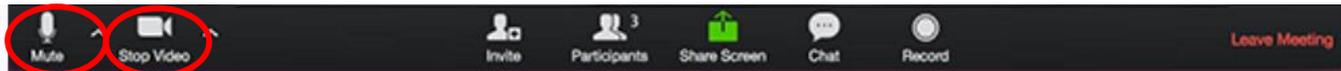


# GL2020 Virtual Conference

## web remote presentation instructions

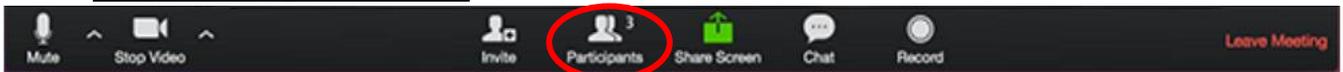
### Instructions to Audience in Oral Sessions

- a. The procedure for attending conference will be announced via a final confirmation email which will be sent to your registered address. Only the participants who have completed the registration payment will receive the above information one week prior to the conference.
- b. The microphones of the audience are kept muted during the session chair's and the speakers' talks. The audience will be allowed to discuss with the speakers during the Q&A time when the session chair unmutes the microphone of those who wish to ask questions. To ask a question use the hand-raising function or the chat function of Zoom Video meeting.

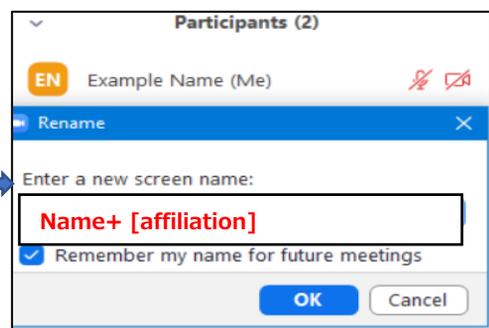
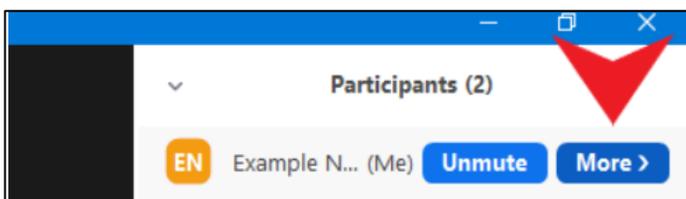


- c. Participants may enter or exit any of the parallel oral sessions freely. Please note that the maximum number of participants during each oral session is limited to 200 individuals. The scheduled time of each presentation is written in the conference program.
- d. Set your name as [Name (Affiliation)] on Zoom for a smooth execution of the meeting. To set your name after participating to the Zoom conference, click "Participants" at the bottom of the screen, then place the cursor on your name in the participant list, and click "More" and "Rename" to change the name.

#### \*How to change your name



1. From inside of the Zoom Room click on the "Participants" icon at the bottom of the window
2. A Participants bar will appear on the right side of the screen. Place the cursor on your name and the "More >" button will appear.
3. Click on "Rename", and enter your new name in the "New Screen Name" field. Please be sure to check "Remember my name for future meetings" box before completing the procedure.



# GL2020 Virtual Conference

## web remote presentation instructions

### Instructions to Oral Session Speakers

**Presentation:** Oral presentation using PowerPoint, PDF...etc.

**Language:** English

\*Presenters do NOT need to submit their presentation slides in advance.

Please prepare your slides by the presentation date.

\*Please include your paper title, paper ID (\*4 digit number which starts from 1\*\*), and your name on the 1st page of your presentation slides. There is no presentation template, so please prepare the slides according to your own style.

- The procedure for attending the conference will be announced via a final confirmation email which will be sent to your registered address.
- 20 minutes are allocated for each oral presentation (15 minutes for the presentation, 5 minutes for the Q&A). The scheduled time of each presentation is written in the conference program.
- There is no presentation template, so please prepare the slides according to your own style. The duration of the presentation is 15 minutes. Every speaker should use a PC with a web camera and a microphone. The speaker will present using the "Share Screen" function. The Host, i.e., the session chair can control the microphone (mute function) of the audience and, upon request, will allow the audience to speak in the Q&A time.
- The speakers must join the session at least 10 minutes prior to the beginning of the session, and must announce their attendance to the session chair and the technical staff. The speaker must share the presentation file in a full screen mode. Be sure that all the following items are turned off during your presentation: power-saving features, such as sleep mode or screen saver, and passwords. After the presentation, make sure that your microphone is muted.

#### \*Sharing your screen or content

Click the "Share Screen" button located in your meeting controls.

Select one of the share screen options:

\*more information:

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>



- e. Please be aware that the presentation will be recorded and uploaded to the conference website, and will be made available for the registered participants until March 31<sup>st</sup>, 2021. Submitted papers will also be uploaded. If you have any concern or issue with the recording of your presentation, please contact the organizer by the end of November.
- f. In case of technical issues arising during the presentation, i.e., difficult live broadcasting due to unstable network conditions, it will be moved to the end of the session while other presentations will be moved forward. If the technical issue persists, the presentation will possibly shift to another date.
- g. Set your name as [Paper ID\_Name] (i.e. 1000\_Taro Yamada) on Zoom for a smooth execution of the meeting. To set your name after participating to the Zoom conference, click "Participants" at the bottom of the screen, then place the cursor on your name in the participant list, and click "More" and "Rename" to change the name.

## **System Requirement**

Required system for streaming is described below (you may not be able to stream some or all services if your PC does not comply with the following requirements).

### **Compatible Browser**

Edge / Firefox / Chrome / Safari

\*Please make sure that your browser is updated to the latest version.

\*Internet Explorer is NOT compatible for this streaming.

### **JavaScript**

Please make sure to enable JavaScript

### **Internet Connection**

Please make sure you have an internet access with 2Mbps speed or higher. In case the communication speed is insufficient, only the audio may be played.

There might be cases where streaming is unstable due to network congestion, even though the above system requirements are met.

\*Please make sure to check the compatibility of your browser beforehand and prepare the designated environment for your streaming.

\*Streaming may not be available due to security restrictions within the facility where you stream the videos.as

## **CONTACT**

International Operation Department KNT-CT Global Travel CO., LTD.

Address: Sumitomo-shoji Kandaizumi-cho Bldg. 13F, 1-13 Kandaizumi-cho,  
Chiyoda-ku, Tokyo, 101-0024, Japan

E-mail: [ecc5-03@or.knt.co.jp](mailto:ecc5-03@or.knt.co.jp)

Office Hours: 9:30 am to 5:00 pm from Monday to Friday

Closed: Saturdays, Sundays and national holidays (Japan time)

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