

Instructions for Presiders

As of July 27

43rd IAEE INTERNATIONAL CONFERENCE

Mapping the Energy Future -Voyage in Uncharted Territory-

31 July - 4 August 2022

TOKYO

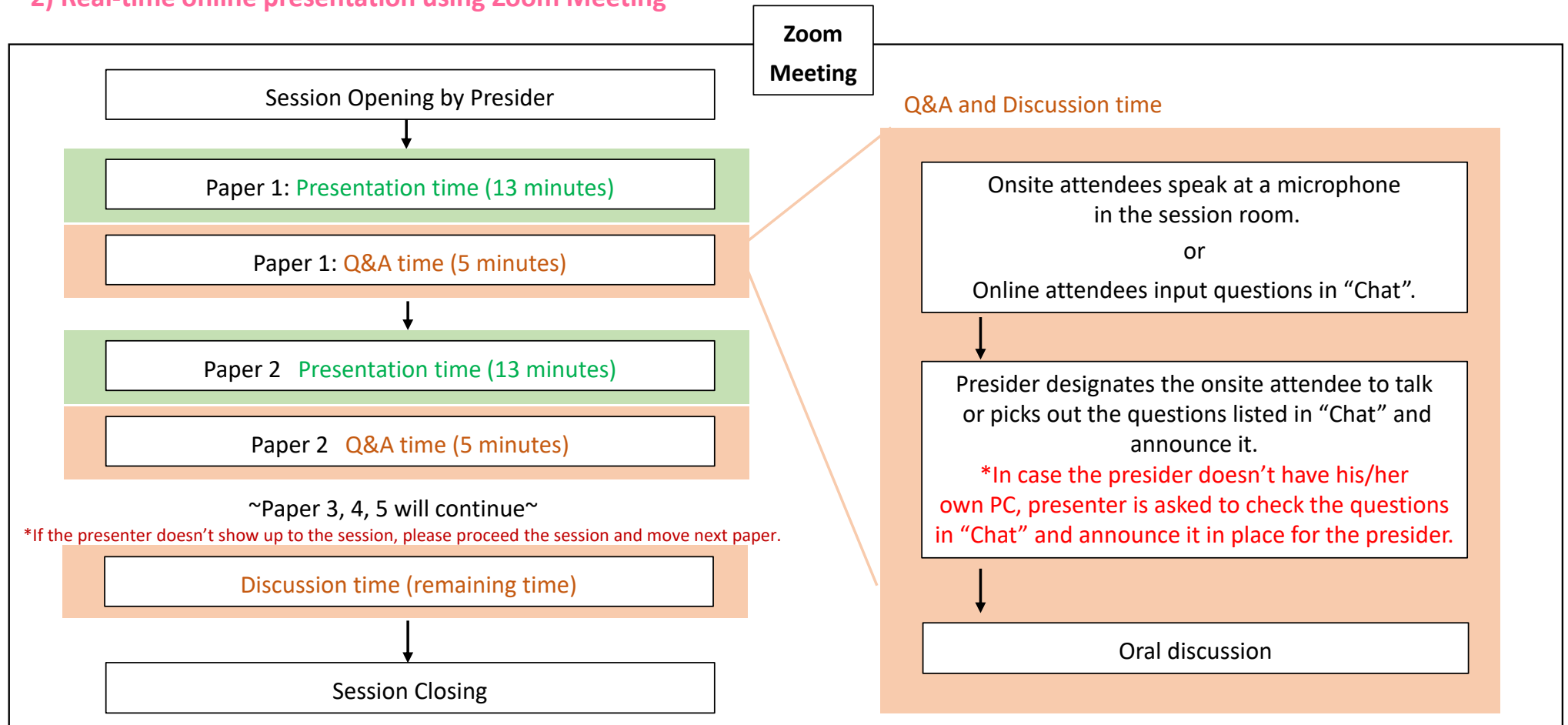


Presentation & Discussion Flowchart

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.

Equipment in the session room

Each session room is equipped with the following items:

- One PC for presenter
- One screen
- One wireless microphone for presenter
- One wired microphone for chair
- Stand microphone(s) for attendees to speak to ask questions

*There is no PC for presenter in the session room and it is recommended that each presenter brings his/her own PC.

Preparation before the session

For presiders who will attend in-person

1. If you bring your own PC, install the latest version of Zoom software on your computer in advance.
2. Be seated at the "Chair's Seat" before the start of your session.
3. If you're using your own PC, please set up your own computer on the chair's table in a session room.
4. Join **the session room on Zoom** of your session room. Check the connection status, microphone, settings, and anything you need to know.
5. Please check the attendance (onsite or online) of speakers.
6. Be sure to turn-**off** your microphone and turn-**on** camera.
7. After the briefing, please begin the session at your own discretion.

For presiders who will attend remotely

1. Install the latest version of Zoom software in advance.
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. Please check the attendance (onsite or online) of speakers through ZOOM function.
7. Be sure to turn-**on** your microphone and turn-**on** camera.
8. After the briefing, please begin the session at your own discretion.

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

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

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

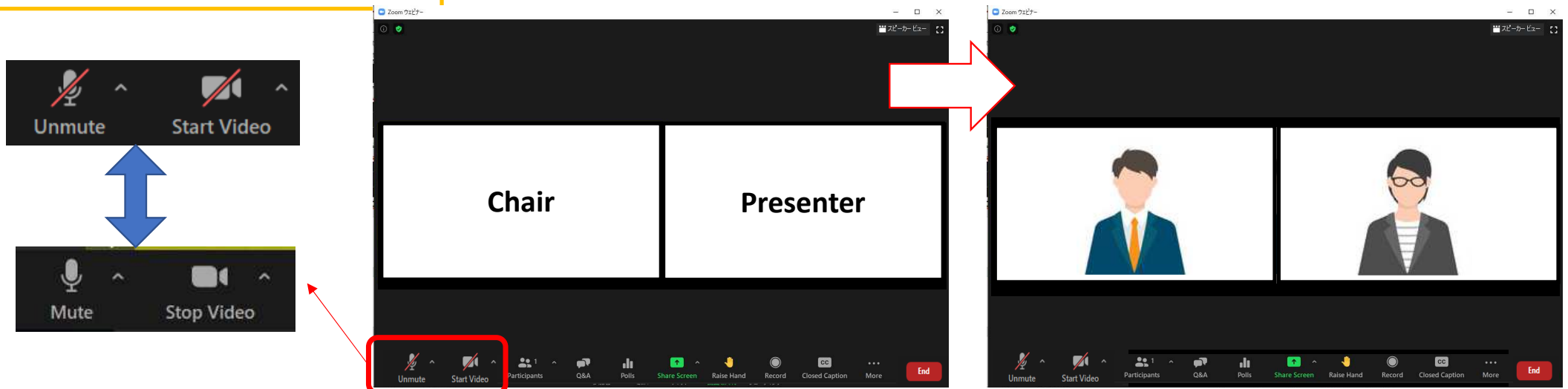
Basic flow of the Session

Presider and all speakers are required to come to the Session room or login the Zoom **by 10 minutes before the session starts**. Please check all the presenter's presence.

1. At the scheduled time, please start your session. For onsite presidors, please use the microphone on the chair's table. For online presidors, turn-on your microphone and camera. Encourage the online attendees to enter questions in "Chat".
2. After introducing the speakers, please tell them to begin their presentations.
3. Live discussion will be followed by each presentation.
4. Next presentation and discussion will continue in the same manner.
5. End your session by closing remarks.

* If there are any cancelled papers or any presenters who doesn't show up, simply move to the next paper.

How to set microphone and video



Live Discussion

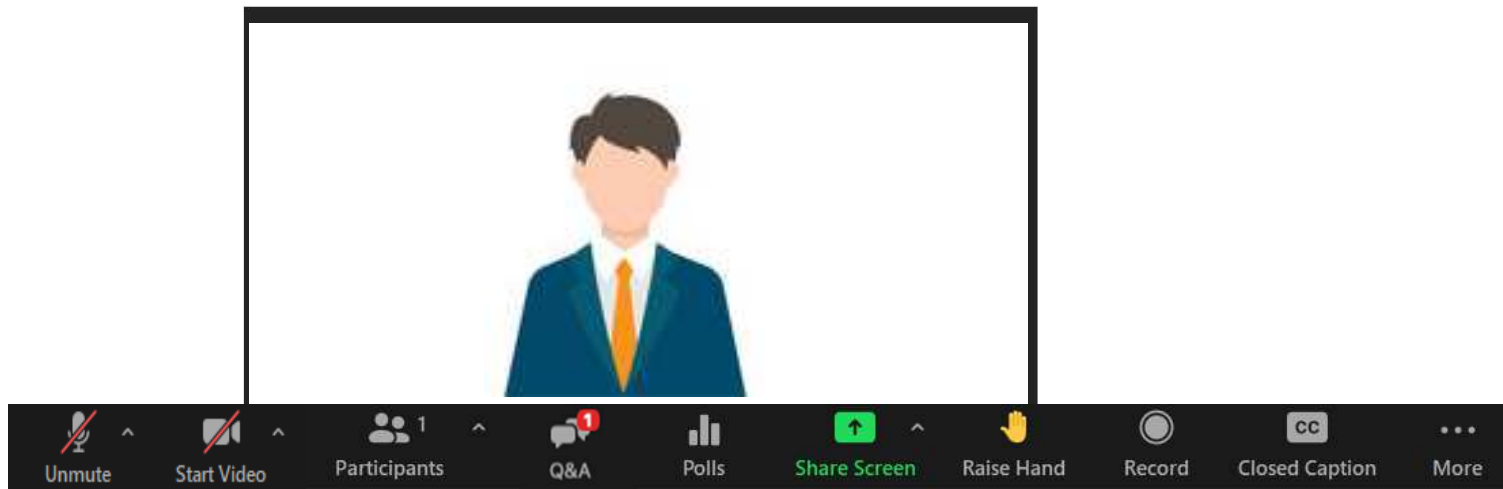
After each presentation, hold discussion.

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

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

The presiders are requested to check the “Chat” at the bottom of window during session, read the questions from the online attendees 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.**



Important points

1. Time keeping

Please keep the allotted time for your session.

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.