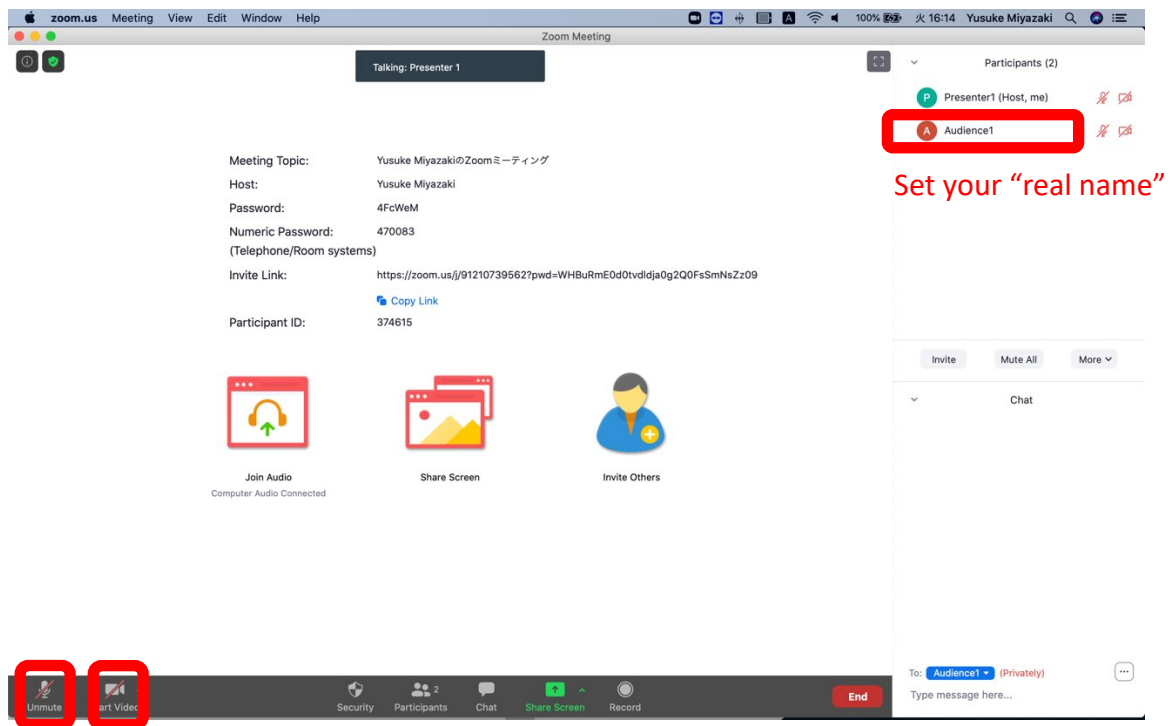


## Manual for audience

### General rules

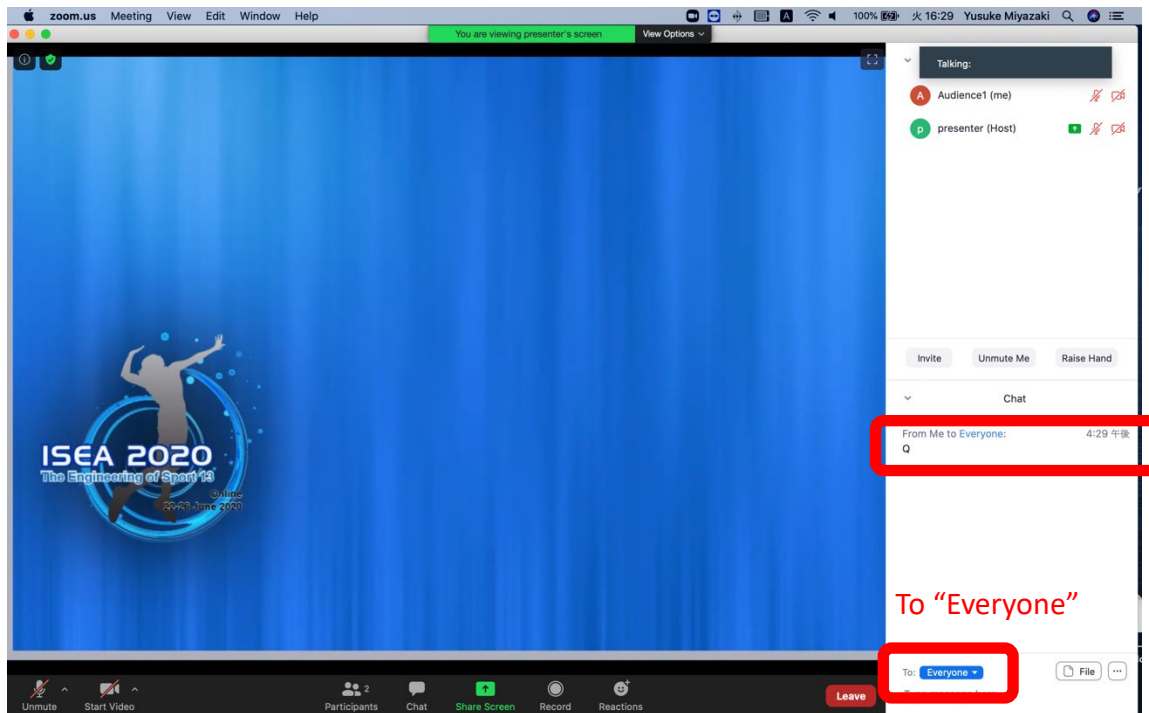
- Mute microphone and turn off your video.
- Use your “Real name” for the participant’s name. DO NOT USE anonymous or nickname and etc.
- You may freely move from one session room to the other rooms during the session time.
- Presentations by anyone other than the presenters on the program are prohibited.
- You cannot request the session administrator to allow you to record the session on Zoom. Sessions are not recorded by the organizing committee.



Mute microphone and turn off your video

## Q&A instructions

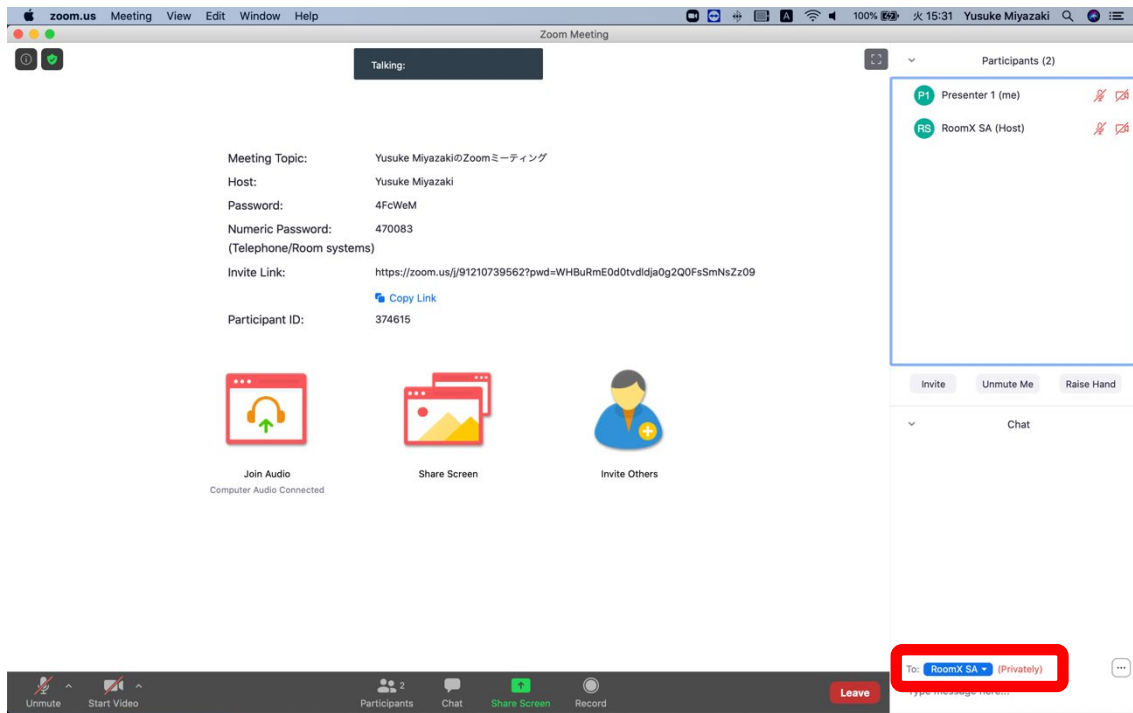
- When you have a question during Q&A time, just type “Q” to “everyone” in the Chat window. Do not write the specific content of your question in the Chat window. Do not use “Raise Hand” function. The session chair will pick your name in order. After you are picked, unmute your microphone by yourself and ask the question orally. You may turn on the video as well, if you would like to (it is not mandatory).
- If you want to ask more questions or talk with presenters, colleagues or friends, you may use the “private chat” function, which is explained next, even during the session. If you would like to discuss orally, you can move to “Lounge (Room6)” (exit the session room and enter Room6) for private conversation.



Type “Q” in chat if you have a question during Q&A time.

## “Private chat” function instructions

- To send chat messages privately to a participant who you would like to chat with, click the arrow next to “Send to” and choose the participant name. Do not send it to “everyone”.



Choose “the name who you would like to chat with”