

# Session Chair Guidelines (On-site)

## Please arrive at your session room **15-20 minutes prior** to the session start time.

- All session rooms will have support staff to assist you in running the session.
- Laptop PCs for both presenters and the chair will be available in the session room.
- Please **mute the microphone of the chair's PC at all time** to avoid howling. The microphone in the session room will be used.



## Before the session

- Please instruct all the **on-site presenters** to **copy their presentation files to the presenter's PC** equipped in each session room.
- Please confirm that all **online presenters** have entered the Zoom session. Let them confirm that their microphones, videos, and file sharing are working properly.
- In some sessions, online co-chair may be assigned. Please communicate with the online co-chair and decide who will lead the session.

## During the presentation

- Please keep your video on.
- Turn off the microphone of the chair's PC.

## Q&A

- For on-site attendees, instruct to use the microphones in the room, otherwise the remote attendees will not hear the discussions.
- For remote attendees, instruct them to use chat or reaction ("Raise Hand") when asking questions. Their video can be turned on during the Q&A session.

## After the session

- Please give "Certificate of Appreciation" to each invited speaker at the on-site from the session chair after his/her presentation. Please make sure that the support staff in the session room have certificates before the session starts.

## In case of speaker's absence

- Announce the cancellation of the presentation.
- Display a slide of cancellation on the screen (done by the Zoom operation staff), then announce the time to resume the session.
- Start the next presentation **on time as scheduled in the program**.
- If there is a technical problem with the online/remote connection, try to recover the connection, but **no extension is allowed** for the presenter's time slot.

\* All presentations including discussions will be recorded so that the participants in different time zones can watch later.  
Recorded videos are open to registered participants only.

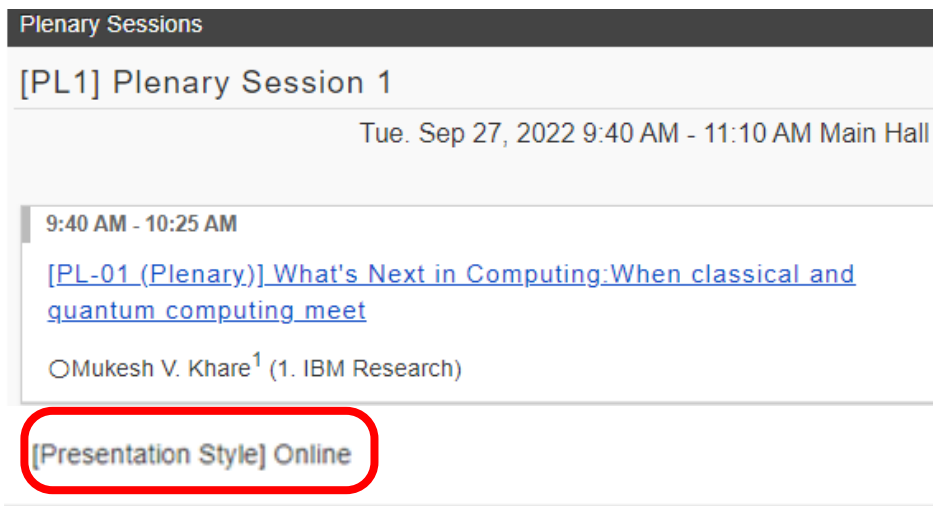
## Time Keeping

	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

## How to know which talk will be delivered live-virtual or in-person

- The information is available on the online program.



**Plenary Sessions**

[PL1] Plenary Session 1

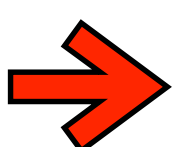
Tue. Sep 27, 2022 9:40 AM - 11:10 AM Main Hall

9:40 AM - 10:25 AM

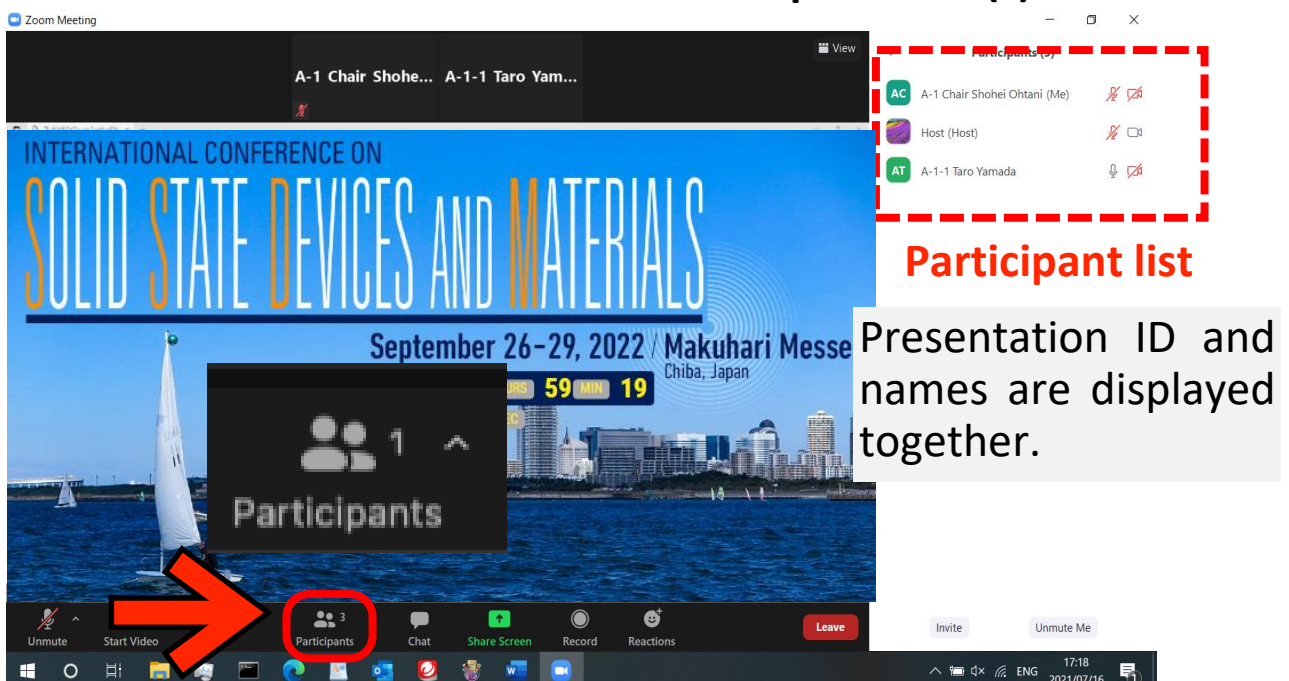
[\[PL-01 \(Plenary\)\] What's Next in Computing:When classical and quantum computing meet](#)

○Mukesh V. Khare<sup>1</sup> (1. IBM Research)

**[Presentation Style] Online**



## How to know the attendance of online presenter(s)



Zoom Meeting

A-1 Chair Shohe... A-1-1 Taro Yam...

INTERNATIONAL CONFERENCE ON  
**SOLID STATE DEVICES AND MATERIALS**  
September 26-29, 2022 / Makuhari Messe Chiba, Japan

59 MIN 19

Participants

**Participant list**

AC A-1 Chair Shohei Ohtani (Me) [Mute] [Video Off]

Host (Host) [Mute] [Video Off]

AT A-1-1 Taro Yamada [Mute] [Video Off]

Presentation ID and names are displayed together.

