

Instructions for  
Concurrent  
Session  
Speakers  
As of July 27

# 43<sup>rd</sup> IAEE INTERNATIONAL CONFERENCE

Mapping the Energy Future -Voyage in Uncharted Territory-

31 July - 4 August 2022

TOKYO

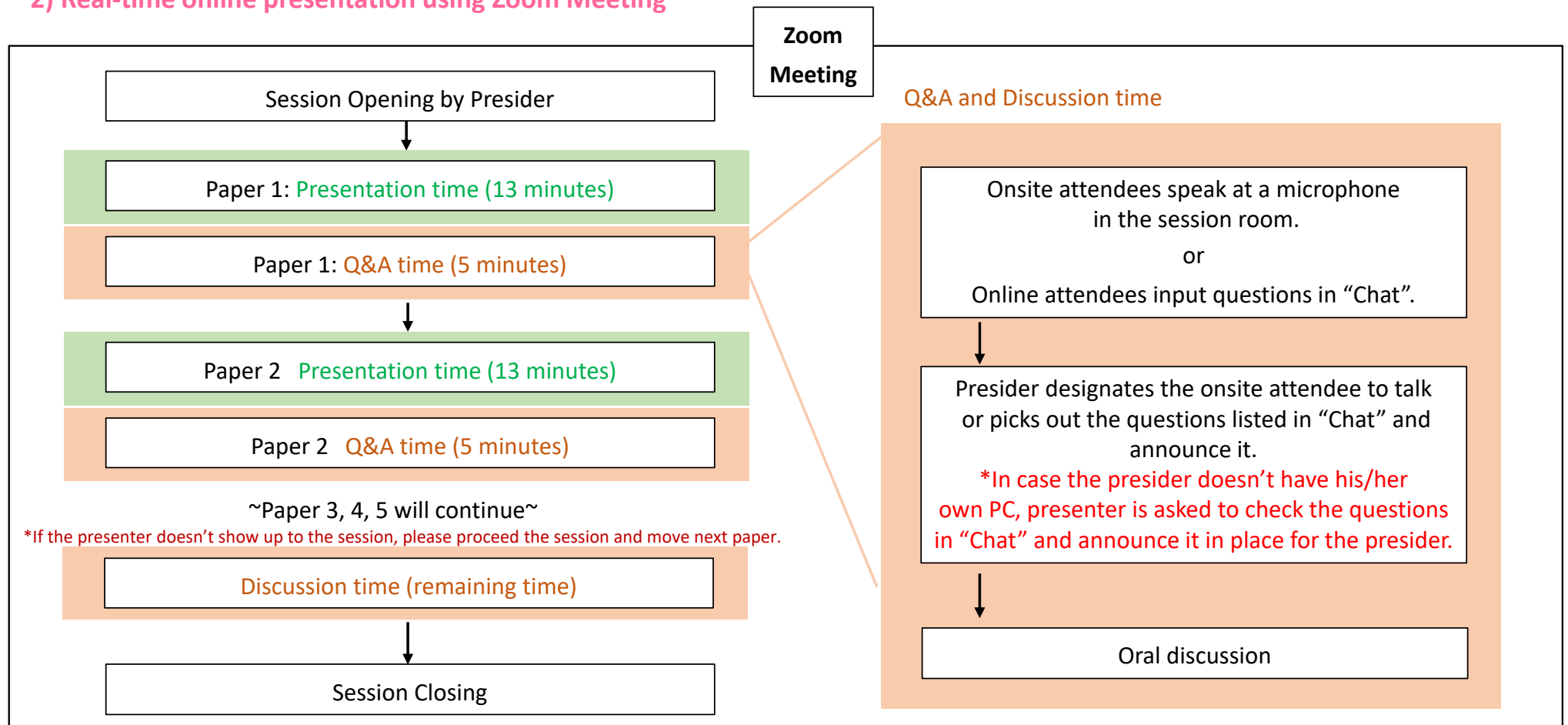


# Presentation & Discussion Flowchart

IAEE2022 Conference is held in **Hybrid style**; both on-line and on-site, and 2 ways of presentation will be made in one session:

1) In-person presentation on-site at GRIPS

2) Real-time online presentation using Zoom Meeting



## Presentation Time Allocation

	Presentation	Discussion	Total
Concurrent presentations	13 min.	5 min.	18 min.

## Preparation of Presentation slides

### PowerPoint slide:

- Widescreen format, using the 16:9 aspect ratio to utilize the full screen
- Resolutions: Full HD (1920 x 1080) recommended
- No restriction on the number of slides, as far as you keep the presentation time specified on the previous page.
- Show presentation title, your affiliation and name on the first slide. We recommend inserting your photo on the first page as well.
- Use standard font which is originally installed by OS in order to avoid garbled characters.

## Zoom Preparation (for speakers who will attend remotely)

We are going to use Zoom Meeting during session time.

This support document provides step-by-step instructions for presenters on how to use Zoom. Please read it carefully in advance and be prepared.

### *For speakers who will attend remotely*

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

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

[For Speakers] "Speaker (session number)\_Given name + Family name"

[For Presiders] "Presider (session number)\_Given name + Family name"

## Session day #1: Install your presentation file on the computer (for speakers who will attend in-person)

### For speakers who will attend in-person

The session rooms are equipped with the following items for presentations

- LCD Projector
- A podium with microphone
- A laptop PC (Windows OS) for presentation

**A laptop for the presenters will be set up on the presenter's table in a session room.**

**You do not have to bring your own laptop. Please bring your presentation data on a USB storage.**

**During the lunch break or a coffee break before your session, please copy and save your presentation data on the desktop of the laptop.**

**To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.**

**After your presentation, please delete your presentation data.**

### OS and Applications of presenters' laptop

OS: Windows 10 pro (English Ver.)

Applications: Power Point only (Version: 2013 / 2021)

Movies: Windows Media Player

Fonts: Windows standard fonts (Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia)

Please note that using any other font may cause letters to become unreadable.

\*Please make sure that your presentation file can be operated on Windows PC.

\*If your presentation file is made by Macintosh or for any other reasons, you might want to use your own computer for your presentation. In that case, please see the notes on the next page.

## Session day #1: Install your presentation file on the computer (for speakers who will attend in-person)

### For speakers who will attend in-person

#### **\*\*If you use your own laptop...**

- Save all of your presentation data including its linked data in the same folder on your desktop in advance.
- Turn off any sleep functions and screen savers.
- Bring your own power adapter and a transformer if necessary.
- Bring a backup data to the conference site.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

## Session day #2: During the Session

Please come to the Session room or login the Zoom and show your presence to the session presider **by 10 minutes before the session starts.**

### For speakers who will attend in-person

1. When it is your turn, please come to the podium.
2. Turn the **video on** by yourself. **Use the microphone on the podium.**
3. Start your presentation after being introduced by the presider.
4. Share your presentation slides.
5. Answer the questions from attendees.
6. After the presentation and discussion, turn-off your camera.
7. Please delete your presentation file and go back to your seat.

### For speakers who will attend remotely


1. When it is your turn, turn the **microphone and video on** by yourself.
2. Start your presentation after being introduced by the presider.
3. Share your presentation slides.
4. Answer the questions from attendees.
5. After the presentation and discussion, turn-off your microphone and camera.

For the details, please see **“How to set microphone and video”** and **“How to Share Presentation Slide ”** from the next page.

## >> How to set microphone and video <<

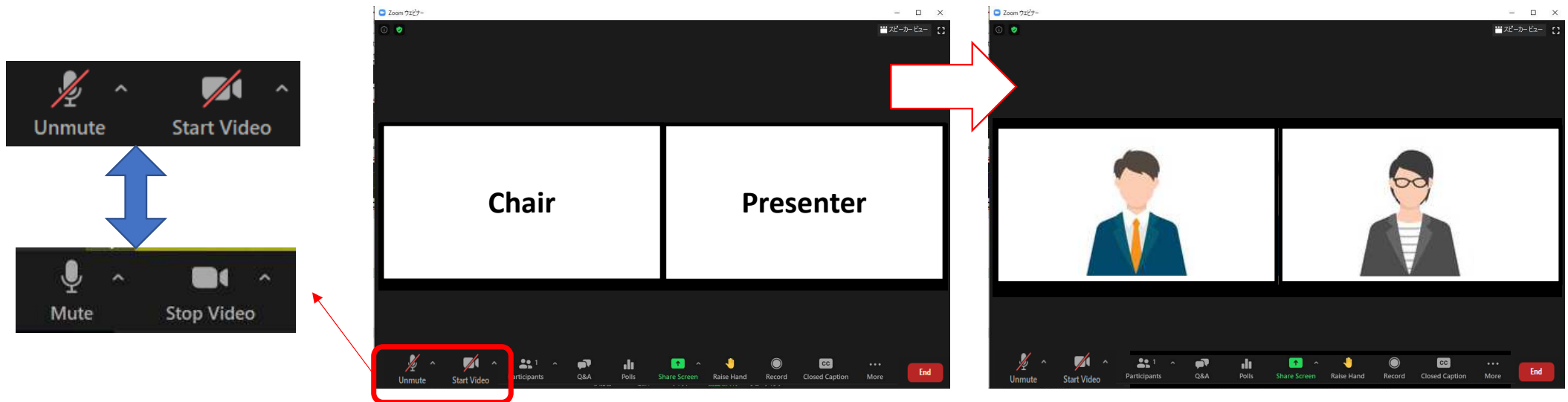
Please turn the video on and off by yourself. Using the camera is recommended, but optional.

### For speakers who will attend in-person

Please keep your microphone off (keep ) and use the microphone on the podium for your presentation/discussion). Also, your PC speaker must be turned off in order to prevent the echo.

### For speakers who will attend remotely

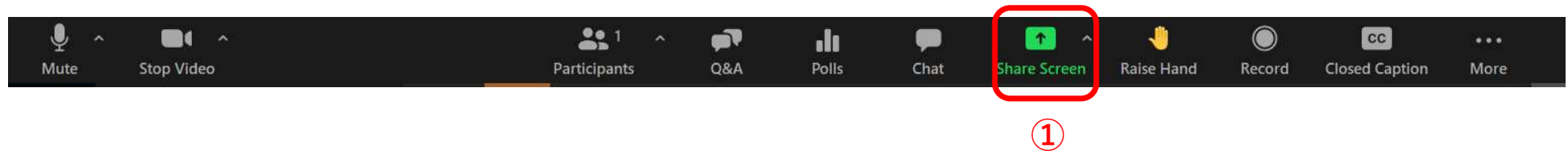
Please turn the microphone on and off by yourself. Depending on the situation, operator may forcibly switch the microphone.





## >> How to Share Presentation Slide <<

1. Please click “Share Screen” button.

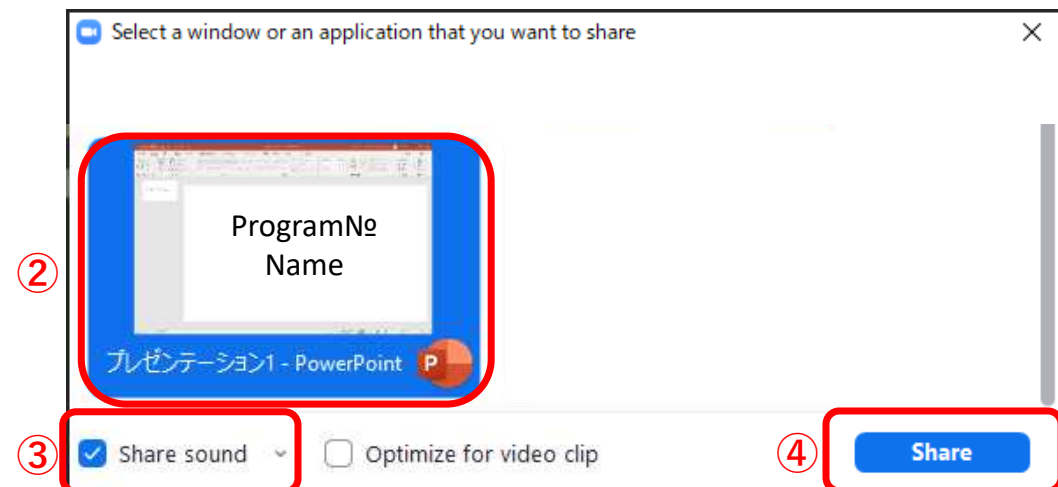


2. Choose the **PowerPoint (or application) file** you would like to share.

\*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.



## Session day #3 Live Discussion

After the presentation, discussion time will start.

Presiders will pick out the questions from both attendees in person and remote.

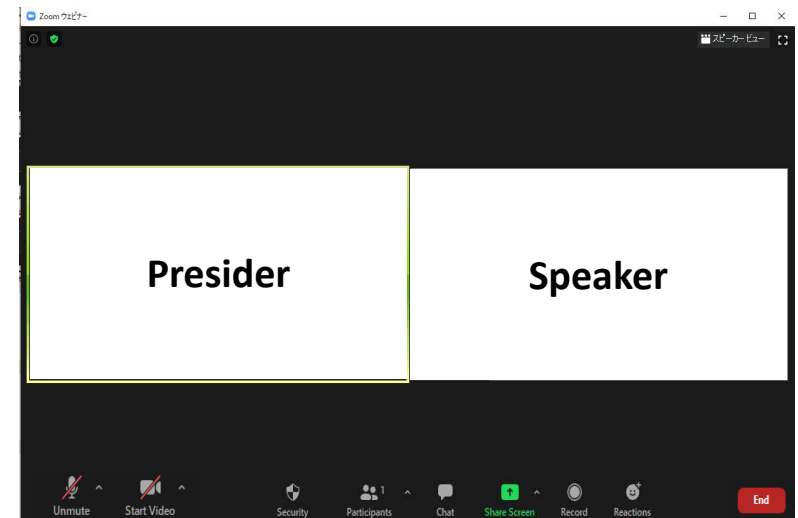
Onsite attendee should speak at a microphone in the session room.

Also, presiders will check the chat from the online attendees, read the question, and ask the speaker to reply.

*\*In case the presider doesn't have his/her own PC, presenter is asked to check the questions in "Chat" and announce it in place for the presider.*

*\*For all speakers:*

Please prepare the presentation slide,  
in case the attendee wants to ask particular part of your slide.



## Important points

### 1. Time keeping

Please keep the allotted time for your presentation.

### 2. Chat function of Zoom is useful in case of network trouble or anything else

Zoom has a chat function. If you have any questions when you cannot speak, such as when someone else is speaking, please use this function.

Please be noted that the person who shares screen cannot see chat message until stop sharing.

In addition, the secretariat may contact you via chat during the session. Please keep checking chat message.

### 3. Session recording:

**All oral presentations and discussion periods at the IAEE2022 conference will be recorded by the host.**

Your kind understanding is much appreciated. **Details of the recording and how it will be used (on-demand delivery, etc.) will be announced later.**

### 4. IMPORTANT NOTICE:

**Submission of your presentation file (mandatory for all speakers):**

Please note that all speakers are required to submit their presentation file they used for their presentation. They will be collected and posted at the IAEE's Online Proceedings Database in PDF format after the conference. Please submit your presentation file **by August 16.**

**Online submission form:** <https://secure101.jtbcom.co.jp/iaee2022/>