Manual for Session Chair

1. If you do not participate in the keynote lectures, please enter the session room 15 minutes before the session. If you participate in the keynote lecture, please enter the room as soon as possible after finishing the keynote lecture.

2. Please open the Chat window and inform the session administrator (SA) named "Room1 SA" of your arrival by text chat on Zoom. Then you will be assigned to "Co-host" by the SA.

- To send the chat message to the SA, click the arrow next to "Send to" and choose "Room1 SA".

Please keep opening the chat window. The chat window is used in Q&A time.

1. Open Chat window

2. Choose "Room1 SA"

3. Inform your arrival by chat

3. When the session starts, please unmute the microphone. If possible, also turn on the video. If it is difficult to turn on the video (e.g. you just wake up or wear sleepwear…), you do not need to do it.
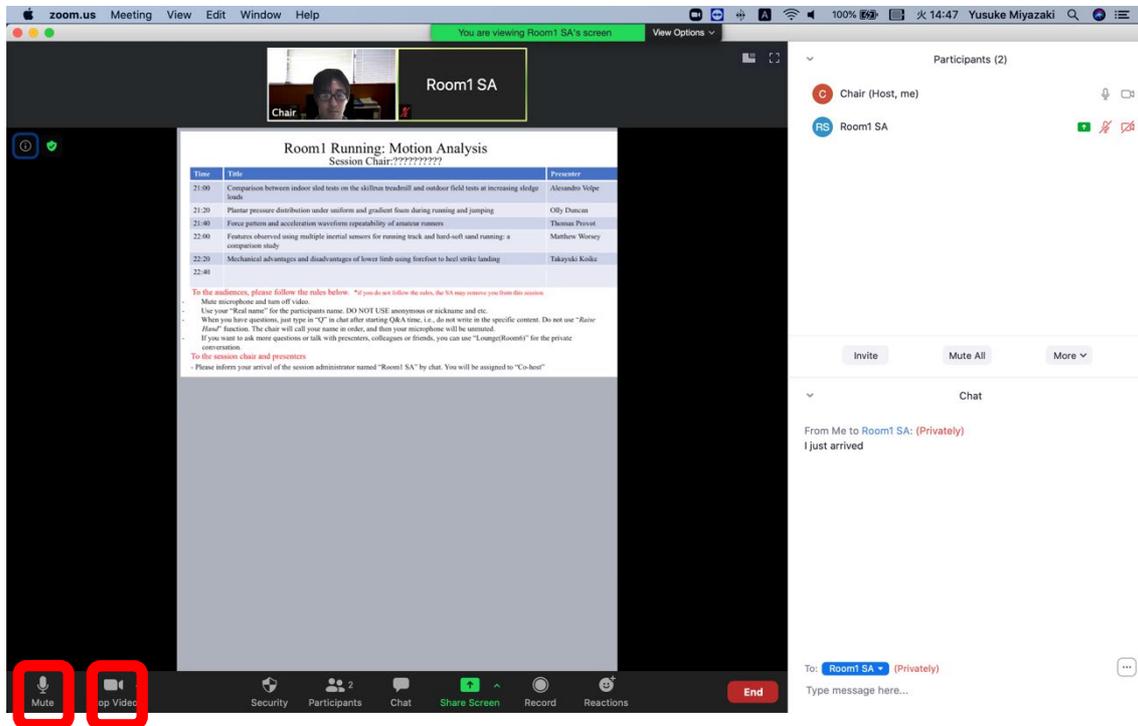
Unmute microphone and turn on your video

5. Before the session starts, please inform orally the audience of the following notes.

Notes:
- Each presentation has 10 minutes for talk, 5 minutes for Q&A, and 5 minutes for backup and break.
- Mute microphone and turn off your video.
- When you have a question, just type "Q" to "everyone" in your chat window.
- You may use private chat and Lounge (Room 6) for further discussion. Details are described in the audience manual.

6. Start the session orally just as the same as in a normal (onsite) conference. After your brief oral introduction, each presenter will start his/her presentation by him/herself.

7. In the Q&A time, keep checking the chat window. It might be difficult to see the chat window when the presenter keeps sharing the screen. In that case, exit full screen by double-clicking the screen or pressing Esc. Pick a questioner (just call his/her name. Then he/she starts asking by him/herself.) on a first-come-first-served basis. If there are too many questions to finish them, please let the questioners know again that Lounge (Room 6) can be used for the private discussion.
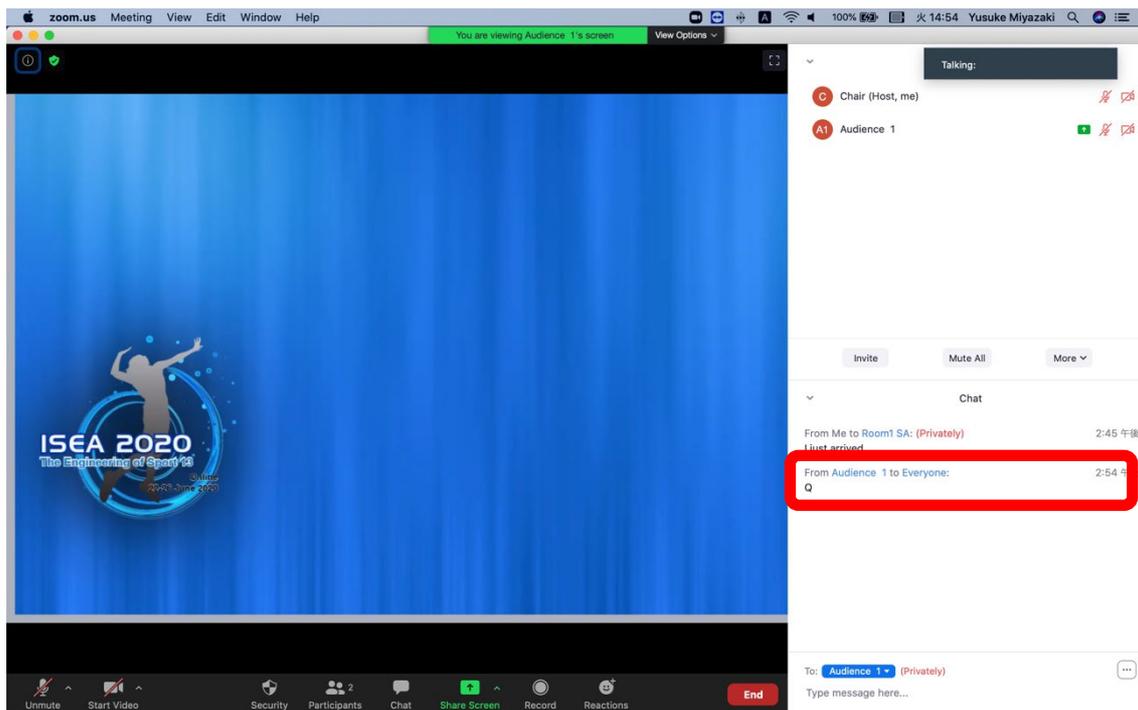
1. See the chat window and check who typed "Q"
2. Pick a questioner on a first-come-first-served basis

8. If a presentation cannot start due to some trouble (network connection, no-show, etc.) and 7 minutes already have passed from the designated starting time, please cancel the presentation. The SA will report the cancellation to the organizing committee and the cancelled presentation will go to the backup slots on the last day. Even in that case, please do not start the next presentation earlier.

9. When closing the session, please tell the audience that Lounge (Room6) can be used for 30 minutes after the session ends.

10. You may leave the room. The SA closes the room.