Information for Organizers and Presenters

◇**For symposium organizers**

Arrival:

Please come to the organizers' desk at each room and let the staff know of your arrival at least 15 minutes before the session.

If you cannot come to the venue:

You can proceed with the session via Zoom. Please contact the meeting secretariat as soon as you know you will not be able to come.

Organizers' desk:

One PC is prepared for organizers to proceed with the session. The organizer proceeding with the session will be displayed on Zoom.

Process:

Please start and finish all presentations as scheduled for smooth operation. During presentations, remaining time will be displayed according to the time allocation informed to the secretariat in advance. If there are any changes, please let the staff know.

All presentations will be recorded and made available for on-demand streaming for about two weeks after the meeting (available to registered participants only). Please announce this at the start of the session.

Q&A:

[On-site] Please make sure to instruct the questioner to use the microphone.

[Online] Please tell the participants to use the "raise hand" function to ask questions. Also, please ask the questioner to turn on the camera(video) and microphone before asking a question. Basically, questions should be asked verbally not in chat, but it is up to the organizers whether to accept questions in chat. If so, please inform the participants.

◇**For symposium speakers**

Arrival:

Please come to the PC desk at each room with your own PC at least 15 minutes before the session.

PC must be capable of outputting images via HDMI. If you connector is a differen, please bring a conversion connector. Also, please bring an AC adapter in case the battery runs out.

After checking your presentation slides, the staff will connect your PC. There is no preview room for slide check.

Presentation time:
Time allocation is left to the organizers.
[Early Career Award in Biophysics Candidate Presentation Symposium]
 10 min for presentation / 3 min for discussion / 2 min for PC exchange

If you cannot come to the venue:
You can give a presentation via Zoom. Please contact the organizers as soon as you know you will not be able to come. Zoom for the presentation can be accessed from Confit. Please follow the organizers' instructions.

◇**For poster presenters (General presentations)**
Poster preparation:
Posters should be prepared in English. If possible, please write title, affiliations, and authors' names in Japanese as well. Also, please put a circle for the presenting author's name.

e-poster:
Regardless of whether or not your poster is displayed at the venue, please make sure to upload your e-poster to Confit. As a general rule, please upload the same file as the poster displayed at the venue. A dedicated site for uploading will be informed to the presenters in early September. The deadline for uploading is September 14, but you can replace the file by uploading again even after that date. Uploading your e-poster is required to complete your presentation.

Poster at the venue:
The size of poster panel is 900mm wide x 2,100mm high. Posters will be changed every day. Please come to the venue on the day of your presentation as far as possible and put up your poster during the posting time (Sep.28 & 30: 8:30-9:00 / Sep.29: 8:10-8:45). Pushpins will be provided at the venue.
If you participate in the mixer which will be held after the poster presentation time, please remove your poster after the mixer. If you do not participate, please remove your poster after the presentation time. Please note that posters remaining after the removal time will be discarded by the secretariat.

If you cannot come to the venue:
Please do the following.
 ・Enter a comment in the "comments" section of Confit
  (ex. No poster is displayed at the venue, etc.)
 ・Choose "not at the venue" from "matching flag" in "my profile" of Confit

Presentation mandatory time:

[On-site presenters] Please make a presentation in front of your poster in the mandatory presentation time.

[Online presenters] Please make a presentation via Zoom as follows within the realm of possibility.

Poster presentation via Zoom:

Please use a breakout room designated by poster number. As a general rule, please use e-poster as explanation materials.

Also, please choose "I will present via Zoom (Day X)" from the "matching flag" in "my profile" of Confit.

Even if you are at the venue, you can make a presentation via Zoom on the mandatory presentation day if you wish. Please use Wi-Fi at the audience seats on the 2nd floor of the poster/exhibition hall (main arena).

Q&A by comment function:

"Comments" function of Confit is available for Q&A. When a comment is posted, it will be notified by e-mail to the presenter. Please reply using the comment function. Please note that responses from presenters will not be notified to questioner.

Timetable for poster presentation:

		Sep. 28	Sep. 29	Sep. 30
Put up		8:30-9:00	8:15-8:45	8:30-9:00
Presentation & Discussion	Odd numbers	16:30-17:30	16:30-17:30	13:10-14:10
	Even numbers	17:30-18:30	17:30-18:30	14:10-15:10
	Zoom (optional)	18:30-19:00	18:30-19:00	15:10-15:40
Removal		19:00-20:45	19:00-20:45	15:40-16:45