

# Instructions for Presiders

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**

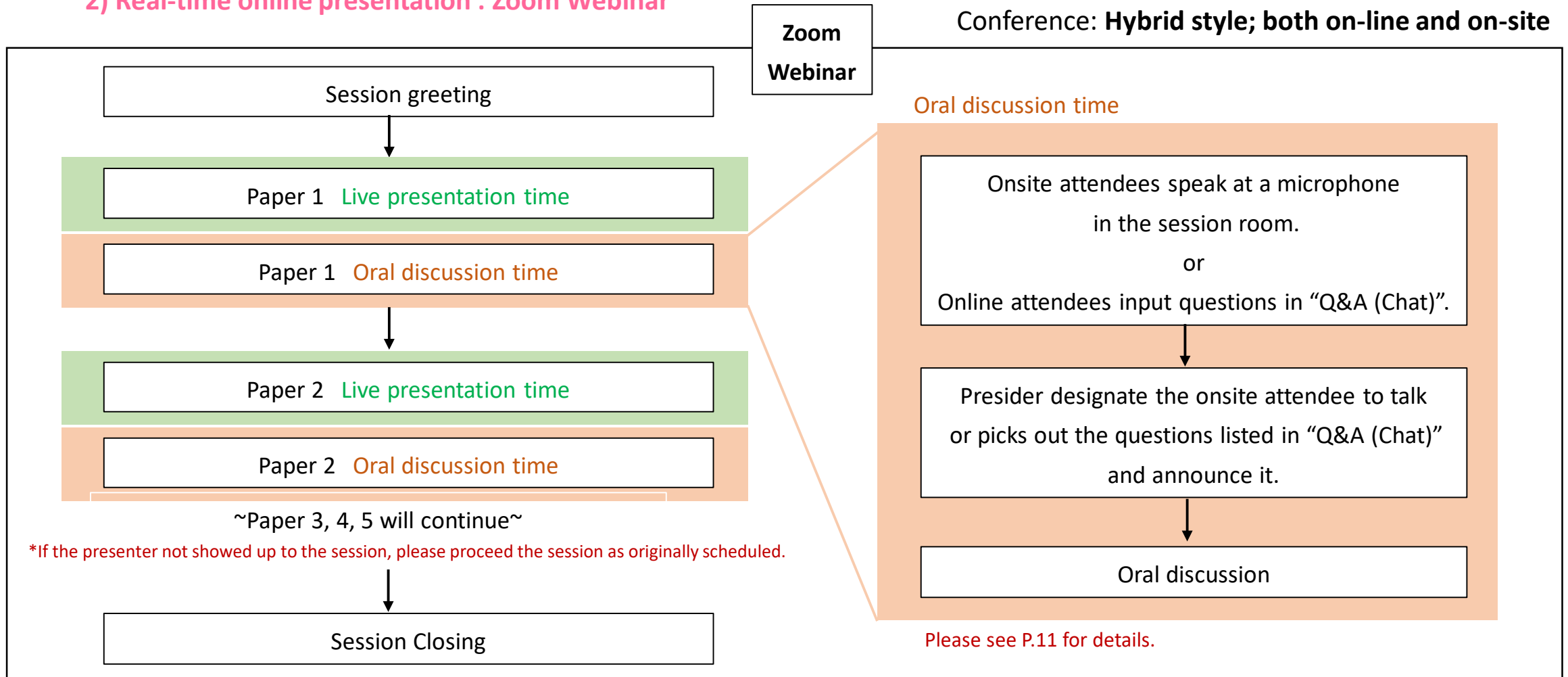
# Presentation & Discussion Flowchart

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

or

2) Real-time online presentation : Zoom Webinar

Even if speakers make a presentation on-site, they are required to install Zoom in their own laptop before the conference and use it for their 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
<b>Plenary</b>	40 min.		40 min.
<b>Tutorial</b>	55 min.	5 min.	60 min.
<b>Invited papers Upgraded papers</b>	25 min.	5 min.	30 min.
<b>Oral presentations</b>	12 min.	3 min.	15 min.
<b>Post-Deadline Papers</b>	To be announced in the acceptance notice (email and website)		
<b>Workshop</b>	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	
<b>Plenary</b>	No caution		
<b>Tutorial</b>	No caution		
<b>Invited papers Upgraded papers</b>	20 min.	Once	Caution
	25 min.	Twice	End of speech
	30 min.	3 times	End of Discussion
<b>Oral presentations</b>	10 min.	Once	Caution
	12 min.	Twice	End of speech
	15 min.	3 times	End of Discussion
<b>Post-Deadline Papers</b>	To be announced in the acceptance notice (email and website)		
<b>Workshop</b>	No caution		

## Before the Session day#2 Zoom Preparation

We are going to use Zoom Webinar during session time.

### *For presiders who will attend in-person*

A laptop for the presiders will be provided on the chair's table in a session room. A staff will be seated next to you and support you to operate the laptop and set up Zoom before and during your session. You do not have to bring your own laptop.

### *For presiders who will attend remotely*

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

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

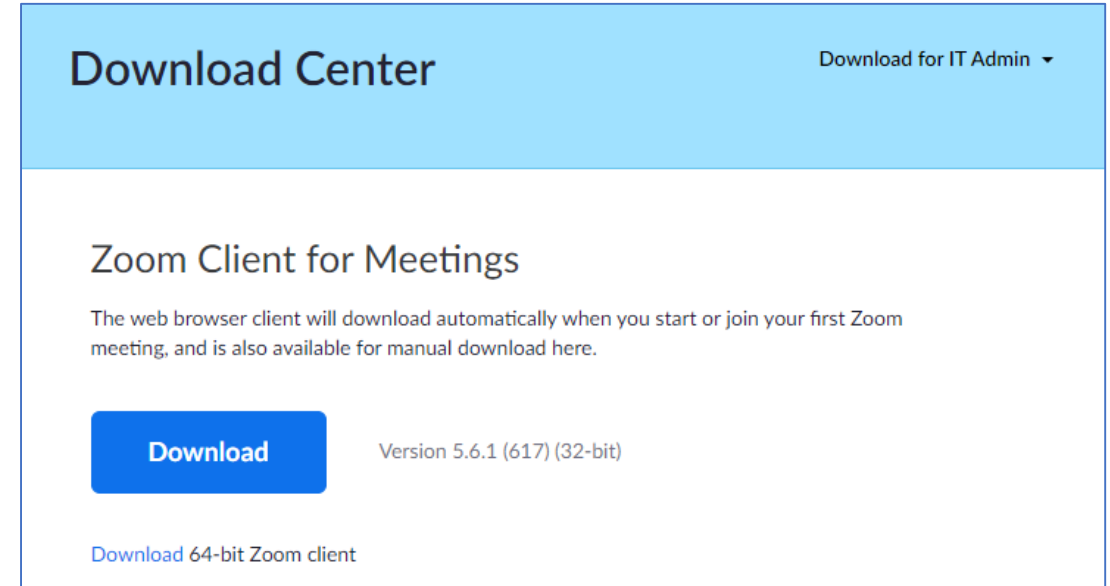
For presiders who  
will attend remotely

## >> 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](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 presider your session.
- You can try self-check option on Zoom (Please note that there's no conference staff).

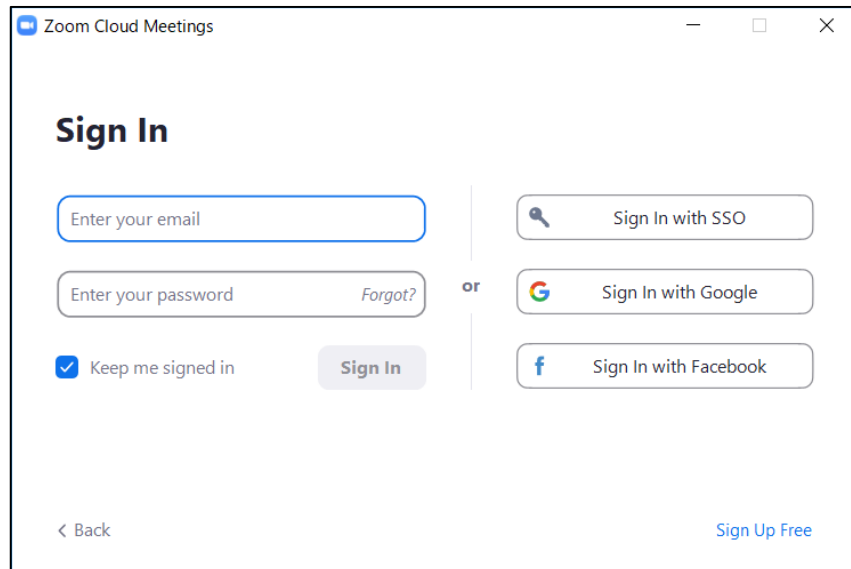
<https://zoom.us/test>

For presiders who  
will attend remotely

## >> Preparation #2 Setting1 <<

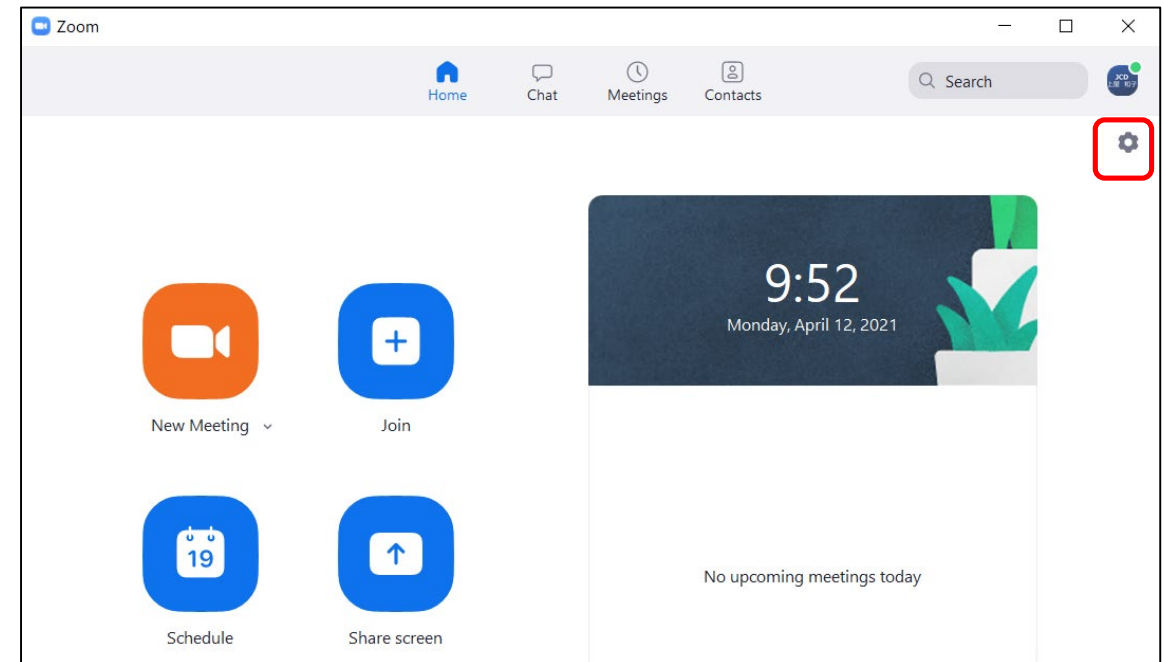
Please sign in Zoom in advance and make necessary setting.

1) Sign in Zoom.



The screenshot shows the Zoom Cloud Meetings sign-in page. It features a 'Sign In' heading, a text input field for 'Enter your email', and another for 'Enter your password' with a 'Forgot?' link. A 'Keep me signed in' checkbox is checked. To the right, there are three social sign-in buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. A 'Sign In' button is positioned between the password field and the social buttons. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

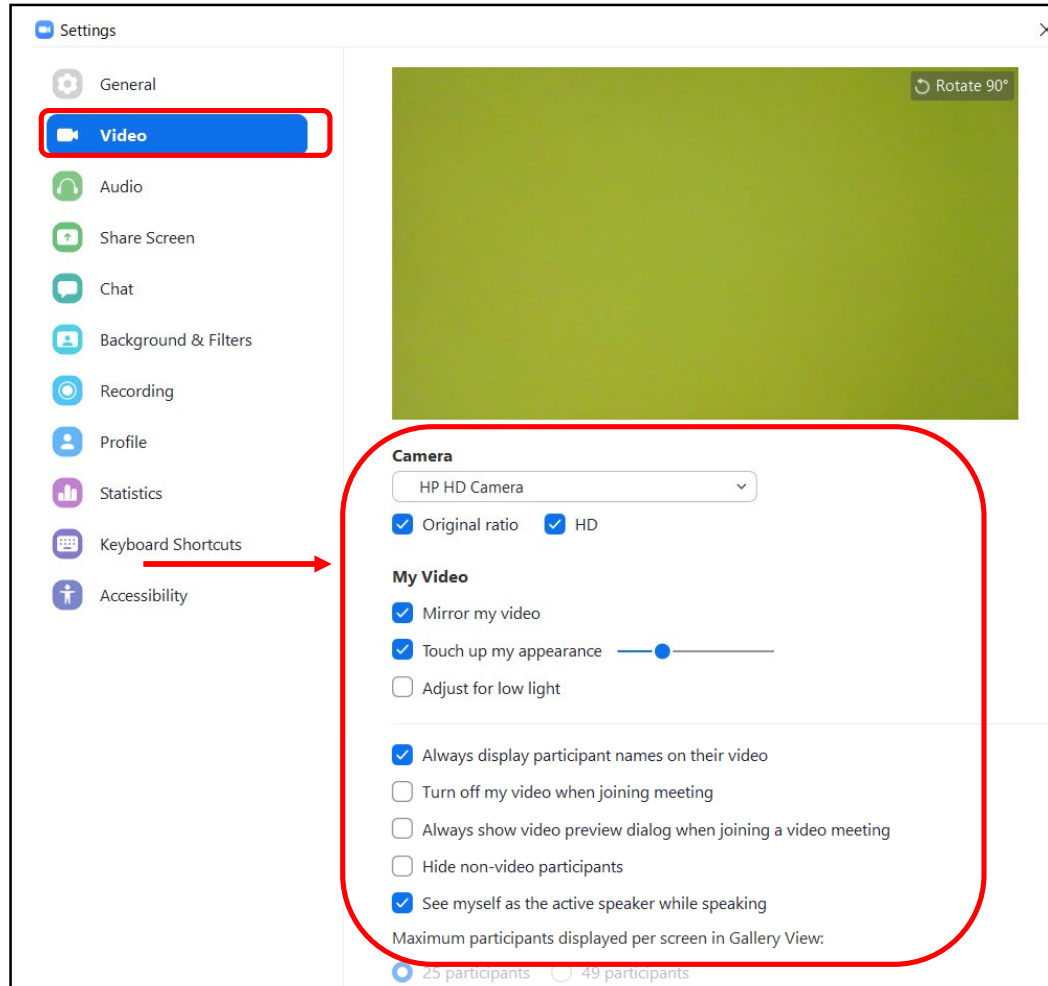
2) Click Setting where shown below at the right-side upper corner.



## >> Preparation #3 Setting2 <<

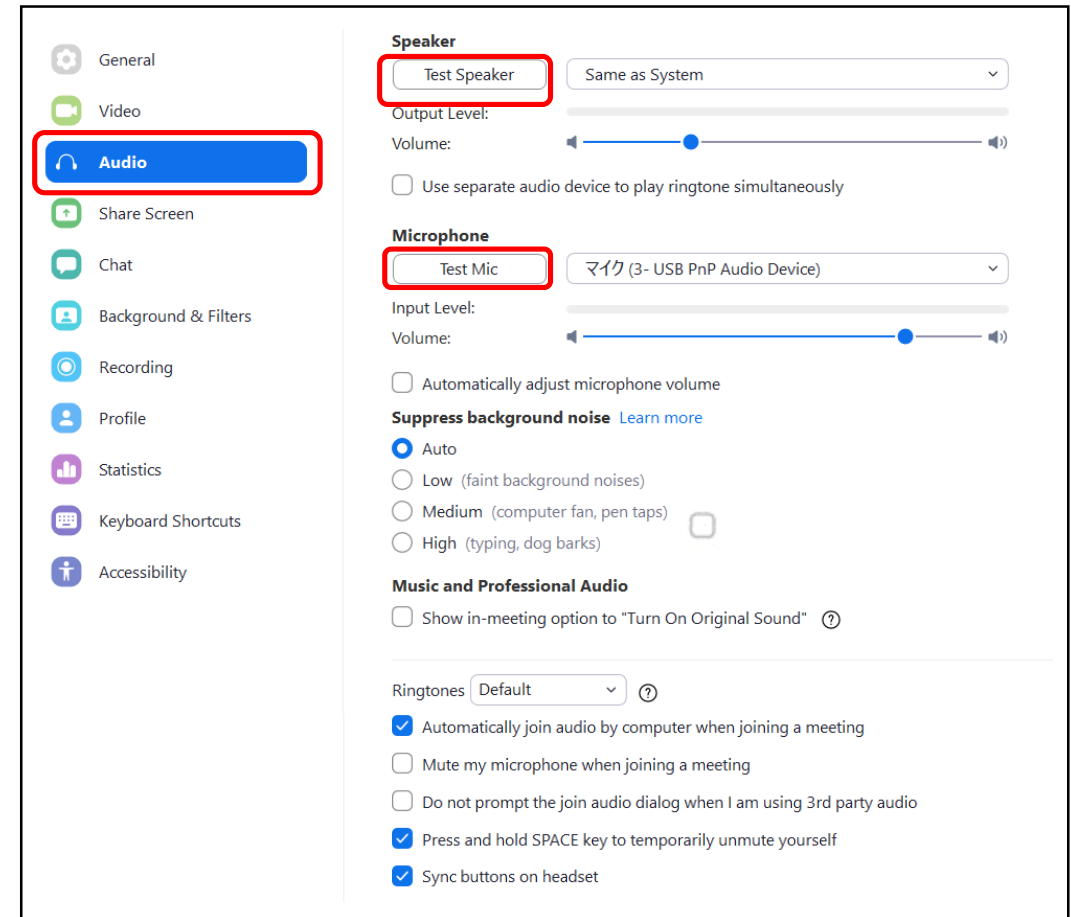
For presiders who  
will attend remotely

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 Session Briefing (20min prior to the session)

### For presiders who will attend in-person

1. Be seated at the "Chair's Seat" at least **20 minutes prior to** the start of your session.
2. A laptop for the presiders will be provided on the chair's table. A staff will be seated next to you and support you to operate the laptop and set up Zoom.
3. Join **the briefing room on Zoom** of your session room.
4. If your co-presider attends remotely, confirm the role of each presider.
5. The staff will let you know the attendance (onsite or online) of speakers.
6. After the briefing, **move to the session room (Zoom Webinar link)** at latest 5 minutes prior to your session start.

### For presiders 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. Confirm the role of each presider with your co-presider who attends in-person.
4. The staff will explain the brief instruction for the session and let you know the attendance (onsite or online) of speakers.
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.

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

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



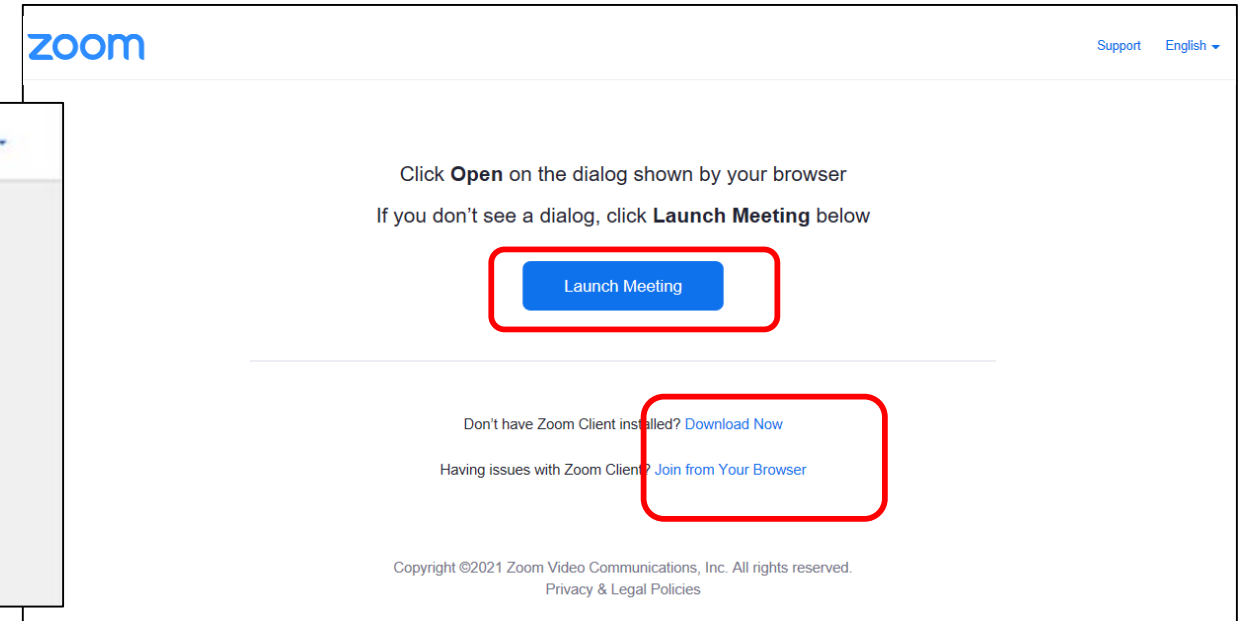
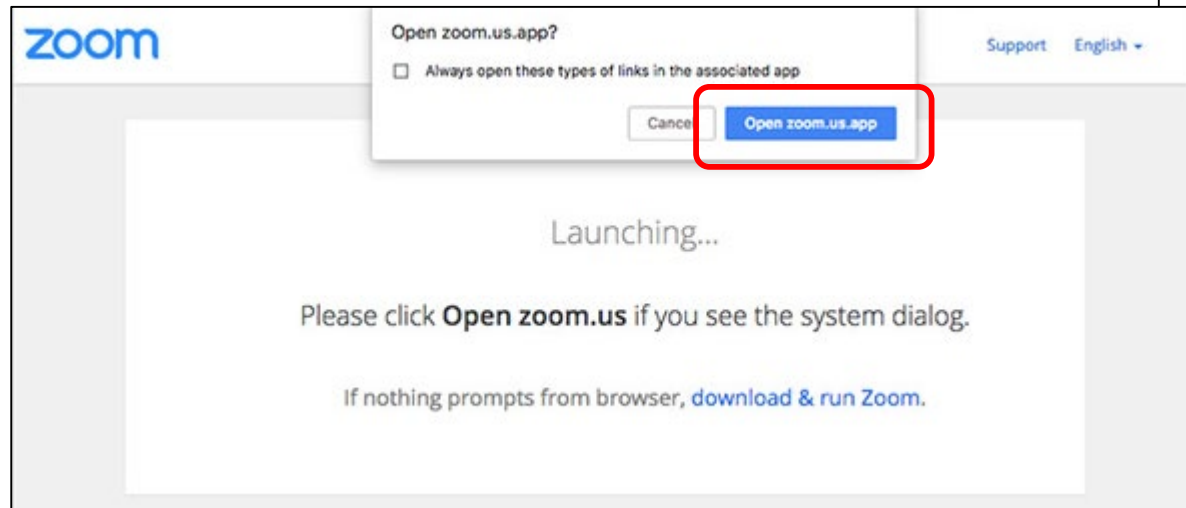
For presiders who  
will attend remotely

## >> 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 Presiders] "Presider (session number)\_Given name + Family name" e.g.) Presider(MB1)\_Taro Yamada

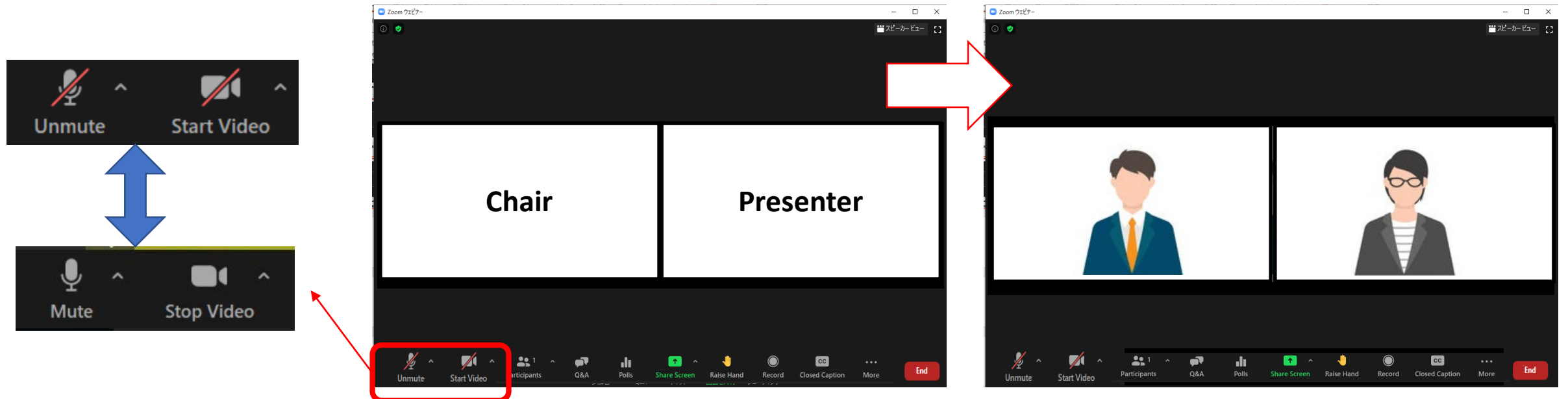
[For Speakers] "Speaker (program number)\_Given name + Family name" e.g.) Speaker(MB1-1)\_John Smith

## Session day#2 Basic flow of the Session

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.
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.

### How to set microphone and video

*For online presidors only*, please turn the microphone and video on and off by yourself. Depending on the situation, operator may forcibly switch the microphone. Using the camera is recommended, but optional.



## Session day#3 Live Discussion

After the presentation, discussion time will start.

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 (especially the online presider) are requested to check the "Q&A" chat at the bottom of window during session. For the onsite presider, the support staff will let him/her know about Q&A status.

The presiders should read the questions from the online attendees and ask the speaker to reply.

Q&A can only be viewed by "panelists" (= presiders and speakers in each session).

e.g. [presider] We have a question from Dr. A about \*\*\*, Dr. Smith, ...

[speaker] About \*\*\*, ...

The image shows a Zoom meeting interface. At the bottom, there is a toolbar with icons for Unmute, Start Video, Participants (1), Q&A (with a red notification bubble), Polls, Share Screen, Raise Hand, Record, Closed Caption, and More. In the center, there is a video feed of a man in a blue suit and orange tie. To the right, a "Question and Answer" chat window is open, showing a question from "Attendee Dr. A" at 02:43 PM: "I have a question about \*\*\*". Below the question are two buttons: "Answer live" and "Type answer". A red arrow points from the Q&A icon in the toolbar to the chat window. A red box with a white border contains the text: "Please do not click either button. Support staff will check it." with two red arrows pointing to the "Answer live" and "Type answer" buttons.

## [Reference] Announcements for Speakers #1

### *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.

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.

## [Reference] Announcements for Speakers #2

### 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 5 minutes 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.

## [Reference] Announcements for Speakers #3

### 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.

## 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). 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. Time keeping**

Please conduct the session as scheduled. Do not change the order nor forward the next presentation when “no-show” occurs. There is no time-keeping clock display on the Zoom screen to show the remaining time.

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

-> See page 3.

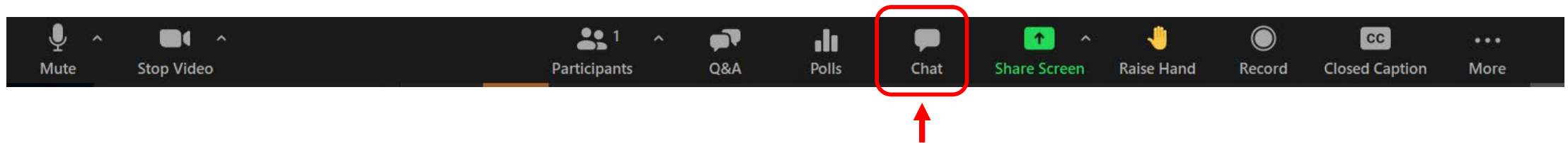
## Remarkable points & Contact information

### 2. For online presiders: 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 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.



Secretariat will send information about session by chat function.

## Contact information

OECC/PSC 2022 Secretariat

Secretariat: [oeccpsc2022@jtbc.com.co.jp](mailto:oeccpsc2022@jtbc.com.co.jp)

Program office: [oeccpsc2022-p@jtbc.com.co.jp](mailto:oeccpsc2022-p@jtbc.com.co.jp)