

The part in red was updated on Oct.26th

ISAT-20th Guidelines

Contents

1. Presentation Type.....	2
2. Create a ZOOM account to participate in ISAT-20th	2
3. Preparing the Items to attend the ISAT with using ZOOM.....	2
4. Setting the ZOOM	3
5. Live Keynote and Oral Presentations Sessions	4
6. Lightning Talk Sessions.....	4
7. For Chairperson	5

1. Presentation Type

Presentation Type	Presentation Time
Keynote Sessions	35 minutes (LIVE)
Oral Sessions	15 minutes (LIVE)
Lightning Talk Sessions	5 minutes (pre-recorded)

Live Keynote and Oral Presentations Sessions:

The time allocated to each presentation will be:

Key-note: 35 minutes talk and 5 minutes for discussion

Oral Session: 15 minutes talk and 5 minutes for discussion.

Lightning Talk Sessions:

5 minutes pre-recorded presentation will be open to the conference website.

The presenters are required to communicate with attendees via online.

- No poster presentations will be scheduled.
- All the sessions will be presented using a Zoom.

2. Create a ZOOM account to participate in ISAT-20th

Please create the ZOOM account from the below URL.

- Creating a free Zoom Account <https://zoom.us/signup>
- Zoom help center <https://support.zoom.us/hc/en-us>

3. Preparing the Items to attend the ISAT with using ZOOM

① Device

Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.), and iOS (iPad, iPhone, etc.). A video conference requires high CPU performance. If the performance is low, the video and audio may be interrupted, and the system may slow down. You can participate using a web browser without installing the Zoom app.

② Network

It would be desirable to have a cable or high-speed Wi-Fi connection to ensure network stability, but a reliable 3G/4G mobile phone network could also be used.

③ **Microphone and speaker**

We recommend to use a headset (an earphone-microphone unit) for presentation and discussions. A built-in microphone/speaker could be used for presentation and discussion, but the use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented.

④ **Camera**

Please prepare a camera (PC built-in camera, external USB camera). It is recommended that you turn on the camera during the speaking (speaker, questioner, chairperson). However, participants (other than the speaker, the chairperson, and those asking questions during a Q&A session) refrain from transmitting video and save the bandwidth.

4. Setting the ZOOM

① **Test the ZOOM**

It is recommended that you test the system beforehand in a strong network environment. Make sure also that audio messages can be sent and received without any problem.

<https://zoom.us/test>

② **Settings the names**

Participants are requested to include their names, as well as information regarding their affiliation, so that the chairperson will be able to easily identify the speaker as follows.

- Speaker: program number_ Given Family name_University
e.g.) 1-1_Taro Suzuki_KUTE
- Session Chair: Chair_Given Family name
e.g.) Chair_Hanako Honda_ KUTE
- Audience: Given Family name
e.g.) Ichiro Toyota_ KUTE

5. Live Keynote and Oral Presentations Sessions

Please check your presentation timetables and enter the session. Follow the chairman's instructions to share the slides and start the presentation. The remaining time is not displayed on ZOOM, so please check it yourself.

- Key-note: 35 minutes talk and 5 minutes for discussion
- Oral Session: 15 minutes talk and 5 minutes for discussion
- Saving, recording, and redistributing received video and presentation materials (including screen capture) are prohibited.
- If audience has a question, use the raise hand feature of Zoom to tell the chairperson that you have a question. The chairperson looks at the mark of the raised hand and nominates the questioner. When you are nominated, please turn on the microphone and video, and ask the question.
→ During a meeting, navigate to the bottom options bar in your video screen and click Reactions. Underneath the reactions, there should be a separate button the says Raise Your Hand. Select this, and a hand icon should appear in the upper left-hand corner of your screen. To lower your hand, go back to Reactions, and the bottom button will now say Lower Your Hand. Select this to do so, and remove the hand icon from your video.

6. Lightning Talk Sessions

① Prepare the 5 minutes pre-recorded presentation

Please prepare the 5 minutes pre-recorded presentation.

How to submit: All submissions need to be made via **Google Form** after receiving the notification of acceptance on Oct. 30th. URL will be announced in the notification of acceptance.

The **deadline** for file submission: **Nov. 13rd, 23:59, JST**

The video of your presentation must meet the following format:

- Aspect Ratio : 16:9 size
- File Format : .mp4

The preparation method using ZOOM is as follows.

1. Open the Zoom app and your PowerPoint file. Close all other files and applications.
2. In Zoom, click “New Meeting” (orange icon); make sure your microphone and camera are on.
3. Click the “Share Screen” button on the bottom toolbar.
4. Choose your open PowerPoint file from the options
5. Go to PowerPoint and launch your slideshow.
6. Please use the pointer option (Ctrl + L) during the presentation.
7. At the bottom Zoom toolbar, choose Record, then choose “Record on this Computer” from the menu that pops up. Your lecture is now recording. *Note: if you don't see the Record button, you may need to click on the "More" button in the Zoom toolbar, and then choose the "Record on this Computer" option.*
8. Start your presentation. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.
9. When you are finished, click on the "Stop Recording" button in the bottom Zoom toolbar. *Note: if you don't see the Stop Recording button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Stop Recording" option there.*
10. Click “End Meeting” on the bottom right of the meeting screen.
11. When the conversion is complete, the recording will be saved on your hard drive. On a Mac, the files are stored in Documents/Zoom, then in a folder labeled by the date of your recording.
12. Trim the beginning and ending of your video (if needed) using QuickTime or another video editing tool, then upload your video to Ensemble, Reed's media server.

② Attend the session

The presenter should be attend the session for Q&A from the audience and chairperson. The session will be held in ISAT-20th.

7. For Chairperson

Please announce below.

- Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited.
- Turn off cameras and microphones except when they are giving presentations.

Start the session by giving a few remarks and introducing yourself.

- Please time keeping by yourself.
- Please make sure to check the Q&A board before Q&A starts.
- Please select and ask the questions from the Q&A board.
 - *Please find the questioner on the participants list and turn on their microphone. If it's difficult to find them, ask them to raise their hand.