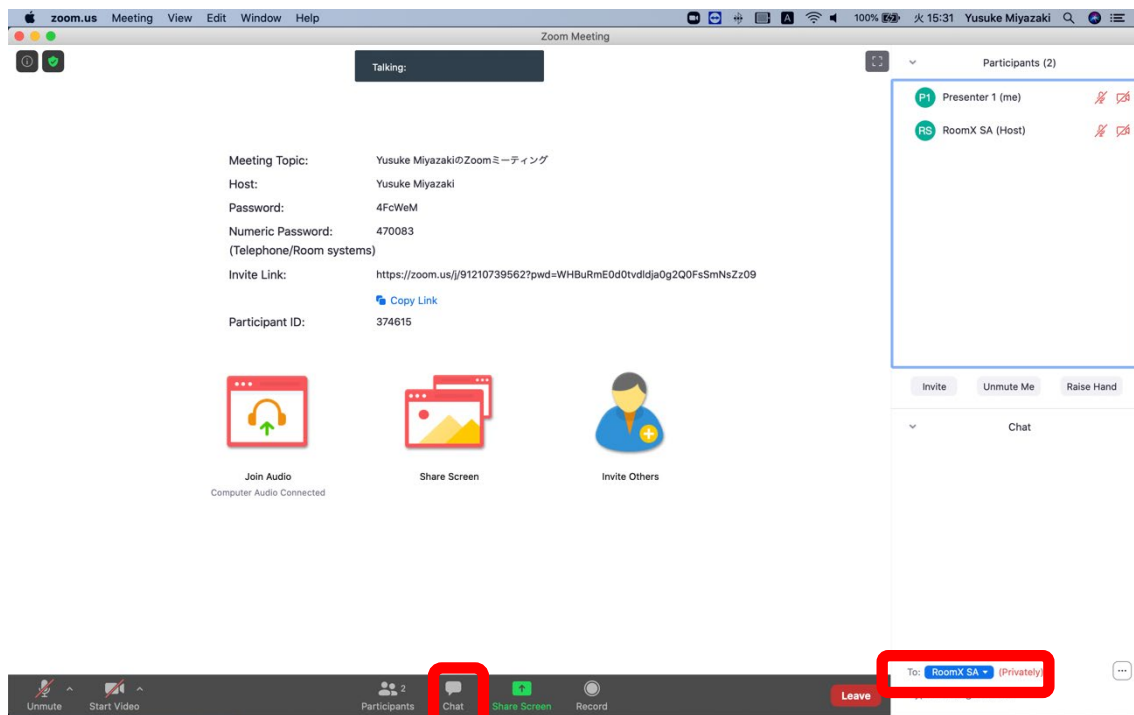


## Manual for Presenter

Each 20 minutes slot consists of 10 minutes for talk, 5 minutes for Q&A, and 5 minutes for backup, short break and social networking by private chat. There is no bell to inform you the time.

1. Enter the room 10 minutes before the session starts.
2. Inform the Session Administrator (SA) named “Room1 SA” of your arrival by private chat. To send the chat message to the SA, click the arrow next to “Send to” and choose “Room1 SA”. Then you will be assigned to “Co-host” by the SA.



1. Open Chat window

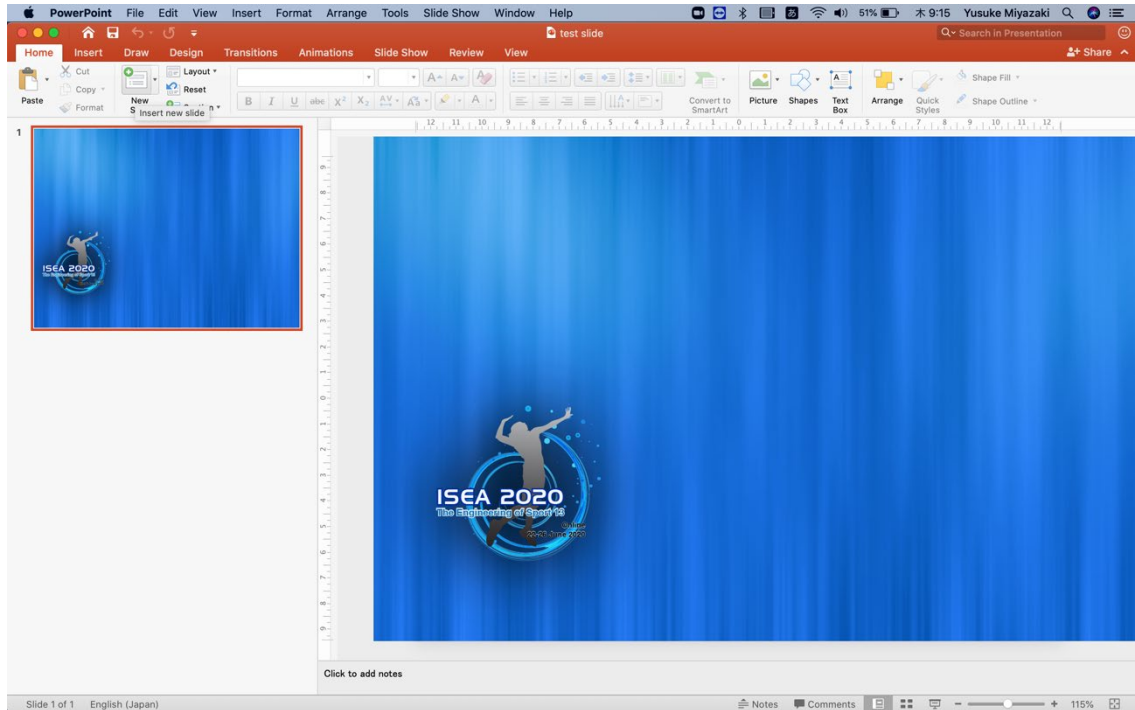
2. Choose “Room1 SA”

3. Inform the SA of your arrival by chat

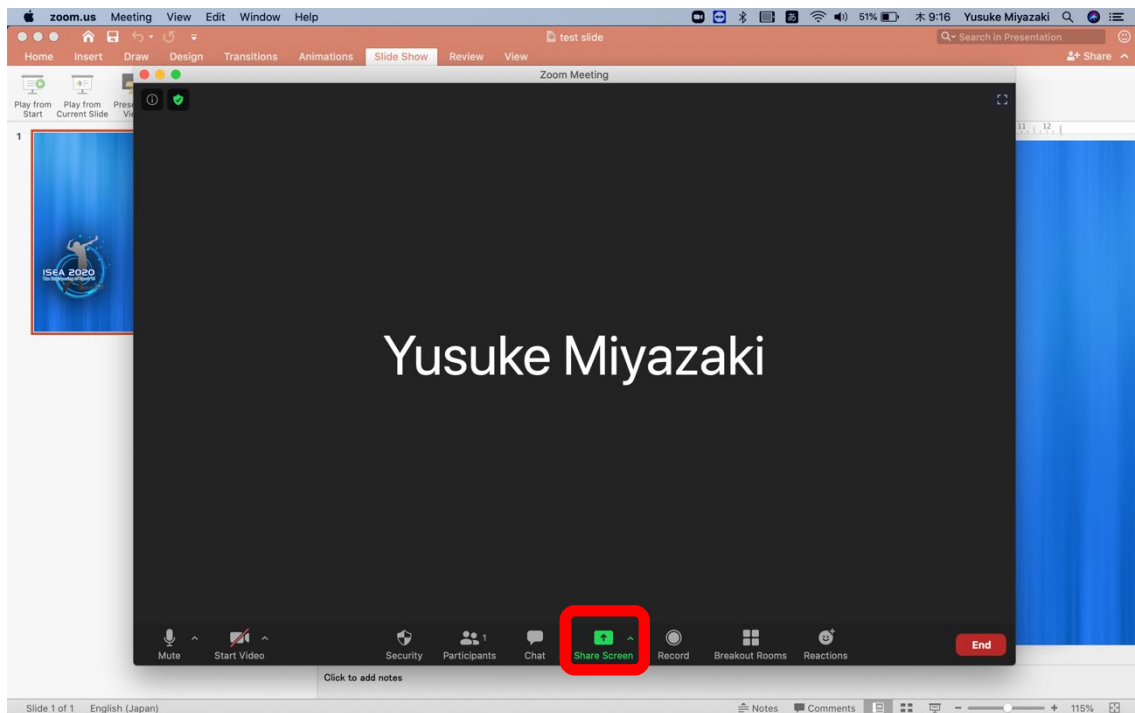
3. Keep muting the microphone and turning off the video until your presentation time.

4. When your turn comes, share the screen of the presentation slide.

4.1 Open the presentation file before sharing your screen

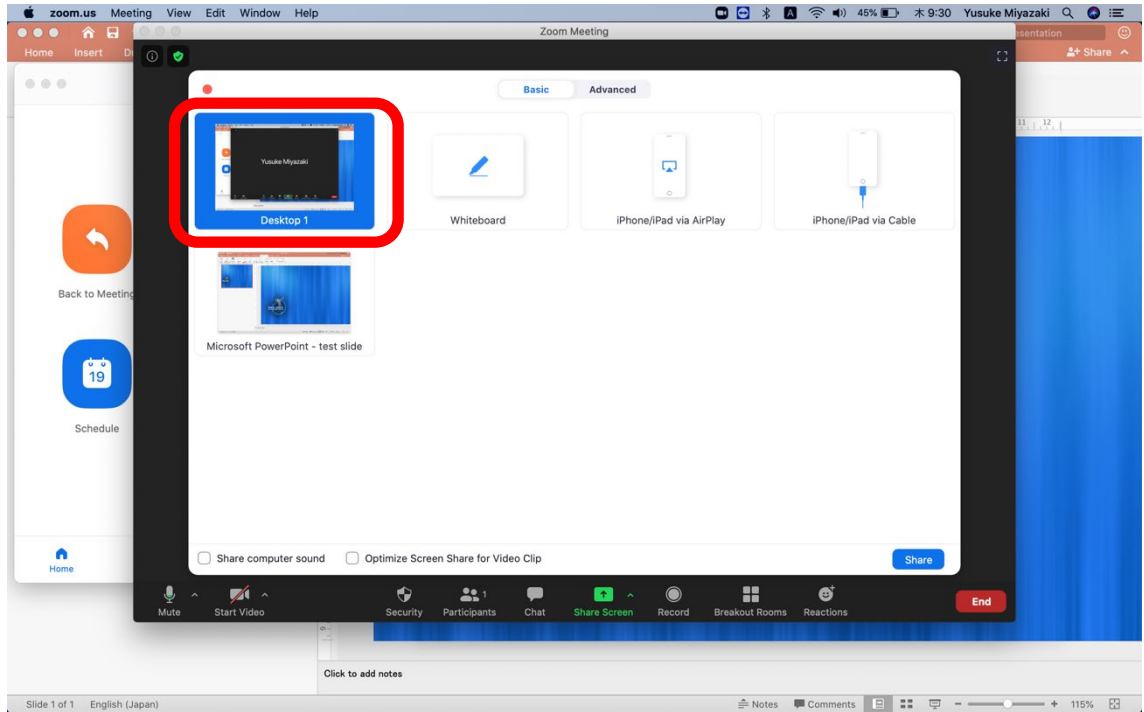


4.2 Click "Share Screen" in Zoom window

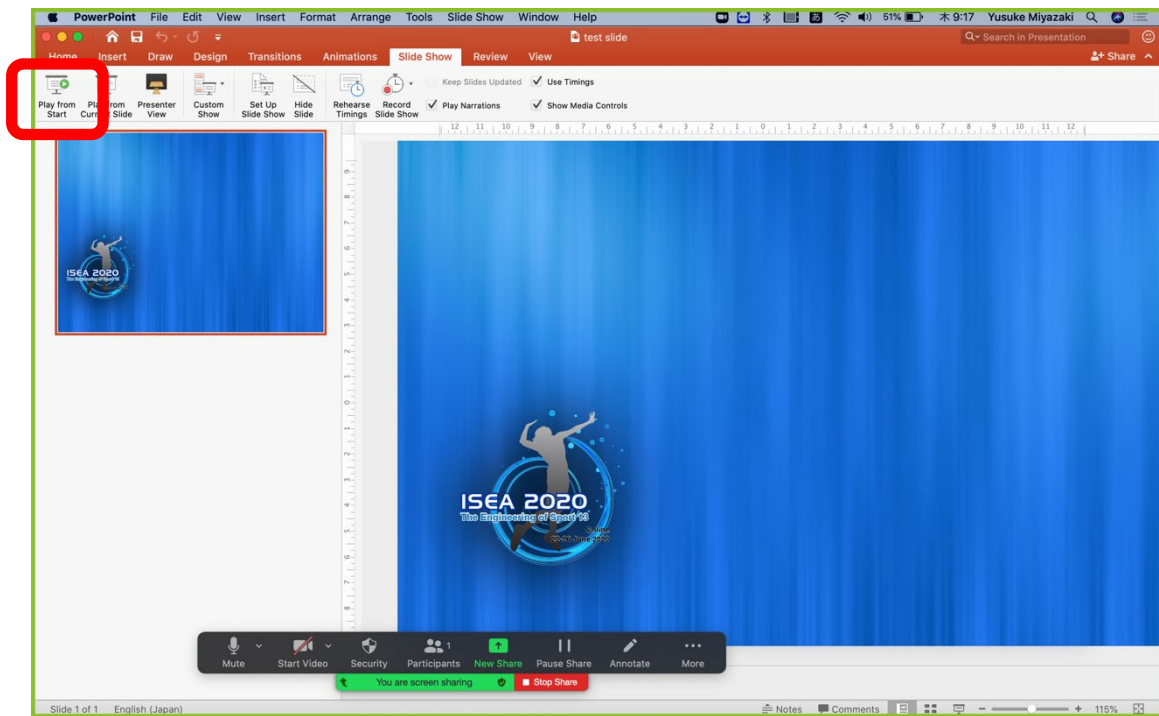


Click "Share Screen" on Zoom window

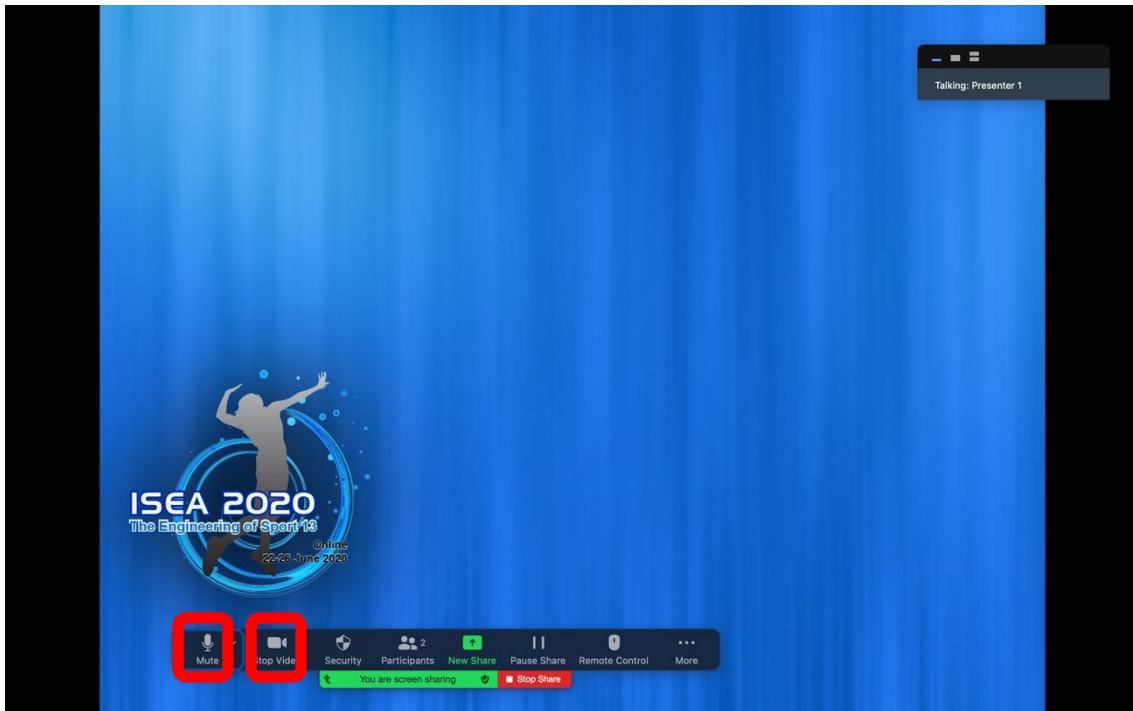
#### 4.3 Choose "Desktop"



#### 4.4 And start presentation



5. Unmute the microphone. If possible, also turn on the video. If it is difficult to show your face, you do not need to turn on the video, but the audience might be more comfortable to see the presenter's face.

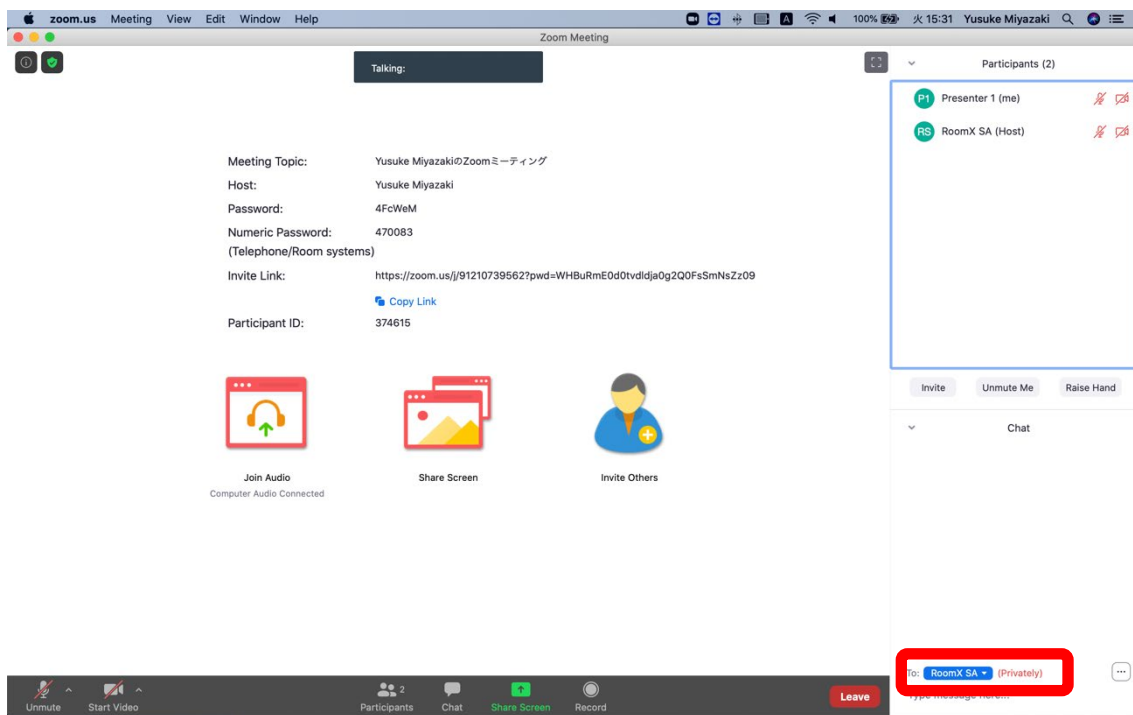


Unmute microphone and turn on your video

5. During Q&A time, the session chair shall pick questioners. Please answer questions orally.

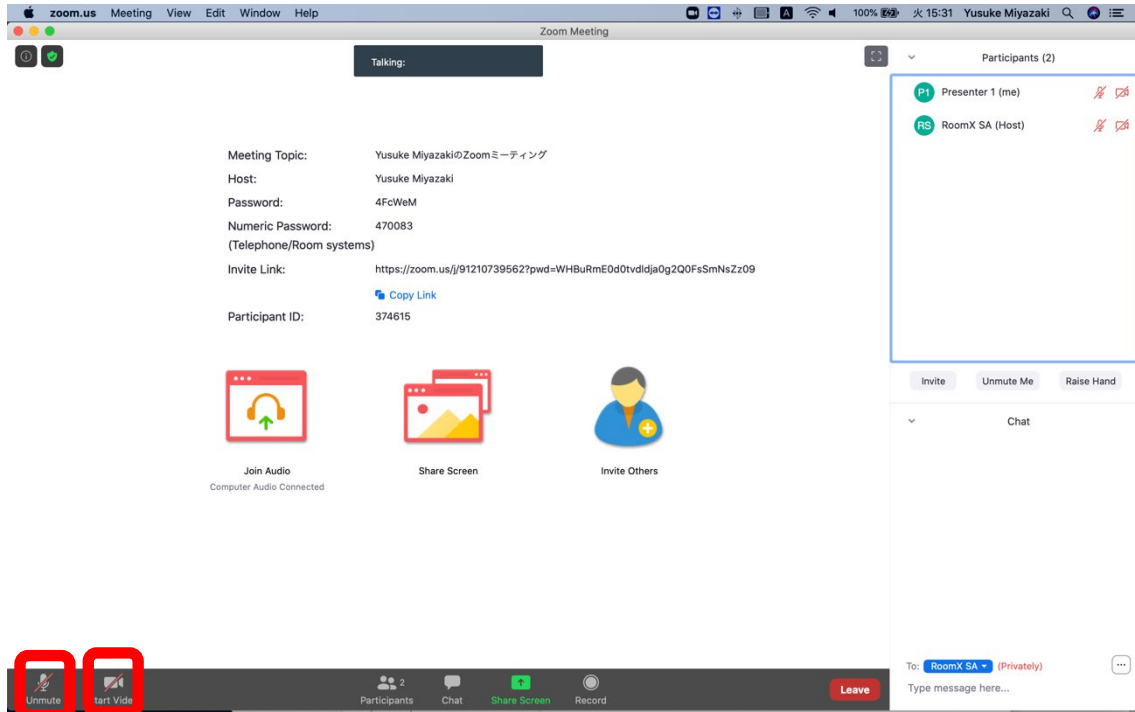
7. If questions are too many to complete within the Q&A time, you can privately answer the questions by using “private chat” during the session, after your presentation is finished. You can also move to Lounge (Room6) and continue to discuss with questioners orally.

**Note: When sending chat message to someone, choose the individual’s name. Do not send the message to “everyone”**



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

8. After finishing your presentation, mute the microphone and turn off the video again.



Mute microphone and turn off your video