

**International Symposium for the 80th Anniversary  
of the Tohoku Branch of the Chemical Society of Japan  
(2023 Joint Meeting of the Tohoku Area Chemistry Societies)**

**Oral and poster presentation instruction**

**Oral presentation:**

All the oral presentations will be given by hybrid presentation.

- For onsite speakers:

Please bring your own laptop computer and access Zoom to share your slide in the conference room. Please turn on your camera in the Zoom during your presentation (if available).

Projection of your slide on the screen will be done by the session chair's computer. Please make sure you can access the Zoom conference room before your presentation. Please use eduroam wifi service to access the internet in the conference room. If you do not have your own eduroam account at your university or institute, you can get guest account of eduroam wifi service at the reception desk.

- For online speakers:

Please access a Zoom conference room.

**Notices for oral presentation:**

For online speakers, please see from (8).

- (1) Bring your own laptop computer with presentation software and Zoom. We do not have computers for your presentation. Copy your presentation file in a flash drive just in case.
- (2) Please move to the speaker's waiting seat when your second previous presentation have finished.
- (3) Turn off suspend/sleep/screen saver functions in your computer.
- (4) Please test your presentation during breaks.
- (5) All the softwares for your presentation should be open before your presentation to avoid wasting the time for presentation.
- (6) Please be familiar enough with computer operation.
- (7) Please ask the chairperson if you have any questions.

Zoom usage:

- (8) Please test Zoom connection before the presentation. We will have Zoom test day which will

let you know later.

- (9) Please use your own laptop computer with presentation software and Zoom
- (10) Please confirm how to use Zoom before your presentation.
- (11) Please access Zoom conference room 15 minutes before the session starts.
- (12) After entering Zoom conference room, click “Participants” → click your name and change your name as “Name (Affiliation)”.
- (13) When the previous presentation has finished, please share your slides and turn on your camera (if available).
- (14) Please use your mouse cursor pointer for presentation.
- (15) All the softwires for your presentation should be open before your presentation to avoid wasting the time for presentation.
- (16) Please ask the chairperson if you have any questions.
- (17) Online speakers are encouraged to use a wired connection to ensure a stable internet connection (>15 Mbps for download and >10 Mbps for upload are recommended) .

**Bell ringing for oral presentation:**

A timekeeper will ring a bell during your presentation to indicate the time remaining.

1<sup>st</sup> bell: 7 minutes before the end of discussion time

2<sup>nd</sup> bell: 5 minutes before the end of discussion time (end of presentation)

3<sup>rd</sup> bell: 1 minutes before the end of discussion time

**Poster presentation:**

- (1) The size of panel is 210 × 90 cm. Please display your poster on one side of the panel.
- (2) We will not secure chairs and tables for the presenters.
- (3) The presentation number will be provided at the right or left top corner on the panel.
- (4) We will provide drawing pins to attach your poster to the board.
- (5) Posting and removal times are scheduled as shown below.

Date	Posting	Removal
Sep 8 (Fri), Poster Session I	10:00–13:00	as soon as the session (16:45) is closed
Sep 10 (Sun), Poster Session II	12:00–13:00	as soon as the session (14:30) is closed

- (6) If the presenter is not able to participate in the Symposium, a representative who completes the registration process (on-site registration is acceptable) must display the poster.
- (7) Time table of poster presentation is scheduled as shown below.

Date	Presentation
Sep 8 (Fri), Poster Session I	15:15–16:00 odd number (1P001, 1P003, 1P005, ...)
	16:00–16:45 even number (1P002, 1P004, 1P006, ...)
Sep 10 (Sun), Poster Session II	13:00–13:45 odd number (2P001, 2P003, 2P005, ...)
	13:45–14:30 even number (2P002, 2P004, 2P006, ...)

During your presentation time (see above), please stand in front of your poster panel and make your presentation and Q&A.

**Submit a PDF file of your poster:**

We are requesting that you prepare and submit a pdf file of your poster to us. This will enable all attendees to view your poster, regardless if attending virtually.

- (1) Please prepare a PDF file of your poster. The poster should be a A0 sheet (841 mm×1189 mm).  
The poster data size is up to 20 MB.
- (2) The PDF file submission period: from (to be announced) to 12:00, September 4th (Mon), 2023  
\* Information about how to submit poster data will be announced later by e-mail.
- (3) To enable online attendees to ask a question to you, we will secure a chat system. Please respond to the question and comments during the Symposium.  
\* Information about how to use a chat system will be announced later