Instructions of Presentation and Discussion in ISIE 2021 (For Presenters)
Before session time (June 19, 2021 0:00~(GMT)/ 9:00~(JST)) → InfoVaya

- Presentation (Video)
- Chat-based discussion (comment section)

During session time (June 20~23, 2021) → ZOOM Meeting

- Presentation (Video or Live-presentation(option))
- Discussion on Zoom

After session time (until June 23, 2021) → InfoVaya

- Presentation (Video)
- Chat-based discussion (comment section)

Participants can continue discussions after the session on InfoVaya.
For presenters, please reply to the comments during June 20~23.
After June 23, it is possible to use the chat in infovaya until September 23.

*If there’s no question on zoom, discussions on InfoVaya may referred by the chair.
**The question posted on InfoVaya may be brought to the Zoom meeting by the questioner who want to have live discussion with the presenter.
Presentation & Discussion Flowchart #2

Session greeting

Paper 1
Presentation time (video) *
12-15min

Paper 1
Oral discussion time
5min

Paper 2
Presentation time (video) *
12-15min

Paper 2
Oral discussion time
5min

~Paper 3, 4, 5 will continue~

*If the presenter not showed up to the session, please proceed the session as originally scheduled.

Session Closing

Discussion before session time (InfoVaya)

Presentation (video)

Chat-based discussion

Chat "I have a question" on zoom

Picked out by the chair

Oral discussion

[NOTE]
Basically, the staff will play the recorded video on InfoVaya for the presentation. However, if there’s a presenter who would like to make their presentation online instead of playing video, please tell chairs before your session starts.

*If there’s no question on zoom, discussions on InfoVaya may be referred by the chair.

**The question posted on InfoVaya may be brought to the Zoom meeting by the questioner who want to have live discussion with the presenter.
<table>
<thead>
<tr>
<th>Step</th>
<th>Period</th>
<th>Action</th>
<th>Detail</th>
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</thead>
<tbody>
<tr>
<td>Preparation</td>
<td>In advance</td>
<td>Install Zoom &amp; Check the basic flow of the session</td>
<td>Make sure that zoom is installed on your PC in advance. Check the function of the microphone and speaker. Please read carefully this instruction in advance for your smooth session operation.</td>
</tr>
<tr>
<td>Session day</td>
<td>10 min prior to your session</td>
<td>Enter room &amp; check presenters’ attendance &amp; members</td>
<td>Please access zoom 10 minutes prior to your session starts.</td>
</tr>
</tbody>
</table>
|              |                         |                                                                         | 1) After you login, please change your zoom name as below, so that chair will know who is the presenter easily. “Presenter (presentation code) _ Name”  
[For Presenters]  
1) Within the breaktime, the chairs will check the attendance of each session’s presenters. Please make sure to access zoom 10 minutes prior to your session starts.  
2) Basically, the staff will play the recorded video on Infovaya for the presentation. However, if there’s a presenter who would like to make their presentation online instead of playing video, please tell chairs before your session starts.  
3) Please prepare the presentation slide, in case the attendee wants to ask particular part of your slide. |
|              | On time                 | Start                                                                  | When it’s time to start, chairs will turn on microphone/video and start the session. Below is the basic flow (Same as P3).  
① Chair : Greeting  
② Chair : Introduction of the 1st presenter  
③ Staff: Broadcast presentation video or Presenter: Give live presentation (optional)  
④ Chair & Presenter: Live Q&A  
*Next presenters will continue as follows.  
[Note] There is no time-keeping clock display on the Zoom screen to show the remaining time. Please check the lecture time of each presenters in advance and manage the time with your own clock. |
|              | End of your session     | Finish                                                                 | When all presentation ends, please make closing remarks of your session.                                                                                                                                      |
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.
Preparation 1: 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.
Preparation 1: Zoom Setting #1

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.
Preparation 1: Zoom Setting #2

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)".
Preparation 2: Access to InfoVaya in advance (from June 19 0:00(GMT)/9:00(JST))

1. Set your password

1.1- Go to the following URL (to be linked to InfoVaya) to access the online platform.
https://events.infovaya.com/event?id=81

1.2- Click here to setting your password.

[NOTE]
If you have already accessed InfoVaya when you have participated other conference or uploading video at ISIE2021, please log in with the Email address and password that you’ve set.
If you forget your password, please click “Forget your password?” at the bottom.
1.3- Enter your email address that you’ve received this instruction.

1.4- You will receive an email from InfoVaya (noreply@infovaya.com). Click here to set your new password.
2. How to see ISIE 2021 Program and Presentation

2.1- Click here to go to ISIE 2021 Program.
1.5- Enter your password that can be decided by yourself.

Password must...
- contain at least one capital letter, one lowercase letter and a number.
- be 8 characters minimum.

1.6- Now you can login with your email address and password.
2.2- On the top page, there are several menus:

① Program: You can check the program by time table.
② Digest: You can check the program by checking the digest of each presentations.
③ Sessions: You can check the program from session list.
④ Profiles: You can check the list of presenters/chairs/authors those who uploaded photo.
⑤ Popular: Popular presentations are listed here.
⑥ Conference news: If there’s any news, the post will be updated.
⑦ Proceedings: You can download proceedings zip file from this link.
2.3- If you click “Digest” on the top page, you can see the pages below:

This clipmark shows there are presentation slides (PDF).

* To see the file, please go to next page.
2.4- On the next page, you can check each presentations’ video, full text (papers), and presentation slides (if any).

1. Presentation and session information

2. Presentation Video
   - Participants can watch the pre-recorded video anytime.

3. Paper (PDF)

4. Presentation Slides (if any)

5. Comments (chat-based discussion)
   - Participants can write questions anytime.
   - Presenters should write the answers for the comments
Session day #1
Enter the meeting room (10 min prior to the session)

1. Go to the following URL (to be linked to InfoVaya), and login with your email address and password that you have set on P9~11.

https://events.infovaya.com/event?id=81

2. After you login, please select the session that you will present. Once you moved to the session, please click “join live session” link to launch zoom meeting.
Session Day#2  How to set microphone and video

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

When you login, please change your zoom name as below:
“Presenter (presentation code)_Name”  e.g.) Presenter(TS-01.1)_Kiyoshi Ohishi
Session Day#3  Basic flow of the session

① Chair : Greeting

② Chair : Introduction of the 1st presenter

③ Staff: Broadcast presentation video OR Presenter: Give live presentation (optional)

④ Chair & Presenter: Live Q&A
*Next presenters will continue as follows.

[For Presenters *Before the session]
1) Within the breaktime, the chairs will check the attendance of each session’s presenters. Please make sure to access zoom 10 minutes prior to your session starts.

2) Basically, the staff will play the recorded video on Infovaya for the presentation. However, if there’s a presenter who would like to make their presentation online instead of playing video, please tell chairs before your session starts.

3) Please prepare the presentation slide, in case the attendee wants to ask particular part of your slide.
Session Day#4  Presentation on zoom

During the presentation time, basically the staff will play the video on Infovaya. While the staff playing the video, please set microphone and camera “OFF”.

[For Presenters] Presenters who wish to present on-line instead playing video, please tell session chairs before the session starts. If you wish to present on-line, please start your presentation with “share screen” (refer to P17).

[For Chairs] After the introduction of speaker, please tell session staff to play the video. If the presenter wish to present online, please tell presenter to start “share screen” to make his/her presentation. 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.
Session Day#5  Discussion on Zoom

After the presentation, discussion time will start. 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.
Zoom Instructions #1 : How to Rename

1. Please click “Participants” button.
2. Choose yourself and click the “More” button and the “Rename” button.

3. Change your Zoom name to:

“Presenter (presentation code)_Name ”  

   e.g.) Presenter(TS-01.1)_Kiyoshi Ohishi
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.
If you have any inquiries, please contact
Email: isie2021-video-group@keio.jp