

# The 59th Annual Meeting of the Biophysical Society of Japan

## General Oral Presenter

*\*The symposium will be given in English.*

*\*Emergency contact information is as follows: BSJ2021 Meeting Secretariat*

Tel: 080-4137-9158 E-mail: jbp2021@aeplan.co.jp

### 1. Before the symposium

- After confirming the operation of Zoom, please select the session to be presented from the Confit website, join Zoom, and write "Name (Presentation No.)" as your login name.
- The session will be hosted and co-hosted by one part-timer and all session chairpersons, respectively. **Please enter the session at least 10 minutes before the session starts.**
- 10 minutes before the start of the session, the part-timer will confirm the entrance of the chairpersons and the presenters.
- Microphones and video cameras should be turned off unless permission is given by the chairpersons or part-timer.
- **There will be no clock display on Zoom.** The chairpersons and part-timer will keep track of the time.

### 2. During the symposium

- General oral presentation is **8 minutes of presentation video + 3 minutes of real-time Q&A.**
- After the introduction by the chairperson, the part-timer will show your presentation video via Zoom. Please **turn off your camera and microphone during this time.**
- After the presentation video, Please **turn on your camera and microphone** and Q & A session should be conducted with camera and microphone on as much as possible.
- In the Q&A session, you can share your slides via Zoom. On the other hand, to avoid confusion, you are welcome to answer questions without sharing the slides.
- If a question is posted in the Zoom chat, please follow the instructions of the chairperson and answer it with the microphone during the question period. If you don't have enough time, you don't need to force yourself to check the chat during the question time. On the other hand, if your question is posted in the Zoom chat after the question time, please reply

to it in the Zoom chat.

- Please turn off the camera and microphone as soon as possible after your presentation.

### 3. The others

- Presenters are requested to check the Confit chat comments and respond to questions during the conference.
- If you are unable to participate in your own presentation in real time on the day, please contact the organizing committee as soon as possible. In this case, we will play the video of the submitted presentation and take a break for Q & A time. Alternatively, there is a possibility that the co-authors can handle only the questions.