

Sendai Conference 2023
For speakers

1 Online Participation of Speakers and Chairs

- Sendai Conference 2023 will use Zoom Webinar. Please make sure your Zoom application is up to date.
- Please turn on your camera when you speak.

2 For Speakers

- Presentation time for Oral session is 15 minutes (10 minutes for presentation and 5 minutes for discussion).
- Presenters are required to follow the chair's instructions and be on time.

2.1 Online Presentation

- Please make sure to join the Zoom connection check 30 minutes prior to your session. The Zoom connection link will be provided by the secretariat.

2.2 Onsite Presentation

- Speakers are kindly requested to come to PC Center, “conference room 21F”, 30 minutes prior to your presentation.
- If you use Mac, or your presentation contains video, please bring your own laptop.
 - ◇ Please bring your own AC adapter.
- If you bring media, please bring a USB flash drive or CD-R (non-packet format). Slides must be prepared in PPT for Windows.
- Wearing masks when speaking is voluntary.

2.3 Notes on the preparation of your presentation slides

- Please specify a display area aspect ratio of 16:9 for the pages of your presentation.
- Slides should be prepared in English.

2.4 Registration

- Registration is required for all participants including speakers. If you do not register, participation certificate will not be issued even if you participate.

2.5 Other Notes

- The speaker is responsible for the copyrights of their presentation slides. Sendai

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Conference 2023 is not responsible for any problems related to copyrights.

- Please be careful not to show personal information on screen and slides.

3 For Chairs

3.1 Questions

- Questions from participants will be accepted from the onsite and online via audio or text (Zoom Webinar Q&A).

3.1.1 Questions from onsite

- Questioners will raise their hands and they will ask questions from a stand microphone.

3.1.2 Questions from online via audio

- Questioner clicks the "Raise hand" button on Zoom Webinar. If the chair allows to speak, the operator makes the questioner to ready to speak.

3.1.3 Questions from online via text

- Please enter question into the Q&A box on Zoom Webinar.

3.2 Online Participation

- Please make sure to join the Zoom connection check 30 minutes prior to your session. The Zoom connection URL will be provided by the secretariat.
- Please inform the speakers if they forget to unmute the microphone or if the PPT is not shared.

3.3 Onsite Participation

- Please be seated in the "Speaker' Seats" located in the front row of the conference hall "hall 21C" at least 10 minutes prior of your session.
- Wearing masks when speaking is voluntary.

3.4 Registration

- Registration is required for all participants including chairs. If you do not register, participation certificate will not be issued even if you participate.

3.5 Other Notes

- Please be careful not to show personal information on screen.