

CJFMA14 Oral presenters Guidelines Summary

1. [Please enter the meeting room 10 minutes before the session starts.](#)
Zoom meeting ID: 805 936 4730, password: jcfma14
2. Check your speaker, microphone and camera.
3. Rename your screen name into **【Presentation number】**
4. Reply to the chair if your name is called during attendance confirmation.
5. Turn off your microphone and camera after the attendance confirmation.
6. When your presentation turn comes, the chair will call your presentation number or name.
7. Turn on your microphone, camera and start sharing your screen (presentation files) to begin your presentation.
8. During the Q&A session, the chair will pick up the audience who has questions.
9. Please turn off your microphone, camera and stop sharing your screen after the Q&A session.

| Time limitation for each presenter | |
|---|--|
| Plenary talks | 40 minutes (35 min. for talk and 5 min. for Q&A) |
| Invited talks | 20 minutes (15 min. for talk and 5 min. for Q&A) |

| First bell | Second bell | Third bell |
|-----------------------------|---------------------|-----------------------------|
| 2 mins before the talk ends | The end of the talk | The end of the presentation |

*Please make sure to finish your talk within the determined time period. Talk or Q&A might be stopped by the chair if the presenter overran the allotted time.

*Please check out the Presenters Guidelines if you need more information:

https://www.pu-toyama.ac.jp/JCFMA14/Presenters_Guidelines.pdf