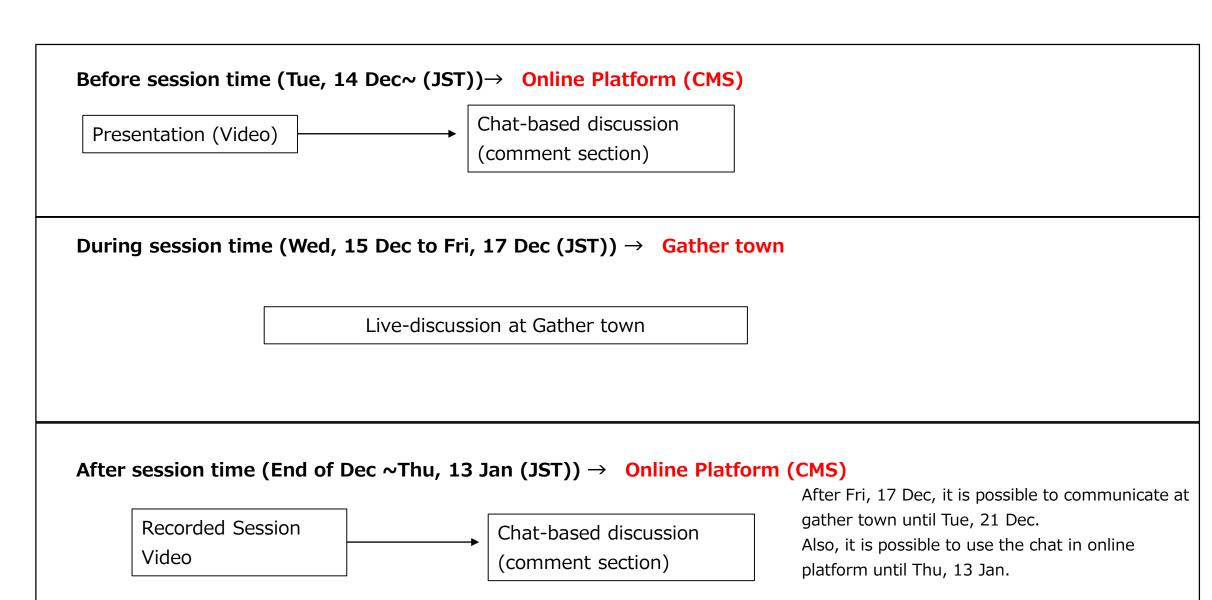


Instructions for Presenters & Chairs (On-demand A&B)

As of December 14, 2021 (updated)

Presentation & Discussion Flowchart (On-demand A&B)



Schedule Outline: from Preparation to Session day

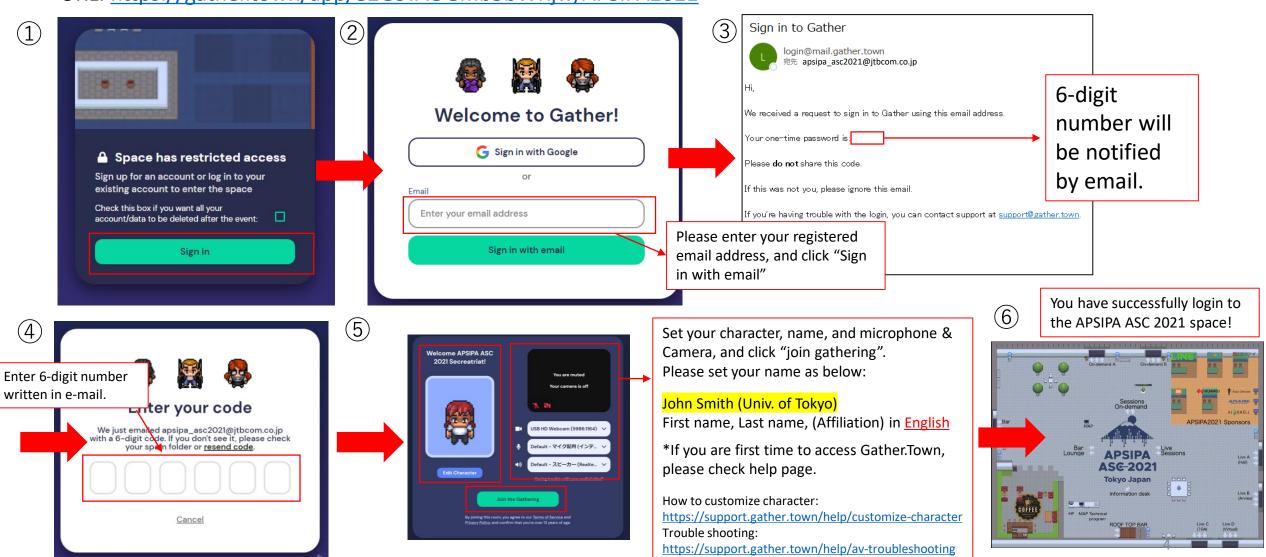
Step	Period	Action	Detail
Preparation	In advance	Access to Gather town& Check the basic flow of the session	Make sure that you can login to the Gather town. Check the function of the microphone and speaker. Please read carefully this instruction in advance for your smooth session operation.
Session day	5min prior to your session	Enter room & check presenters' attendance & members	Please access designated area at gather town 5 minutes prior to your session starts. When you login, please change your gather town name as below, so that staff will know who is the chair easily. [For Presenters] "Presenter (presentation code)_Name" e.g.) Presenter(SS-IVM-1.1)_Yoshinobu Kajikawa [For Chairs] Chair(session number)_Name" e.g.) Chair(SS-IVM-1)_Yoshinobu Kajikawa [For Chairs] 1) Please check whether your session's presenters are all attended, before your session starts.
	On time	Start	When it's time to start, chairs/presenters will turn on microphone/video and start the session. If there's someone who wish to ask you a question, they will enter your area and may ask a questions. Please prepare your presentation slides in case attendees may ask questions for your presentation video.
	End of your session	Finish	When your session time ends, please end your discussion and switch to the next presenters.

Preparation#1 Access to Gather.Town in advance (updated)

Updated (login detail has been added)

1. Go to our Gather. Town space with the URL below:

URL: https://gather.town/app/82GSTAOGmb3bWRjw/APSIPA2021



Preparation#2 Access to Online Platform in advance (from December 14, 9:00(JST)/0:00(GMT))

1. Login to the platform

个Updated (time added)

1.1- The login email address and password are available from the email form apsipa2021@cmsworkshops.com.

Login with registered email address and password written in the email. (Note: The login ID/PW is different form your paper ID/PW)

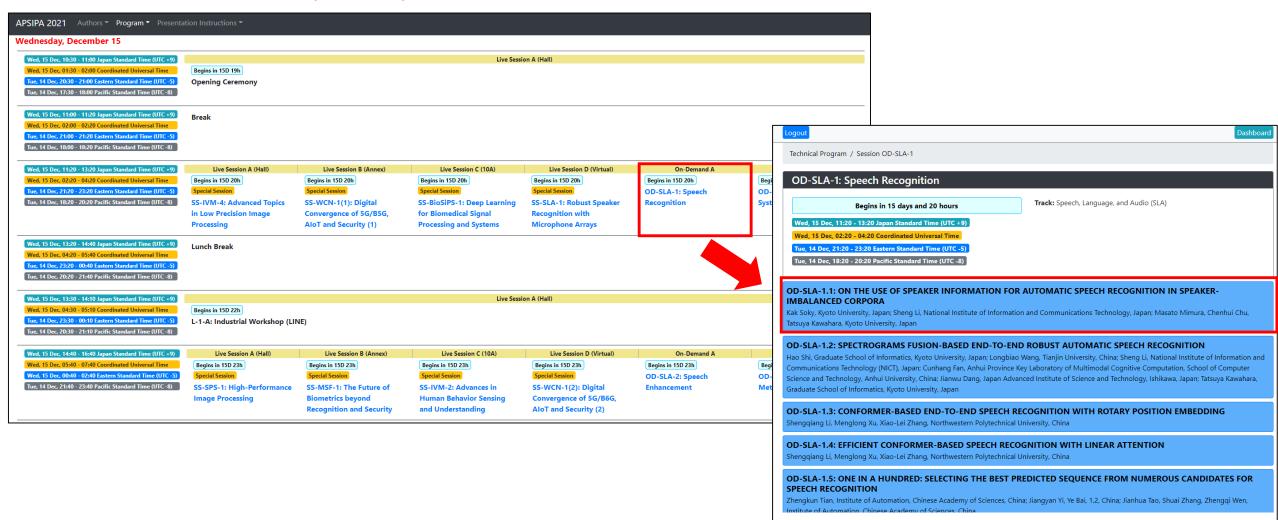
Online Platform Login Page: https://cmsworkshops.com/APSIPA2021/login.php

1.2- After you login, please click "dashboard" in the next screen, and choose "Technical program" to see the whole program.

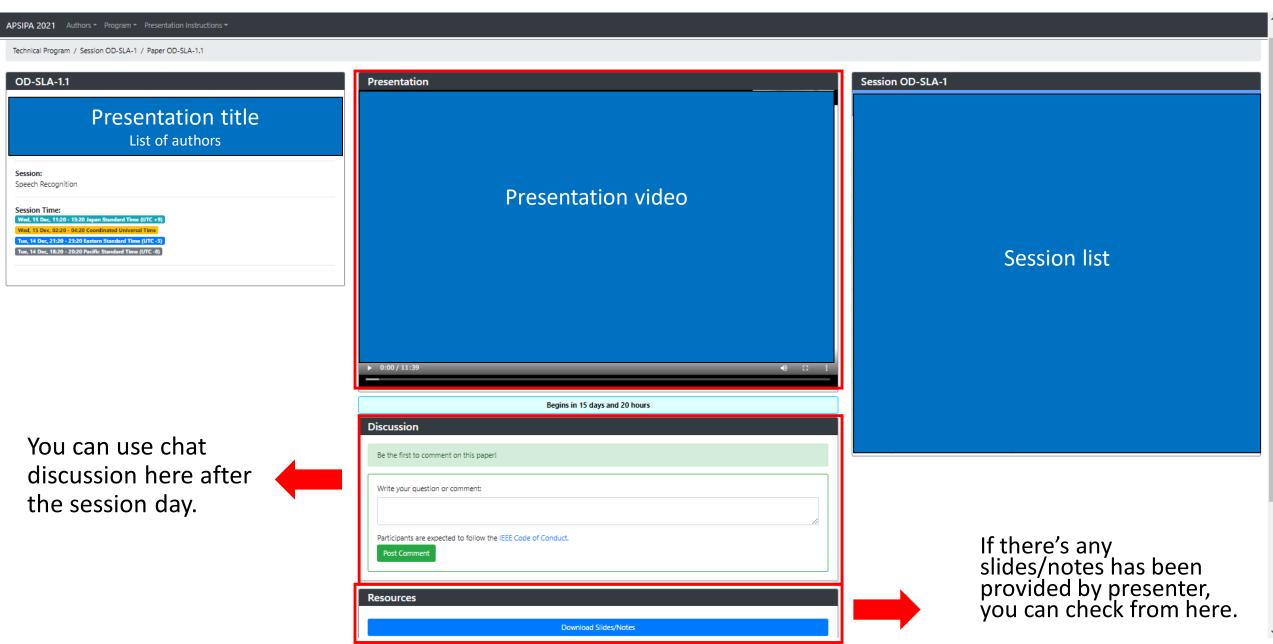


2. How to see program and presentation videos

On the top page, there is a program at a glance for whole session. Please click the session you will present/chair.



If you click each presentations page, you check the presentation video and slides (if any).



Session Day Enter the meeting room (5 min prior to the session) & discussion at gather town

1. Go to our gather.town and login with your registered email. Please check the detail on P4. URL: https://gather.town/app/82GSTAOGmb3bWRjw/APSIPA2021

Updated (login detail has been added)

- 2. Enter your room (On-demand A or B) and check the session name on the floor (Red boxes on Fig. 1 and 2)
- 3. Move to your presentation number space.

 Each private space in front of the poster number (Green box on Fig 2) is a discussion space for each presenter.
- 4. When attendees come to your space, share your presentation materials and discuss your research.







Fig 2 On-demand session hall