

# HPNP2021 Online Instruction (as of March 21)

## To the speaker:

- Check if you can switch your slide pages properly on Zoom during a break **before your session**.
- Don't forget to turn on the microphone and speaker, and to adjust the volume.
- We recommend turning on video.
- **Leave 5 minutes** for the question from the specified time. (30 = 25 + 5, 25 = 20 + 5, 15 = 10 + 5)
- The chair selects the questioner during and after the presentation.

## To the audience:

- Set your Zoom name such as “Shinya Kanemura (Osaka U.)”
- Keep muted and turn off the camera.
- If you want to ask a question, use the “**Raise Hand**” button, rather than typing on the chat window.
- If you are selected by the chair, please tell your name and affiliation first. You may turn on your camera.

## To the chairperson:

- Please turn on the microphone and video when you speak.
- Keep muted and turn off the camera when the speaker begins her/his talk.
- Keep the “**Participants**” panel open.
- The “Raise Hand” icon is displayed in the “Participants” panel, and you select questioners in order.
- A timekeeper will help you by showing the remaining time on Zoom.

The above instructions are subject to change for improvement.