

## Instructions to Audience

1. After joining in this seminar, if possible, change your “Sign in” name!

Examples: Professor

Original name: Hanako Yamaguchi

New name: Audience Prof. Yamaguchi

Student

Original name: Hanako Yamaguchi

New name: Student Yamaguchi

2. The microphones and cameras of the audience should be off during the session chair’s talk and the speaker’s talk in both Invited and Poster Presentations. The session chair can cancel the microphone of the audience. The only opportunity to make a speech is in the Q&A time. The session chair announces that send a message to all audience using a chat function of Zoom. Someone who want to ask questions to the speaker can request the permission to the session chair using the chat function.
3. The session chair orally gives the permission for the questioner. And then only the permitted questioner can ask her/his questions to the speaker.
4. Anyone of participants can enter and exit the Invited and Poster presentation at any time as audience without notice.