

Instructions for Oral Speakers

As of June 14

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OECC/PSC 2022

27th OptoElectronics and Communications Conference/
International Conference on Photonics
in Switching and Computing 2022

July 3-6, 2022
Toyama, Japan

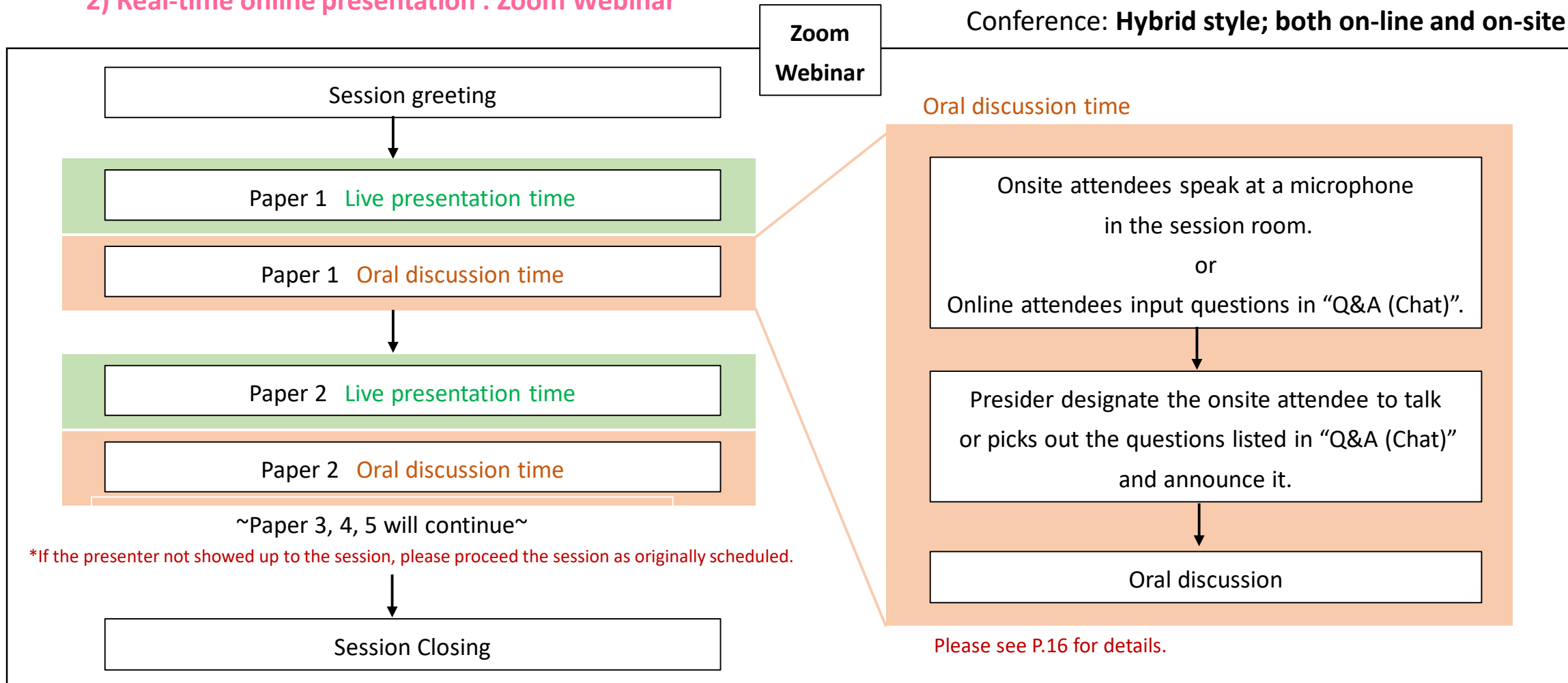
Presentation & Discussion Flowchart

1) In-person presentation on-site : Zoom Webinar
at Toyama International Conference Center

or

2) Real-time online presentation : Zoom Webinar

Even if you make a presentation on-site, you are required to install Zoom in your own laptop before the conference and use it for your presentation by connecting to Zoom Webinar; Presentation slides shared on Zoom Webinar by each speaker will be projected onto the screen in a session room.



Before the Session day#1 Confirmation of Time Allocation

Presentation Time Allocation

	Presentation	Discussion	Total
Plenary	40 min.		40 min.
Tutorial	55 min.	5 min.	60 min.
Invited papers Upgraded papers	25 min.	5 min.	30 min.
Oral presentations	12 min.	3 min.	15 min.
Post-Deadline Papers	To be announced in the acceptance notice (email and website)		
Workshop	Time allocation for Workshops will be informed to each speaker separately.		

Caution (Bell) ***For onsite attendees only**

Operation staff in the session room will ring according to the following timing.

	After a lapse of...	Caution	
Plenary		No caution	
Tutorial		No caution	
Invited papers Upgraded papers	20 min.	Once	Caution
	25 min.	Twice	End of speech
	30 min.	3 times	End of Discussion
Oral presentations	10 min.	Once	Caution
	12 min.	Twice	End of speech
	15 min.	3 times	End of Discussion
Post-Deadline Papers	To be announced in the acceptance notice (email and website)		
Workshop		No caution	

Before the Session day#2 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.

Before the Session day#3 Zoom Preparation

We are going to use Zoom Webinar 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 all speakers

- Make sure your PC has a camera, speaker and microphone.
*Using the camera is recommended, but optional.
- Close all unnecessary applications before joining.

For speakers who will attend remotely

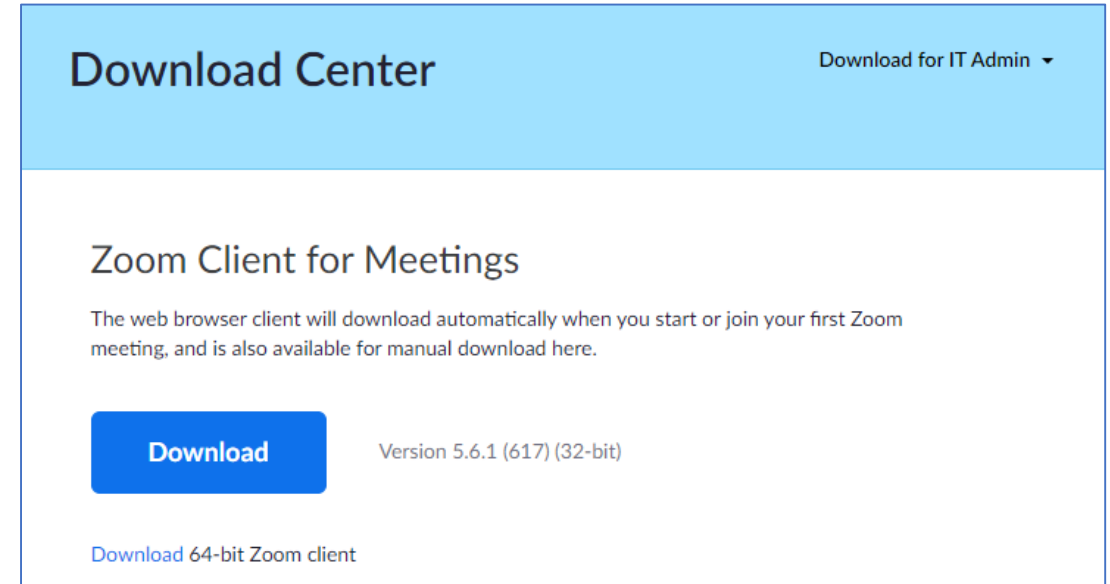
- Please make sure of your internet connection environment first.
We recommend using a wired LAN.
- Find a quiet place as much as possible.
- Use earphones with microphones or headset microphones.

>> Preparation #1 Install Zoom <<

If this is the first time for you to use Zoom, please install Zoom on your PC.

Go https://zoom.us/download#client_4meeting

Click “Download”.



Zoom will be automatically operated from the next log-in time.

Note:

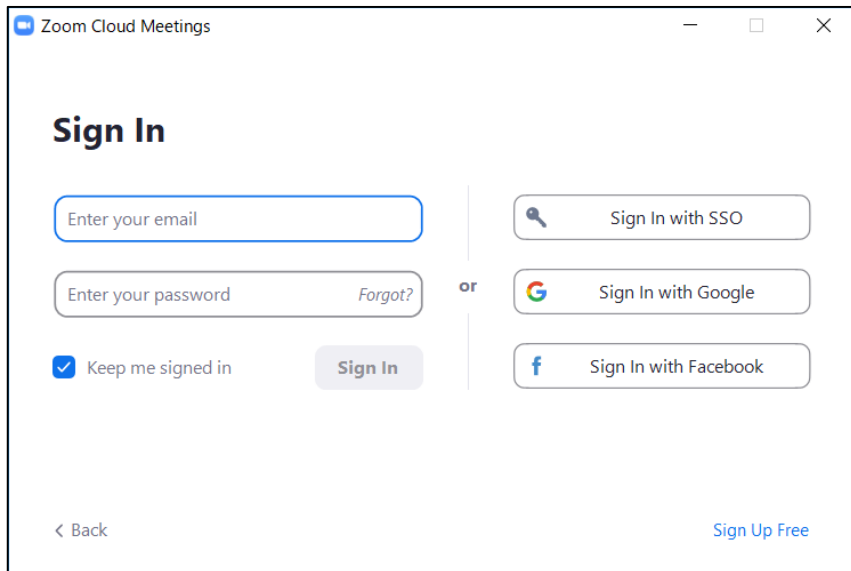
- Please avoid using smart device to make your presentation.
- You can try self-check option on Zoom (Please note that there's no conference staff).

<https://zoom.us/test>

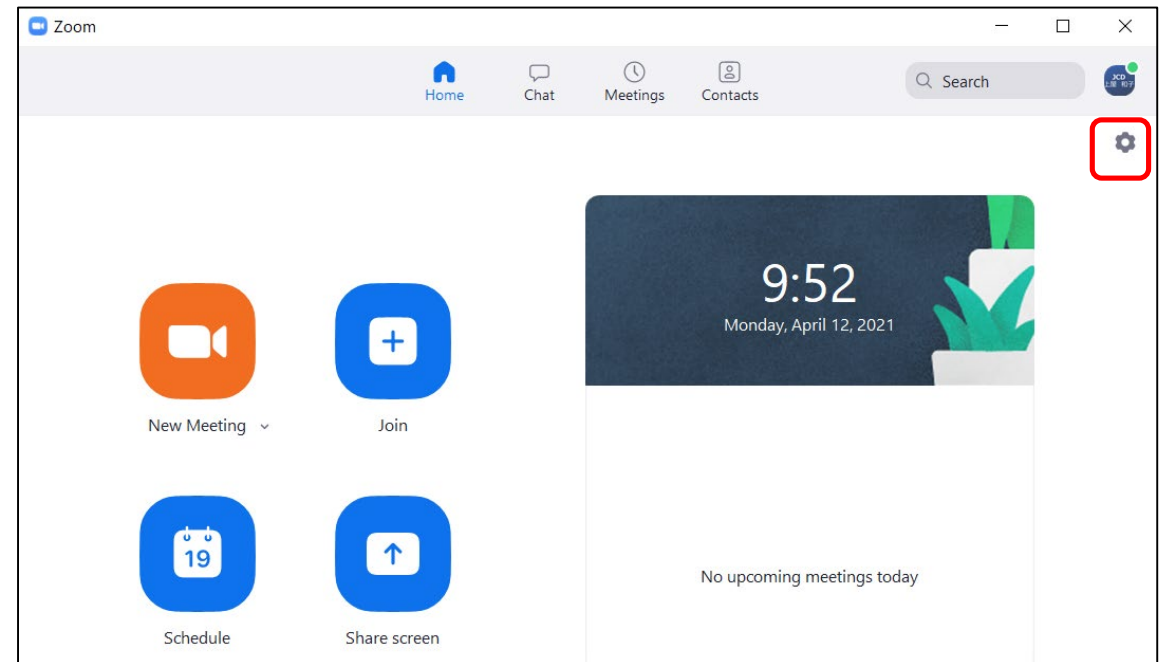
>> Preparation #2 Setting1 <<

Please sign in Zoom in advance and make necessary setting.

1) Sign in Zoom.

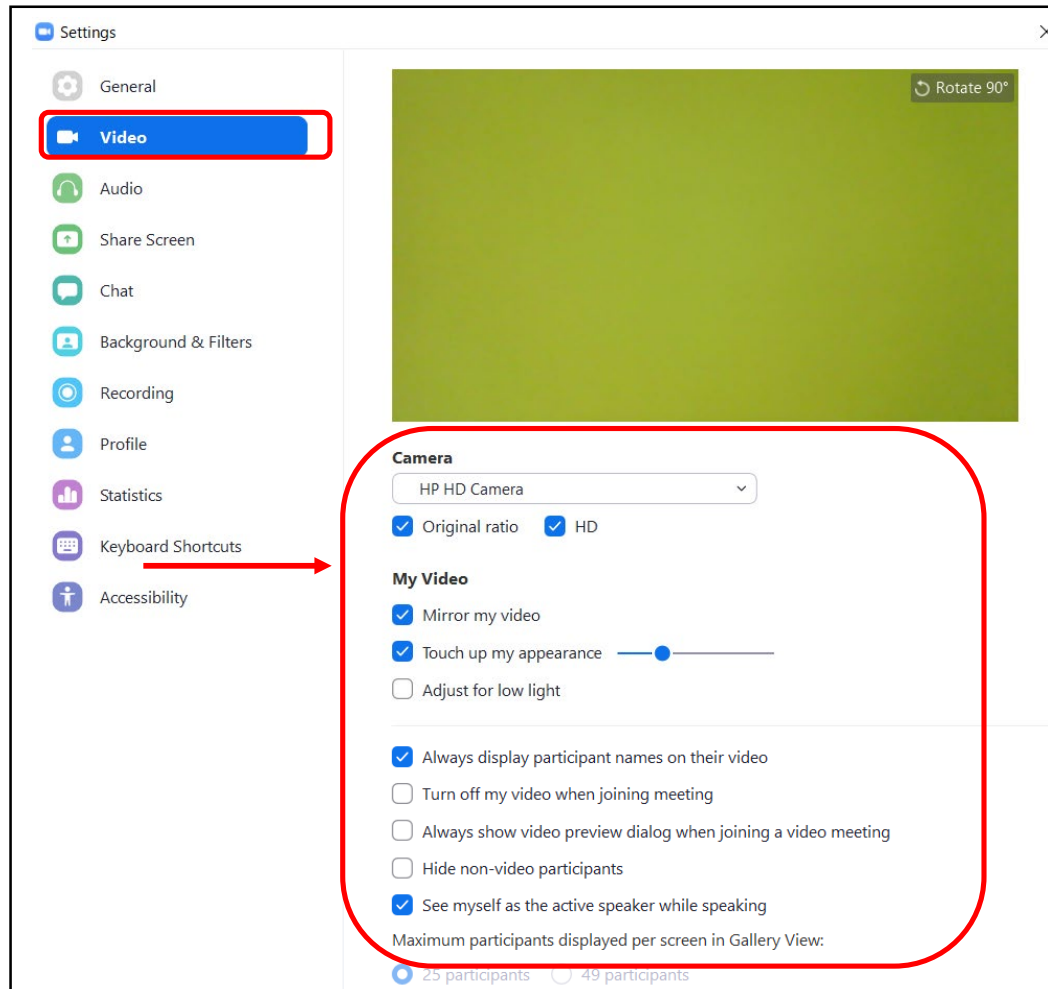


2) Click Setting where shown below at the right-side upper corner.



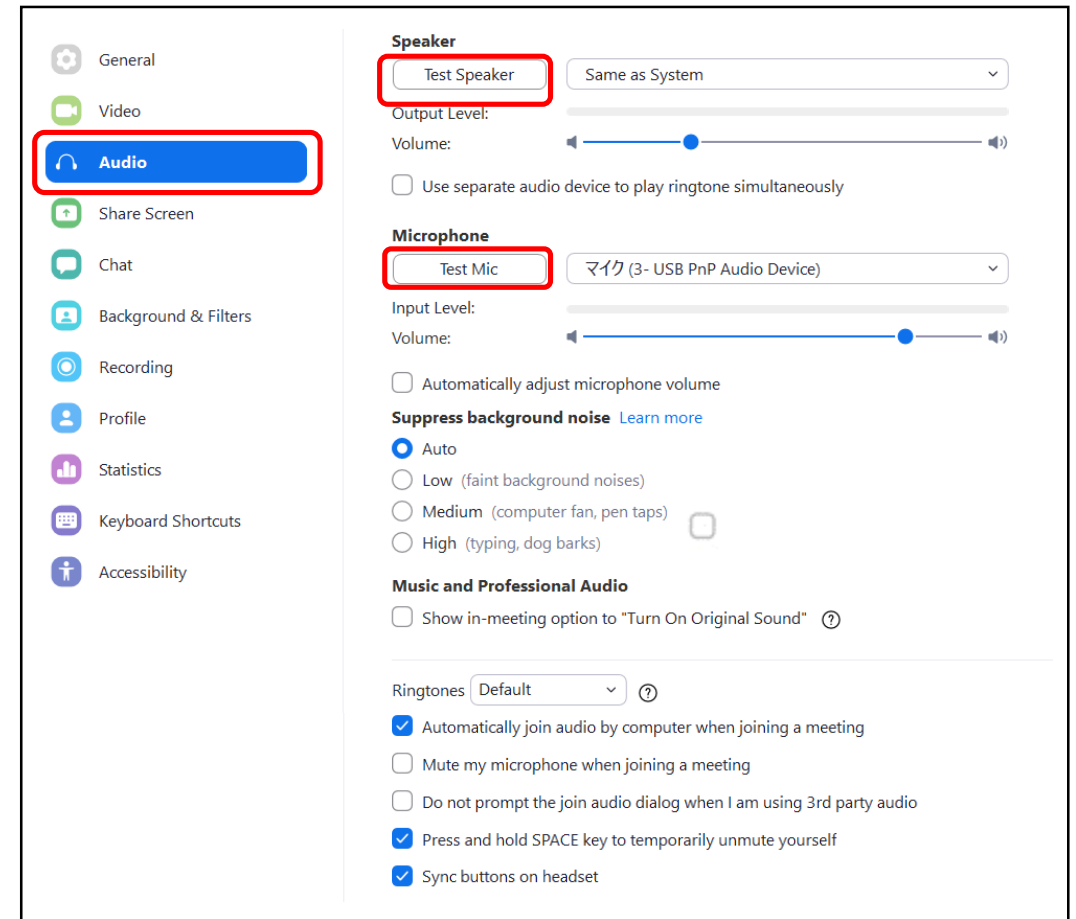
>> Preparation #3 Setting2 <<

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)".

Session day#1 Laptop Preparation

For speakers who will attend in-person

Equipment

Please use your own laptop for the presentation.

*If presentation data is made by Macintosh, you are required to bring your own laptop and a power adaptor.

*If you are unable to use your own laptop, you can use a backup laptop. For the details, please see the next page.

The session rooms are equipped with the following items for presentations

- LCD Projector
- A podium with microphone, desk-top light and clock
- A backup laptop for the speakers who bring only the presentation data.

Session day#1 Laptop Preparation

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.

****If you use a back up laptop...**

- Please bring a copy of your presentation data stored on a USB storage to “Operator's Desk” beside of the podium in the session room during a lunch break or a coffee break before your session.
- Copy and save your presentation data on the desktop of the backup laptop. After your presentation, delete your presentation data.

OS and Applications of backup laptop

OS: Windows 10 pro (Japanese 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.

Session day#2 Session Briefing (20min prior to the session)

For speakers who will attend in-person

1. Be **seated at the "Next Speaker's Seat"** (located in the first row of the room) at least **20 minutes prior to** the start of your session.
2. Bring your own laptop for the presentation and enter **the briefing Zoom link** of your session room. Internet Access (WiFi) exclusive for presider/speaker is available. SSID and password will be shared in your session room.
3. Check the connection status, microphone, settings, and anything you need to know.
4. The staff will explain the brief instruction for the session.
5. After the briefing, **move to the session room (Zoom Webinar link)** at latest 5 minutes prior to your session start. This Zoom URL is different from the one for briefing.
6. Be sure to turn-off your microphone and camera.

For speakers who will attend remotely

1. Go to **the briefing Zoom link** of your session room **20 minutes before** the session starts.
2. Check the connection status, microphone, settings, and anything you need to know.
3. The staff will explain the brief instruction for the session.
4. After the briefing, **move to the session room (Zoom Webinar link)** at latest 5minutes prior to your session start. This Zoom URL is different from the one for briefing.
5. Be sure to turn-off your microphone and camera.

The Zoom URL and passcode will be sent to the speakers/presiders by late June.

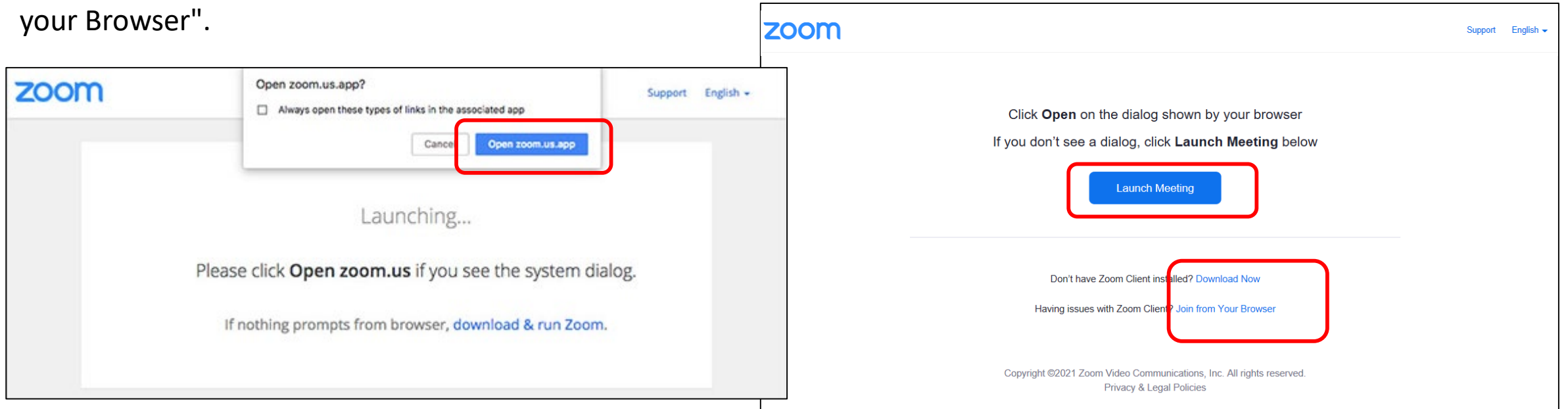
For the details, please see **“How to enter the Zoom link”** on the next page.

>> How to enter the Zoom link <<

Click the URL for your session room or briefing room in the approval email or remind email.

Following screen will be displayed.

Press "Open zoom". Depending on the Zoom setting environment on your PC, the button to open Zoom may not be displayed. In that case, please execute "Launch Meeting" or "Download Now". If you still cannot connect, click "Join from your Browser".



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

[For Speakers] "Speaker (program number)_Given name + Family name" e.g.) Speaker(MB1-1)_John Smith

[For Presiders] "Presider (session number)_Given name + Family name" e.g.) Presider(MB1)_Taro Yamada

Session day#3 Your Presentation

For speakers who will attend in-person

1. When it is your turn, bring your laptop (or a back up laptop) 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. Remove your laptop and go back to your seat.
8. Disconnect from the Internet Access (WiFi) because it is exclusive for presider/speaker during the session.

For speakers who will attend remotely

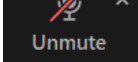
1. When it is your turn, turn the **microphone and video on** by yourself.
2. Start your presentation after being introduced by the presider.
3. Share your presentation slides.
4. Answer the questions from attendees.
5. After the presentation and discussion, turn-off your microphone and camera.

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 <<

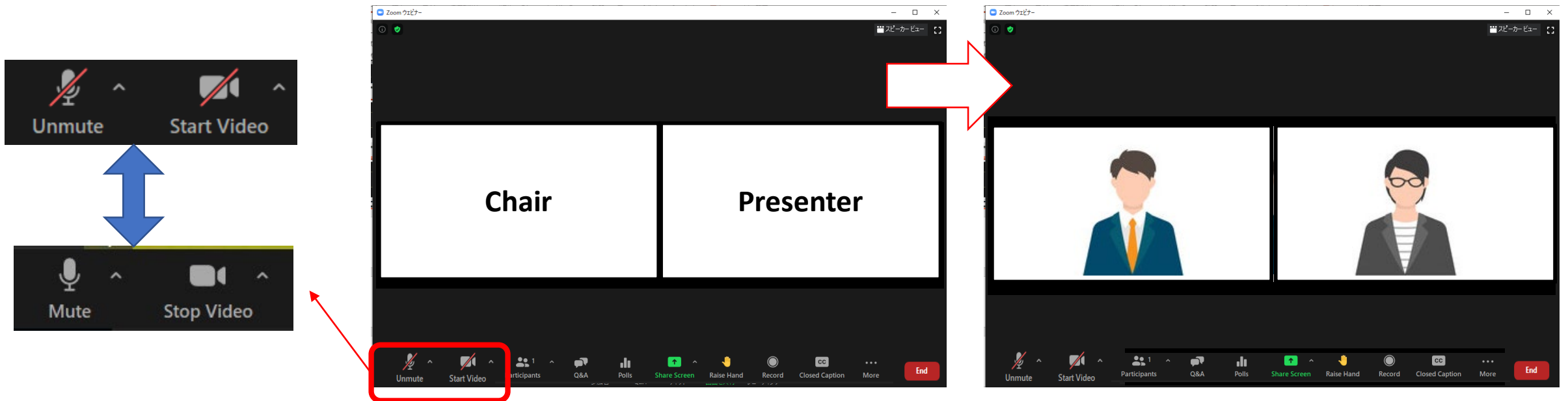
Please turn the video on and off by yourself. Using the camera is recommended, but optional.

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.

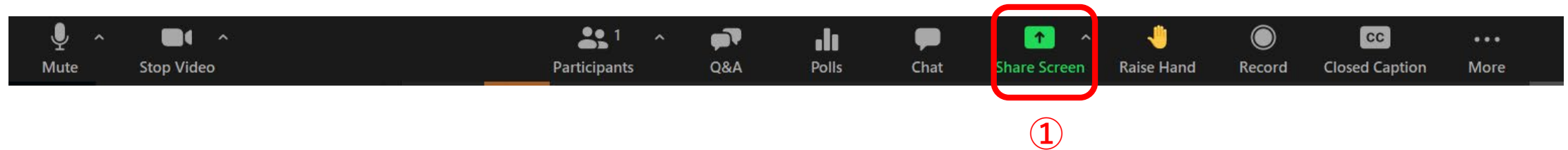
For speakers who will attend remotely

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.

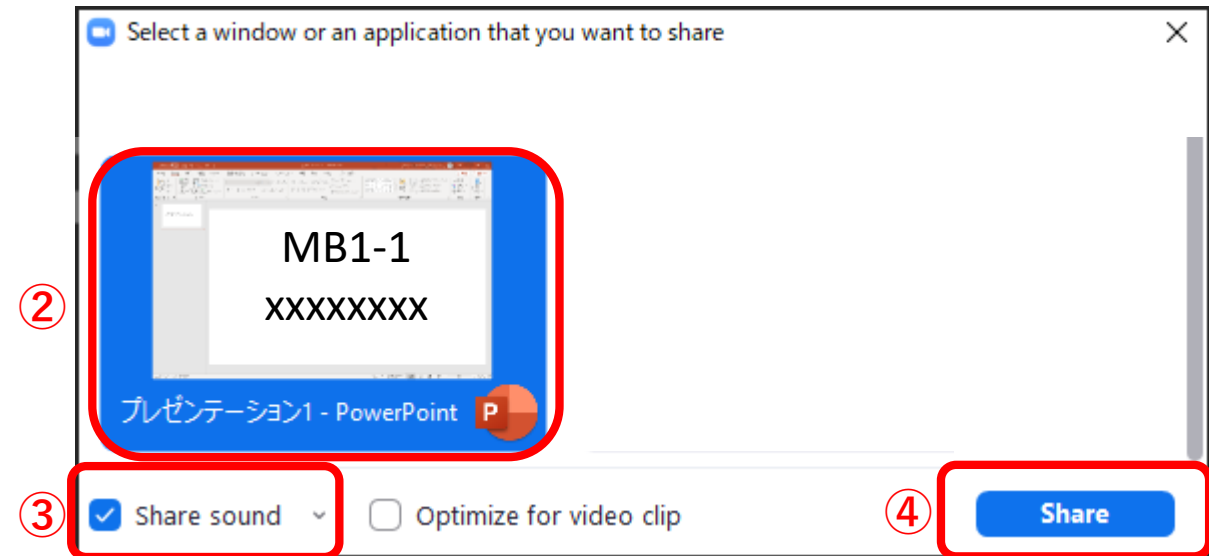


2. Choose the **PowerPoint (or application) file** you would like to share.

*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#4 Live Discussion

After the presentation, discussion time will start.

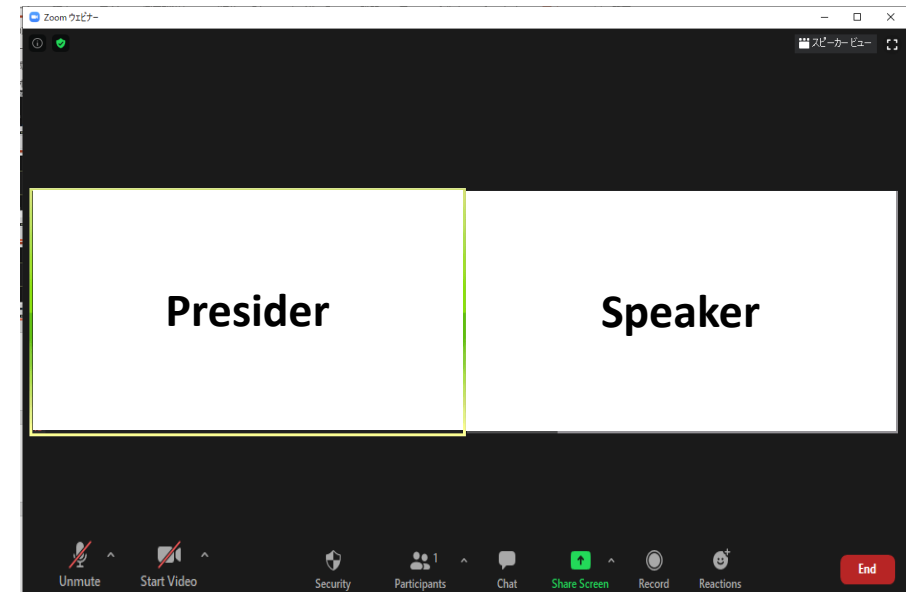
Presiders will pick out the questions from both attendees in person and remote.

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

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

**For all speakers:*

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



Remarkable points & Contact information

IMPORTANT NOTICE

All oral presentations and discussion periods at the OECC/PSC 2022 conference will be recorded by the host. OECC/PSC 2022 will make the recordings available to conference attendees for a limited period of time (until the end of August, 2022). This will allow attendees in different time zones to watch your presentation at a convenient time. Your kind understanding is much appreciated. Details of the recording and on-demand delivery will be announced later.

1. Presentation time keep

Speakers should keep their presentation time. There is no time-keeping clock display on the Zoom screen to show the remaining time.

For the onsite speakers only, the operator staff will ring at the timings during and after the presentation.

-> See page 3.

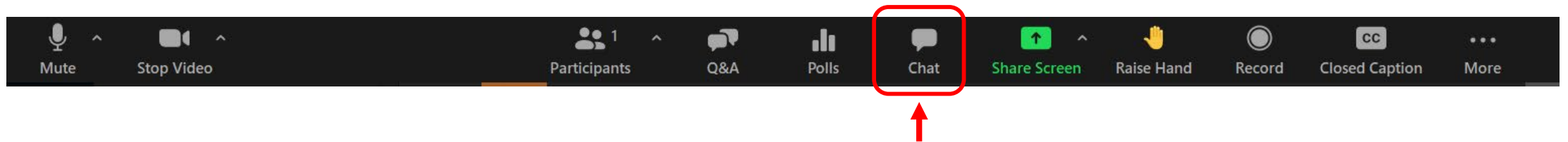
Remarkable points & Contact information

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 contact the secretariat via Zoom.

Please be noted that the person who share 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.



Secretariat will send information about session by chat function.

Contact information

OECC/PSC 2022 Secretariat

Secretariat: oeccpsc2022@jtbc.com.co.jp

Program office: oeccpsc2022-p@jtbc.com.co.jp