



Presenter/Session Chair Instructions for ISSCR/JSRM International Symposium

All presentations during the ISSCR/JSRM Tokyo International Symposium will take place through Zoom Webinar. You should have received personalized login and session information from tis2021@congre.co.jp. If you have any issues logging on, please email tis2021@congre.co.jp. Please familiarize yourself with the format of the session by reviewing the session run script.

Tech check

Login to Zoom using your personalized Zoom link 30 minutes before the start of the session. At this time staff will make sure that all presenters can use their audio and video, and share slides if necessary.

During the session

During the program, we ask that you stay muted and keep your video off until it is your time to present. Moderators will introduce presenters to indicate when it is time to turn on your camera/video, unmute, and share slides. Moderators, please let presenters know you can see their slides.

Timing Cues

Please keep your chat window open as this is where you will receive messages from staff and receive timing cues. Staff will provide the following timing cues in the speaker chat:

- 2 minutes left in presentation
- 30 seconds left in presentation
- question period now beginning
- 2 minutes left in Q&A
- This is the final question
- It is now time to move on to next speaker

Q&A

Attendees will be watching presentations through the OnAir platform where they will be encouraged to enter questions. Staff will copy the questions to the chat in Zoom.

Moderators, please keep the chat tab open to pay attention to timing cues and view questions. Moderators will select questions to read aloud for speakers to answer, and be prepared to ask questions of their own if necessary. If possible, please read the name of the person who submitted the question.

Best practices for Zoom

- Make sure you are in a quiet setting and have a dedicated computer.
- Use a hardwired Internet connection, if possible.
- Close all internet data-consuming applications.
- Make sure any other programs using your microphone or camera are closed and any notifications are silenced.

For assistance

Staff can be messaged at any time for assistance using the chat. If you have technical difficulties and cannot join the session, please contact the Congress Secretariat of the 2021 Tokyo International Symposium: E-mail: tis2021@congre.co.jp; TEL: +81 80-1349-0029.