Presentation Guidelines

Presentation should be conducted by the first author. Presentation by one of the coauthors can be considered only under unavoidable circumstances. In that case, please inform the secretariat (ssdm2022-abs@or.knt.co.jp) of the situation and the final decision will be made by the program chair.

* Please note that if the first author does not conduct the presentation, that paper will be out of the Young Researcher Award candidates.

	Total session time	Presentation time	Discussion time
Invited	30 min.	25 min.	5 min.
Regular	15 min.	10 min.	5 min.
Late News	15 min.	10 min.	5 min.

BELL --- First: Warning / Second: End of speech / Third: End of the discussion

For ON-SITE Presenters

Audio-Visual Equipment

The following equipment is ready at each session room. Basically, all presenters are required to use the laptop computer prepared in the session room for your presentation.

* Projector

* Laptop computer (Windows 10 Professional, PowerPoint 2021 and PDF Reader)

* Projection laser pointer

Preparation of Presentation File

* It is recommended to use the SSDM logo watermark for preventing an improper reuse of the presentation screen. → https://www.ssdm.jp/presentationguideline.html#presentation-items

* Slide Size of 16:9 is recommended.

* Please arrive at the session room at least 15 minutes before the session starts.

* Bring your presentation file in PPT or PDF on a USB flash drive.

* Copy the presentation file into the presenter's PC in each session room before the session starts.

* Test and check all the presentation slides in advance to make sure they will work properly.

For ONLINE Presenters

* Make sure to install the latest version of the Zoom app (free) on your computer in advance.
  Although Zoom works on a browser, the use of app is strongly recommended to avoid troubles.

* Check if your microphone and camera work properly in advance.

* It is recommended to use the SSDM logo watermark for preventing an improper reuse

  of the presentation screen.

  → https://www.ssdm.jp/presentationguideline.html#presentation-items

* Prepare your presentation file and ready to share the screen before the session starts.

* SSDM wallpapers are available to be used as Zoom virtual background.

  → https://www.ssdm.jp/howtoattend.html

Online Presentation Procedure

● Log-in to "Conference Platform" and access Zoom online session.
  → https://confit.atlas.jp/ssdm2022?lang=en

● Be sure to join the Zoom link of your session room 15 minutes before the session starts.

● Please turn off your microphone and camera except when you are giving a presentation or asking/answering questions.

● Please make sure to change your Zoom username as follows:
  your presentation ID + your full name (e.g. A-1-01 Taro YAMADA)

● If there is anything you need to ask/check with the host or the chair, please use the chat.

● Testing your audio connection and screen-sharing is highly recommended prior to the session start.
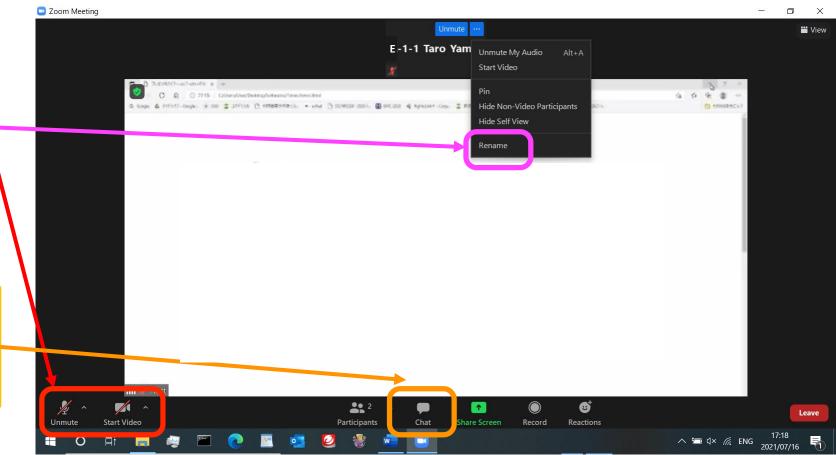
If you encounter any trouble, please contact **ssdm2022-abs@or.knt.co.jp**. Absence without any notice by the starting time of your presentation may be considered as a cancellation of the presentation.

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Setting Zoom environment properly

Once you enter the Zoom meeting, make sure to take the following steps:

✓ Mute the microphone

✓ Turn off the camera

✓ Change your username

(e.g. :A-1-01 Taro YAMADA)
Session ID **Name**

If there's anything you need to ask/check with the host or the chair, use the chat