standard” slide size).