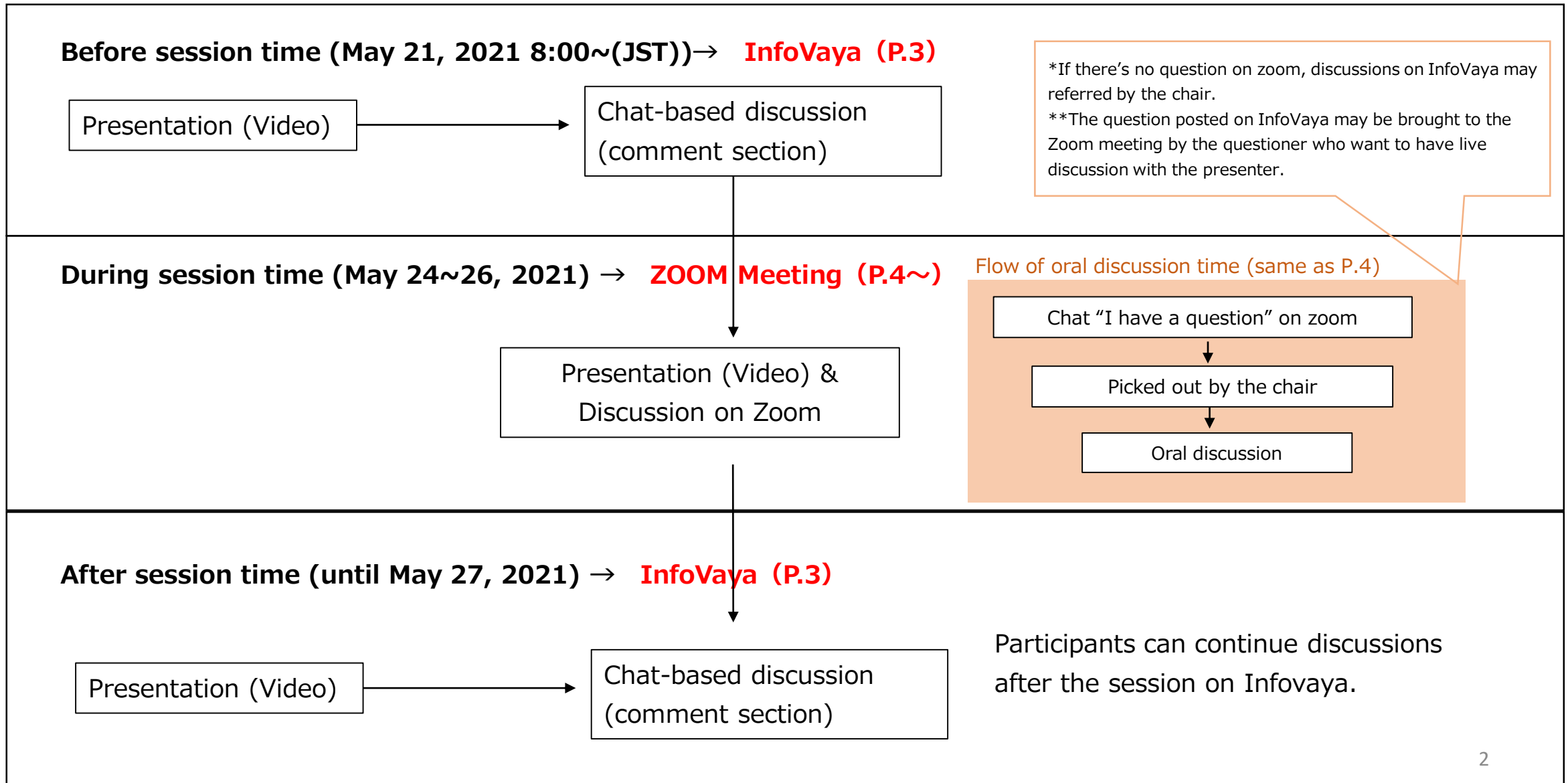




## **Guide to Running Sessions (For Presenters & Chairs)**

- P.2 Outline:
  - Presentation & Discussion (before/during/after session time)
- P.3 Presentation & Discussion on InfoVaya (before/after session time)
- P.4 Presentation & Discussion on zoom (during session time)
- P.6 Schedule Outline
- P.7 ZOOM Preparation
- P.11 Session day
- P.18 Remarkable points
- P.19 Contact Information

# Outline of Presentation & Discussion (before/during/after session time)



# Presentation & Discussion on InfoVaya (before/after session time)

① Presentation and session information

② Text of abstract

③ Presentation Video

- Participants can watch the pre-recorded video anytime.

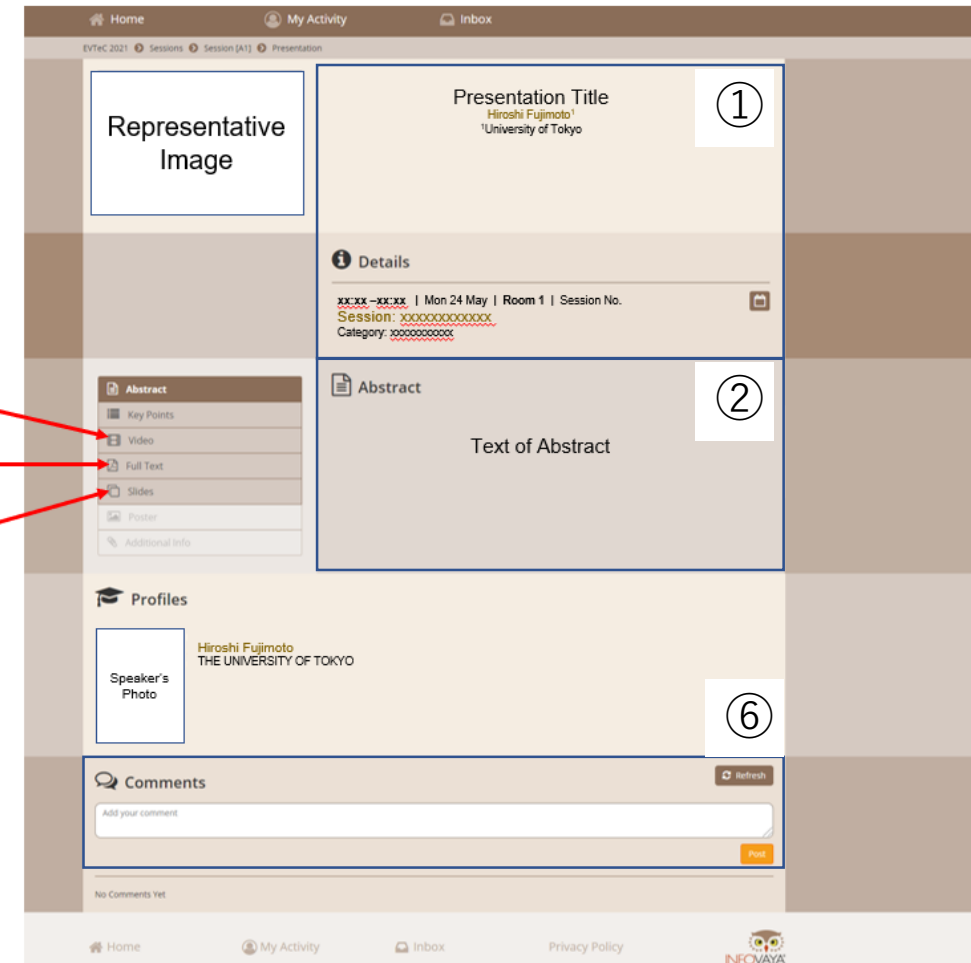
④ Paper (PDF)

⑤ Presentation Slides (if any)

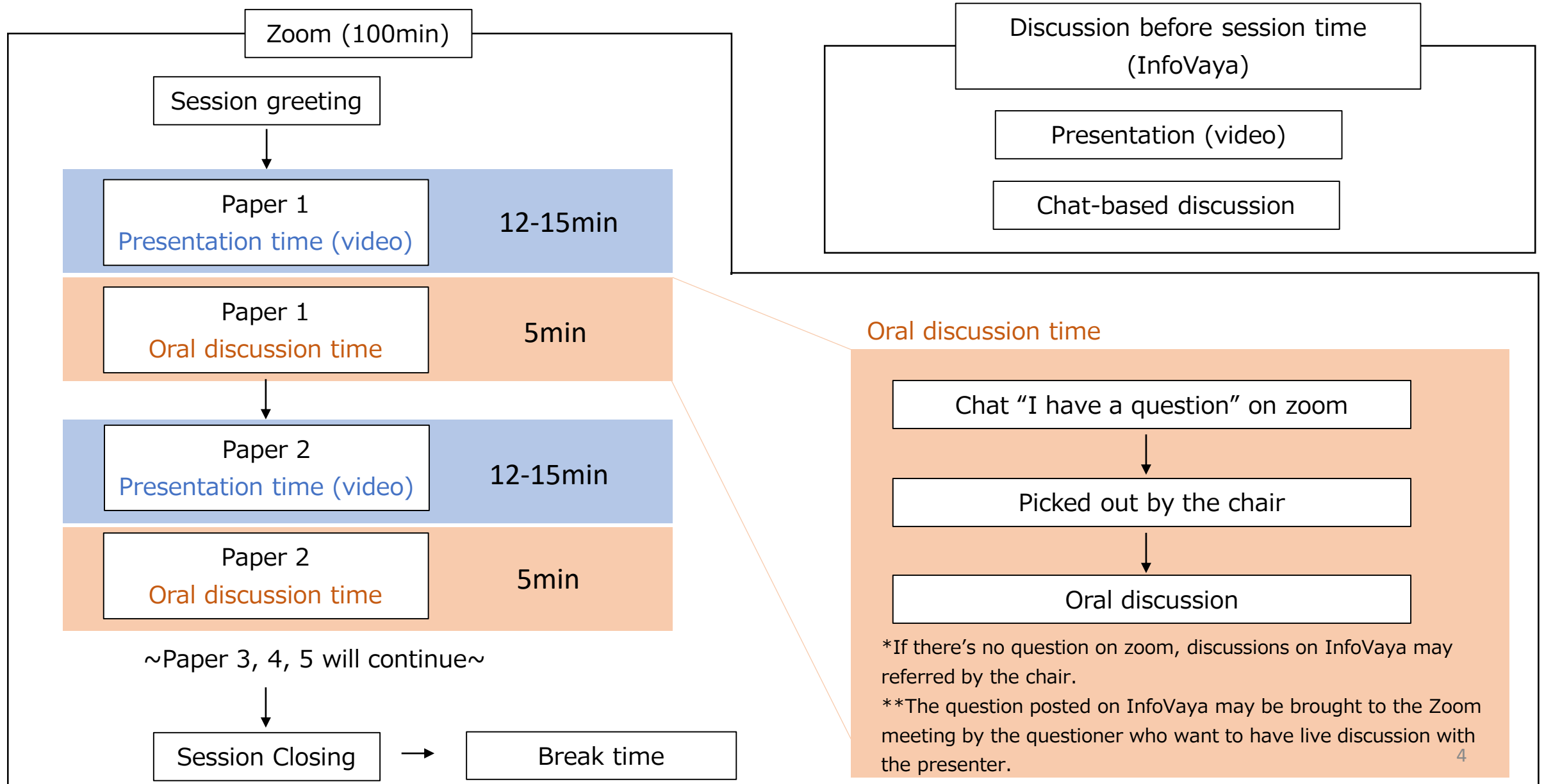
⑥ Comments (chat-based discussion)

- Participants can write questions anytime.
- Presenters should write the answers for the co

- ③ Video (mp4)
- ④ Paper (pdf)
- ⑤ Presentation slides (pdf)  
\*optional



# Presentation & Discussion on zoom (during session time)



# Presentation & Discussion on zoom (during session time)

We are going to use ZOOM Meeting for during session time.

This support document provides step-by-step instructions for presenters and chairs on how to use ZOOM.

Please read this carefully in advance and be prepared.

1. Please make sure of your internet connection environment first.  
We recommend using a wired LAN.
2. Find a quiet place as much as possible.
3. Make sure your PC has a camera, speaker and microphone.
4. Use earphones with microphones or headset microphones.
5. Close all unnecessary applications before joining.

# Schedule Outline

Step	Period	Action	Detail
<b>Preparation</b>	In advance	Install Zoom	Make sure that zoom is installed on your PC in advance. Check the function of the microphone and speaker.
<b>Test connection day (not necessary)</b>	In advance	Test connection on zoom	There's a brief connection test and briefing time right before the session break time. However, those who would like to check in advance, we will be having connection test day in advance. [Test Connection day] May 19, 2021 10:00- 12:00, 18:00-19:00(JST) *URL and Meeting ID will be announced later. Note: If more than one person join at the same time, you may have to wait for a little. Please keep connecting and wait.
<b>Session day</b>	15min prior to your session	Test connection & briefing	A staff will be waiting on test connection ZOOM at break time. The information of test connection zoom link will be sent on May 21 (fri). Please access zoom to check the connection status, microphone, settings and anything you need to know. The staff will explain the brief instruction for the session.
	2 min prior to your session	Enter a room	After the test connection, all chairs and presenters are required to enter zoom at latest 2 minutes prior to your session time start. When you login, please change your zoom name as below, so that operator will know who is the speaker/chaireasily. [For Presenters] "Presenter (program number)_Name" e.g.) Presenter(A1.1)_Hiroshi Fujimoto [For Chairs] Chair(session number)_Name" e.g.) Chair(A1)_Hiroshi Fujimoto
	1 min prior to your session	Stand-by	About 1min prior to your session start, operator will request you to stand-by, so please stand-by with the video on and the microphone off. When it's time to start, operator will tell you "please start session". Turn on microphone and start the session.
	On time	Start	Start your session. Below is the basic flow. ① Chair : Greeting ② Chair : Introduction of the 1 <sup>st</sup> presenter ③ Operator: Broadcast presentation video with narration ④ Live Q&A (Q&A will be conducted by Oral Communication. Support staff will assist the chairs.) *Next presenters will continue as follows.
	End of your session	Finish	After the closing remarks of the chair, operator will display the title slide and session is closed.
	After the session	Rating (Chair Only)	Please note that chairs need to fill out score sheet for award as soon as the session finishes. The excellent presentation by young investigator under the age of 40 (as of March 31, 2021) will be awarded during the closing ceremony.

# Preparation① Install Zoom

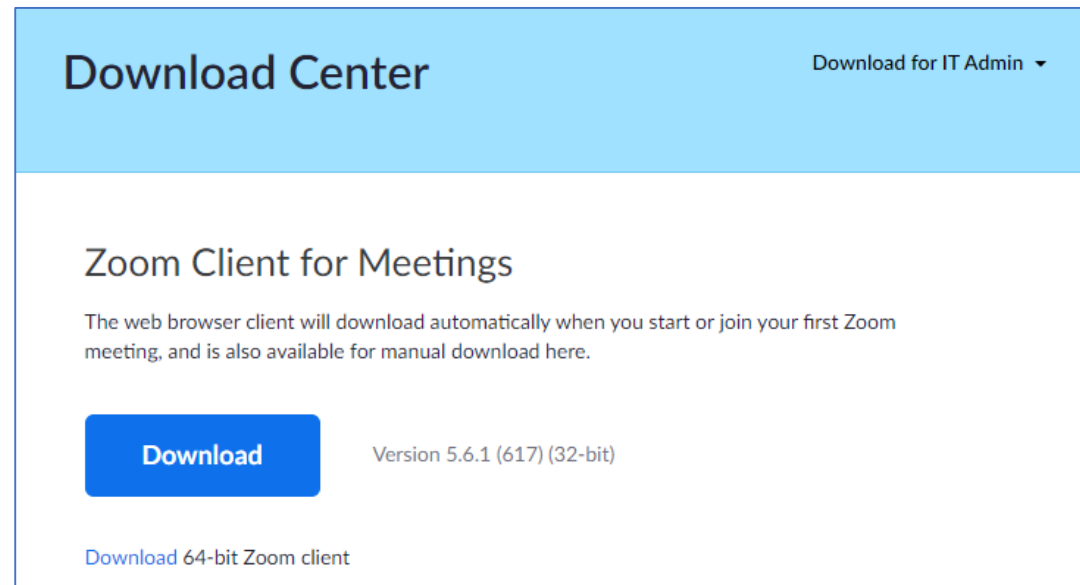
If this is first time for you to use zoom, please install zoom in your PC.

Go [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

Click “Download”

Zoom will be automatically operated from the next log-in time

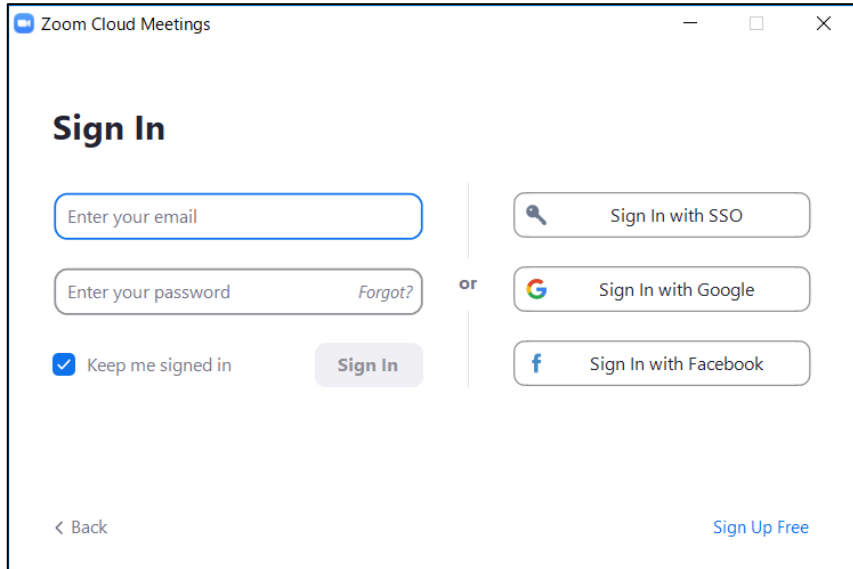
Note: Please avoid using smart devise when you make presentation.



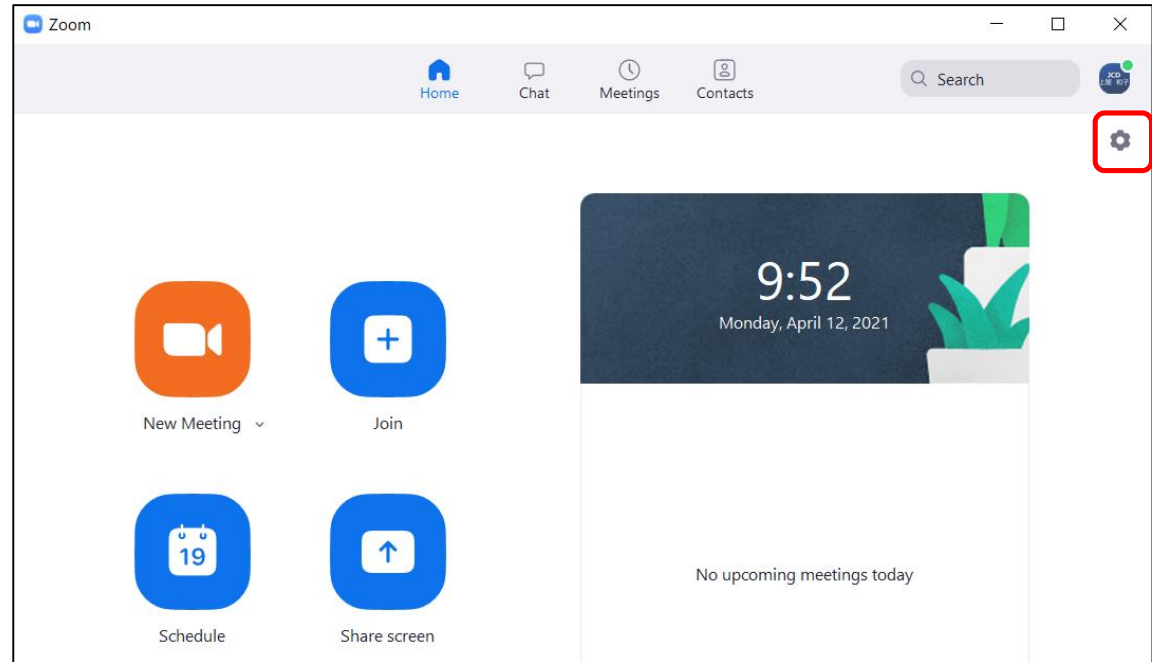
# Preparation② Setting1

Please sign in zoom in advance and make necessary setting.

1) Sign in zoom.



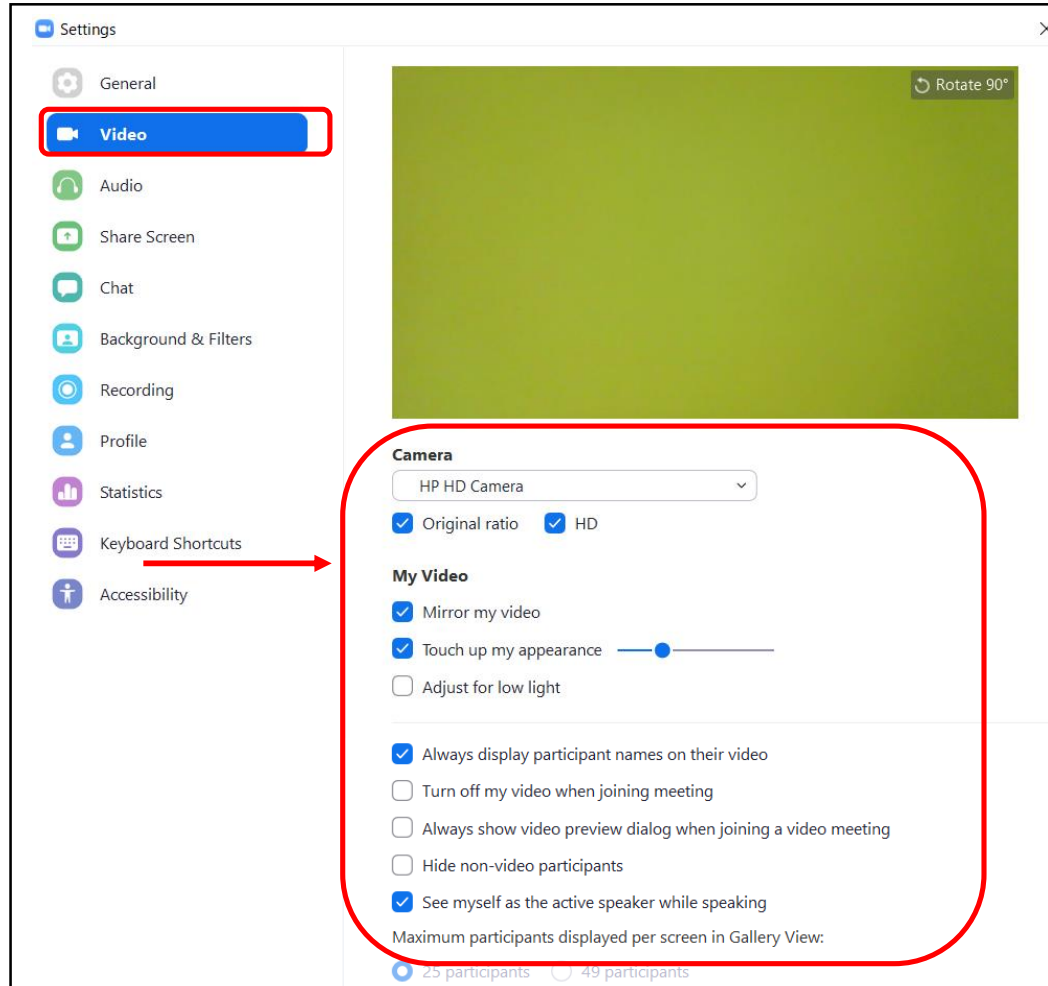
2) Click Setting where shown below at the right-side upper corner.





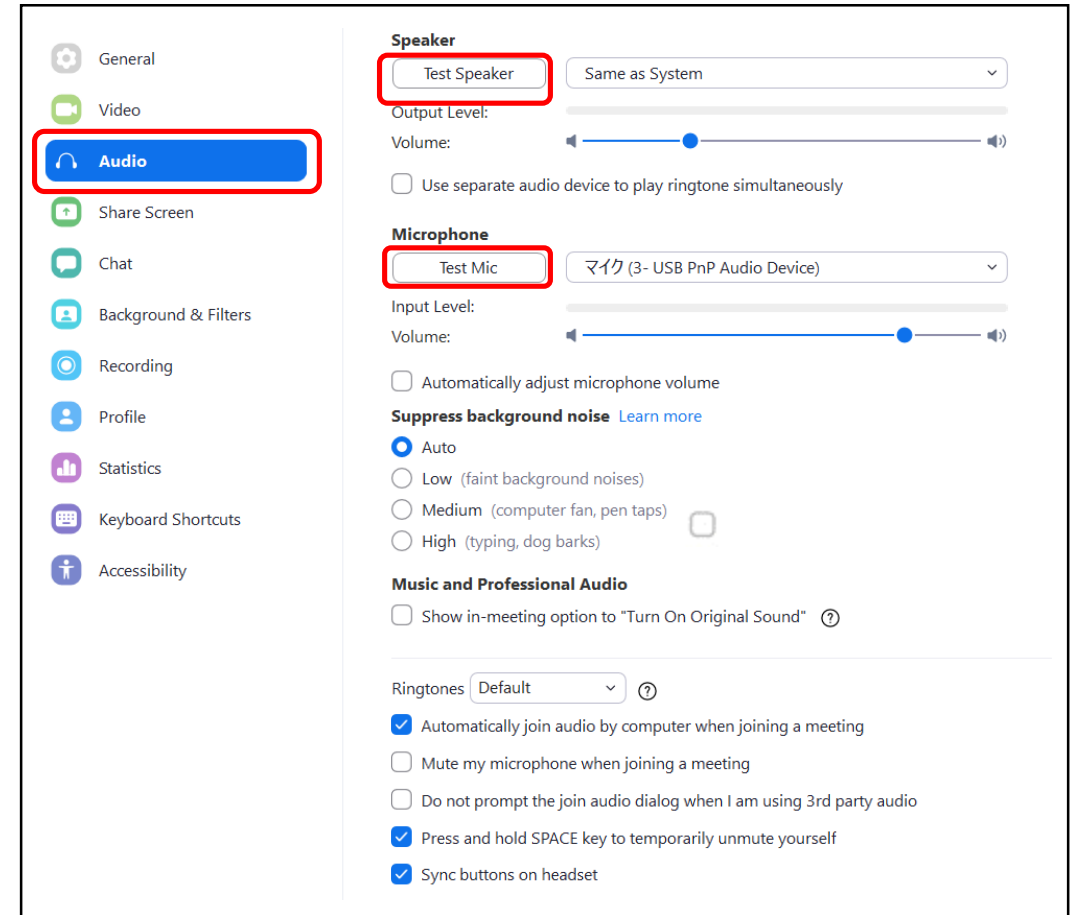
# Preparation③ Setting2

3) Click "Video", then check the details as below.



4) Click "Audio" and test your speaker and microphone.

Check the details as below.



**NOTE: Please set the "Display resolution" of the PC to "Full HD (1920 x 1080)".**

## Preparation④ Test connection

There's a brief connection test and briefing time right before the session break time. However, those who would like to check in advance, we will be having connection test day in advance. Please join this test connection. (This URL is different from the session URL)

**【Test connection date】 May 19, 2021 10:00– 12:00, 18:00-19:00(JST)**  
**\*URL and Meeting ID will be announced later.**

Reservation is not required. You may join anytime you wish.

Available Language: Japanese or English.

A director will be on standby to assist you. Please understand that in case there are some persons joined at the same timing, you may have to wait for a while.

Also, you can try self-check option on zoom (Please note that there's no EVTeC 2021 staff).

<https://zoom.us/test>

[Inquiry] E-mail: [evtec2021@jtbcom.co.jp](mailto:evtec2021@jtbcom.co.jp)

## **Session day① Session briefing (15min prior to the session)**

1. A staff will be waiting on test connection ZOOM at break time. The information of session briefing zoom link will be sent to the presenters/chairs on May 21(fri).
2. Please check the connection status, microphone, settings, and anything you need to know.
3. The staff will explain the brief instruction for the session. After the briefing, please enter the meeting room (refer to next page).

# Session day② Enter the meeting room (5min prior to the session)

1. Go to the following URL (to be linked to InfoVaya), and login with your email address and password.

<https://events.InfoVaya.com/event?id=72>

2. After you login, please select the program that you will present/handle session.

Once you moved to the session, please click “join online session” link to launch zoom meeting.

The image shows a sequence of four screenshots illustrating the steps to join a Zoom meeting from the EVTeC 2021 website:

- Screenshot 1:** The EVTeC 2021 website home page. The "Program" menu item in the left sidebar is highlighted with a red box. A blue arrow points from this menu to the next screenshot.
- Screenshot 2:** The website's program schedule for Monday, May 24th. The session "12:30 - 13:50 Traction Motor for EVs" is highlighted with a red box. A blue arrow points from this session to the next screenshot.
- Screenshot 3:** The detailed view of the "Traction Motor for EVs" session. The "Join Online Session" link is highlighted with a red box. A blue arrow points from this link to the next screenshot.
- Screenshot 4:** The Zoom app launch dialog. The "Open zoom.us.app" button is highlighted with a red box. Below it, the "Launch Meeting" button is also highlighted with a red box. A blue arrow points from the "Join Online Session" link in the previous screenshot to this dialog.

# Session Day③ How to set microphone and video

Please turn the microphone and video on and off by yourself.

About 1 min before the session starts, the director will send a message in chat asking you to stand by.

For chairs, please turn on the video by clicking "Video" button at the bottom left.

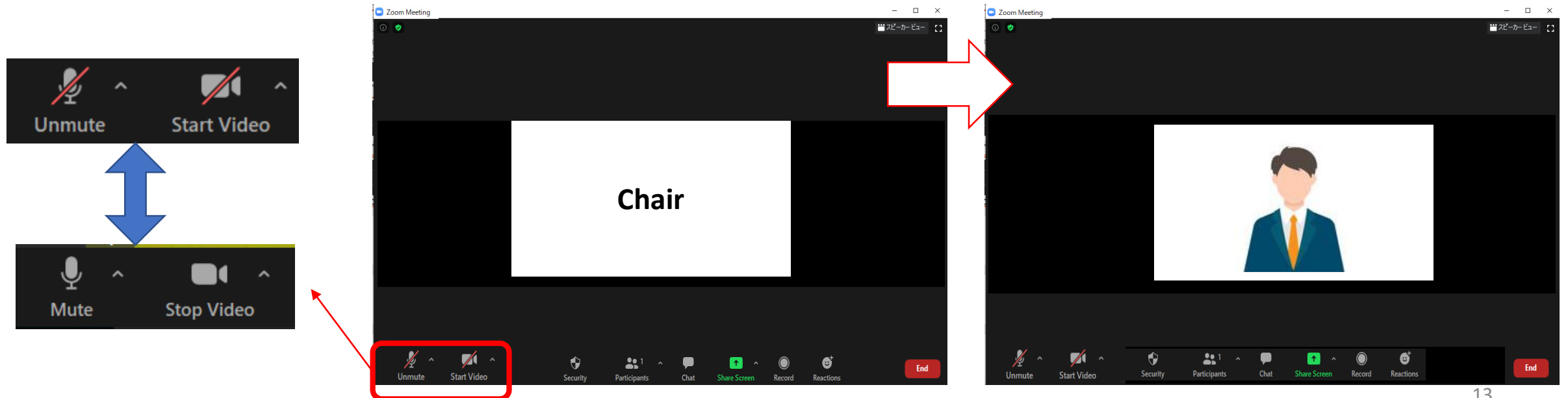
When the director send a chat asking a chairperson to start the session, please set microphone on and start the session. The presenter should turn on the microphone only when he/she speaks.

\*When you login, please change your zoom name as below:

[For Presenters] "Presenter (program number)\_Name " e.g.) Presenter(A1.1)\_Hiroshi Fujimoto

[For Chairs] Chair(session number)\_Name" e.g.) Chair(A1)\_Hiroshi Fujimoto

\*\*While presentation (video), chair and speaker need to turn off the microphone.



## Session Day④ Basic flow of the session

- ① Chair : Greeting
- ② Chair : Introduction of the presenter
- ③ Operator: Broadcast presentation video with narration
- ④ Live Q&A  
Q&A will be conducted by oral communication.  
(Support staff will assist the chairs.)

※Chair and Presenter are required to set microphone "OFF", when he/she is not talking.

※For Chairs: If the presenter not showed up to the session, please remain his/her presentation time as break time, and proceed the session as scheduled.

# Session Day⑤ Discussion on Zoom

The attendee who would like to make question, they will chat “I have a question”.

While discussion, chair need to check the “Chat” at the bottom of window during session.

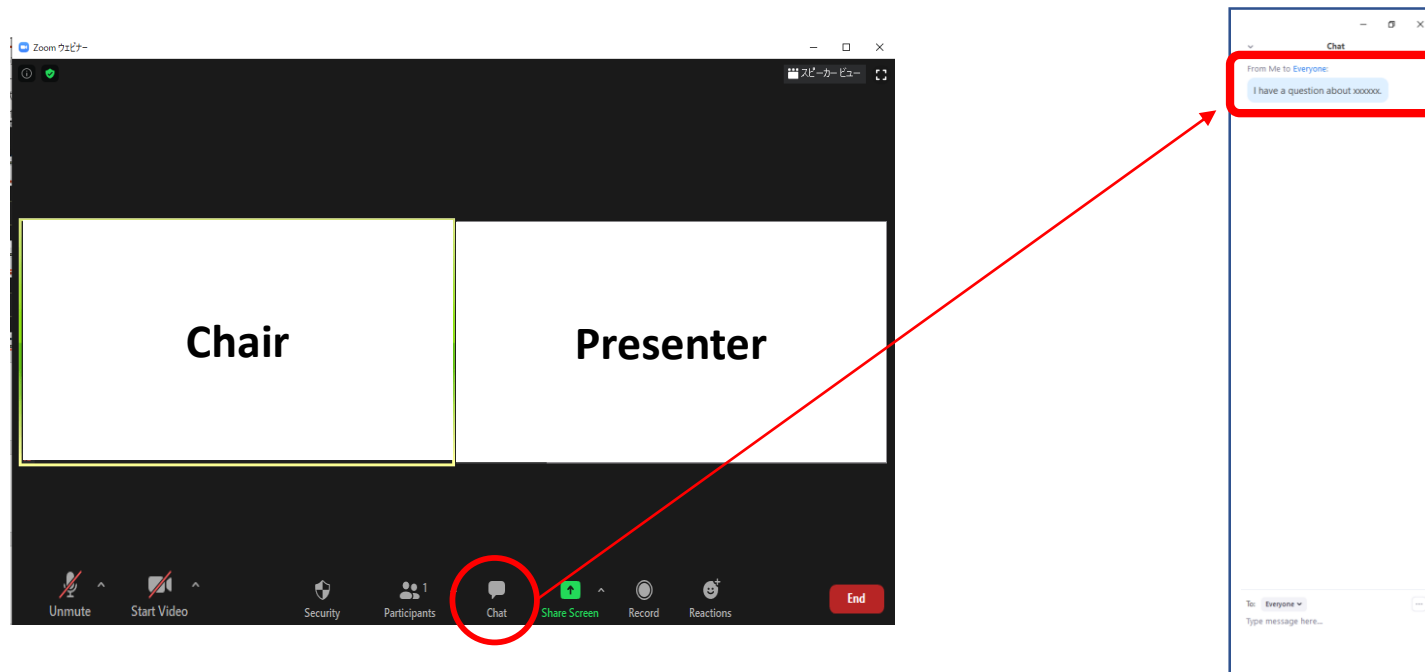
The chair should pick the attendee’s name and allow him/her to talk. Then, the attendee will unmute the microphone, and make questions to the presenter. The content of chat can be viewed by all participants.

Ex.: [chair] We have a question from Dr. A about \*\*\*, Dr. Yamada, ...

[presenter] About \*\*\*, ...

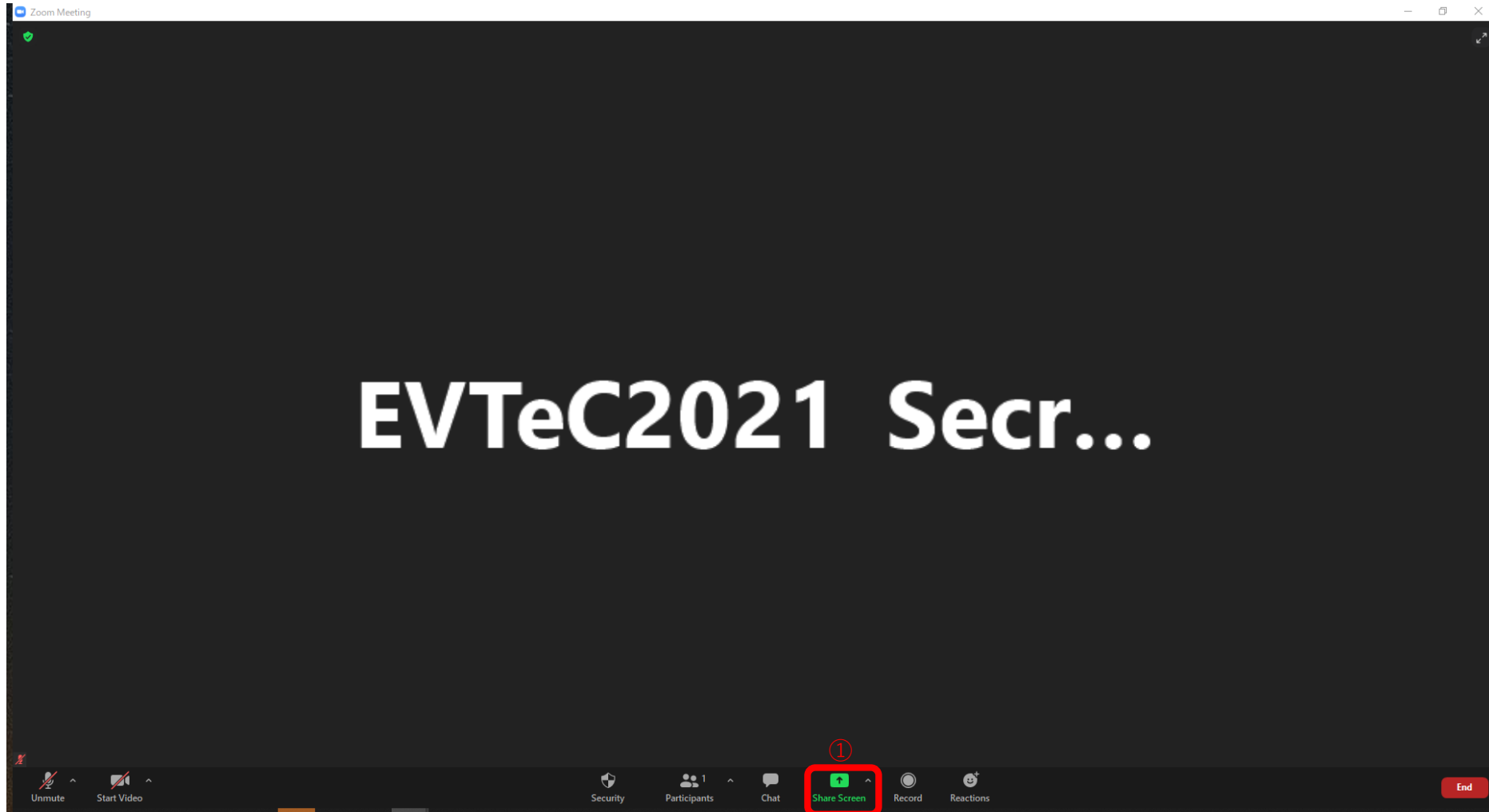
\*For presenters: Please prepare the presentation slide, in case the attendee wants to ask particular part of your slide.

\*For chairs: In case there’s no live question, please check the chat area of InfoVaya (P.3).



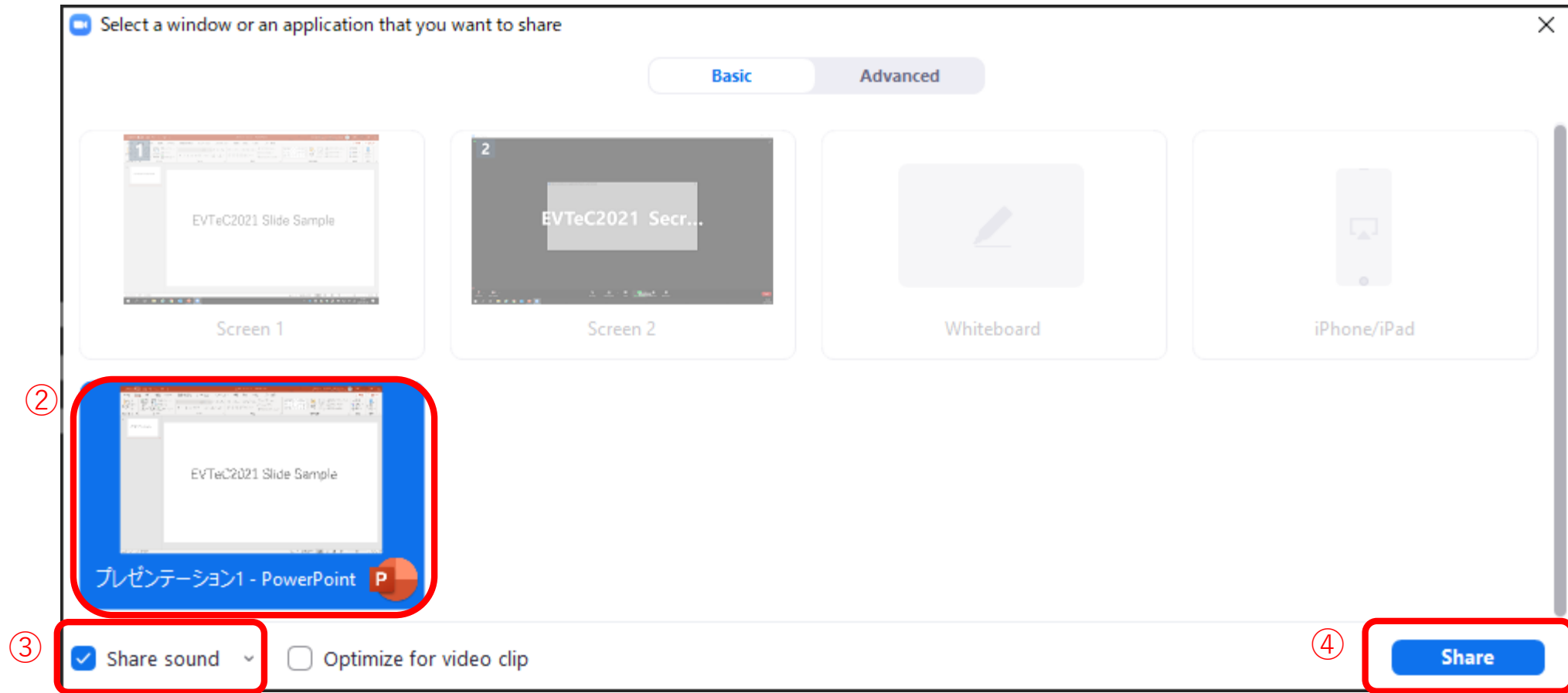
I have a question.  
※Please do not put question detail.

# Session Day⑥ For presenters : How to Share Presentation Slide



1. Please click "Share Screen" button.





2. Choose the **powerpoint (or application) file** you would like to share.  
(\*Please note that if you choose screen, your desktop screen will be shared.)
3. Check the **"Share sound"** checkbox if needed.
4. Click the **"Share"** button.

# Remarkable points

## ① Microphone ON / OFF

The chair and presenter will put the microphone ON/OFF by themselves, but depends on the situation, operator may forcibly switch the microphone.

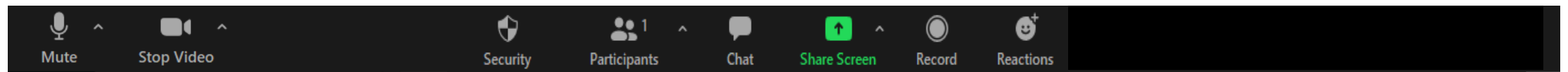
## ② Presentation time keep

There is no time-keeping clock display on the Zoom screen to show the remaining time. Please check the lecture time of each performer in advance and manage the time with your own clock. Depending on the situation, the staff may send you a chat regarding time management.

## ③ In case of network trouble of chairs/presenters

**Chair :** Please contact the support staff in by chat. The staff will check with the organizer and act on your behalf.

**Presenter:** If the problem does not improve after waiting for a while, please switch to the next presenter.



# Contact information

EVTec 2021 Secretariat

Secretariat: [evtec2021@jtbcom.co.jp](mailto:evtec2021@jtbcom.co.jp)

Program office: [evtec2021-p@jtbcom.co.jp](mailto:evtec2021-p@jtbcom.co.jp)