# 3RINCs2024 Guidelines for Presenters

The conference will be held both on-site and on-line.
Please read the guidelines carefully.

## 0) Overview of the general session

✓ The general session includes pitch talks, oral presentations, and poster presentations.

|  | on-site presenters | on-line presenters | Q&A session |
|---|---|---|---|
| Around 20 minutes | **Pitch talks** 90 seconds for each presentation | — | No Q&A session Please discuss during the time of poster presentations |
| Around 40 minutes | — | **Oral presentations** 8 minutes for each presentation | After all oral presentations are completed, 1 question per presentation will be allowed. |
| Around 30 minutes | **Poster presentations** | Free to discuss (on-site participants) Discussions can be held among on-line participants. After that, discussion with on-site presenters can be also made through session room manager. (for on-line participants) | |

## 1) For general session presenters

### 1-1) For on-site presenters

✓ On-site presentation will be given at the venue, and pitch talk will be streamed via Zoom for on-line participants.

✓ Each pitch talk is 90 seconds long. Please note that if you exceed the presentation time, your presentation may be terminated during the session. The elapsed time of the presentation will be announced by the bell in the onsite room.

✓ Please be at the session room at least 15 minutes before the session starts. The session chairs will confirm presenter's attendance 10 minutes before the session starts.

✓ The staff in charge of the room will operate the pitch talk slide submitted in advance. Your own PC will not be accepted as it will disrupt the progress of the program. Please check the order of presentations carefully and cooperate with us to ensure a smooth change of speakers.

✓ Please prepare only 1 slide for pitch talk. (File format must be Microsoft PowerPoint and the aspect ratio must be 16:9.)

✓ The pitch talk slide must be submitted to the following URL by March 9th, as all files for each session will be merged. File name must be "PresentationNo._FamilyName.pptx." (ex. P001_Koshiba.pptx)
https://gtcenter.app.box.com/f/58c1de86b50d4e19a75e567ea90625fc

✓ Please also prepare and print the poster (A0 size) in advance.

✓ Prior to your session or before 15:00 on 16th (all poster presentation session), please hang your poster at the assigned location (indicated by the poster number).

✓ All posters should be removed by 16:00 on the 17th.

✓ Please take care of your physical condition and change to online participation if you are not feeling well.

### 1-2) For on-line presenters

✓ On-line presentation will be given via Zoom and will be streamed to the on-site venue.

✓ Presenters will be promoted to panelists after entering the zoom webinar room. If you receive an invitation to be a panelist, please accept it.

✓ Each presentation consists is 8-minutes long. Please note that if you exceed the presentation time, your presentation may be terminated during the session. The elapsed time of the presentation will be announced by the bell.

✓ Please connect to session Zoom URL at least 15 minutes before the session starts. (Please see "On-line access" in "Guidelines for Participants" previous pages for instructions on how to access Zoom.)

✓ Turn off the microphone and camera after participating in the Zoom room.

✓ Please change your name on Zoom to "PresentationNo. Name (Affiliation)".
Ex) OL1-7 Taro KYODAI (Kyoto Univ.)

✓ When it is time for the presentation, please turn on microphone and camera, and share screen and begin presentation by yourself.

2) For special session presenter
- ✓ Special session presentations will be given both of at the venue and via Zoom.
- ✓ Unless otherwise announced for each special session, each presentation consists is 8-minutes long. Please note that if you exceed the presentation time, your presentation may be terminated during the session. The elapsed time of the presentation will be announced by the bell.
- ✓ In general, though, the following guidelines should be followed; please note that the method of submitting presentation files, presentation time, etc. may vary for each special session, so please pay attention to the information provided for each special session.

2-1) For on-site presenters
- ✓ Please be at the session room at least 15 minutes before the session starts. The session chairs will confirm presenter's attendance 10 minutes before the session starts.
- ✓ When it is time for the presentation, the staff in charge of the room will start the submitted presentation file, and the speaker himself/herself should operate the pointer on the podium to give the presentation. Except in emergency cases, your own PC will not be accepted as they interfere with the progress of the program.
- ✓ Presentation file must be submitted during the break time before your presentation session. Please visit session room and submit your file on a USB. (Presentation file format must be Microsoft Powerpoint or PDF.)
- ✓ Please take care of your physical condition and change to online participation if you are not feeling well.

2-2) For on-line presenters
- ✓ On-line presentation will be given via Zoom and will be streamed to the on-site venue.
- ✓ Presenters will be promoted to panelists after entering the zoom webinar room. If you receive an invitation to be a panelist, please accept it.
- ✓ Each presentation consists is 8-minutes long. Please note that if you exceed the presentation time, your presentation may be terminated during the session. The elapsed time of the presentation will be announced by the bell.
- ✓ Please connect to session Zoom URL at least 15 minutes before the session starts. (Please see "On-line access" in "Guidelines for Participants" previous pages for instructions on how to access Zoom.)
- ✓ Turn off the microphone and camera after participating in the Zoom room.
- ✓ Please change your name on Zoom to "PresentationNo. Name (Affiliation)".
  Ex) OL1-7 Taro KYODAI (Kyoto Univ.)
- ✓ When it is time for the presentation, please turn on microphone and camera, and share screen and begin presentation by yourself.

Contact information for this guideline
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