

## Manual for Oral Session Chairpersons

### Preparation

1. Login to the Zoom Meeting of the day, at least 10 min before the start of your session.  
(the URL, user-id, and password have been sent by email)
2. After login, change your name to “First-name.Family-name\_Affiliation (Co-Chair)”.
3. Unmute and check your microphone by talking something during the break time.
4. Before 2 min of the session start, give an announcement prepared by LOC (see next page).

### In the Session:

1. Before 1min of the session start, ask the first speaker to unmute and share the presentation.
2. Just before the start of the talk, introduce the title and the main author of the talk.
3. Ask the author to start the talk (LOC will start the timer).
4. For 15 min talk, 1st ring at **7min**, 2nd ring at **10min** to stop the talk and start discussion.  
[For 10 min talk, 1st ring at **5min**, 2nd ring at **7 min** to stop the talk and start discussion.]
5. Ask the audience for questions and comments by “raise hands” or comment in the “chat”.
6. For 15 min talk, finish the discussion at the 3rd ring at **14 min**.  
[For 10 min talk, finish the discussion at the 3rd ring at **9 min**.]
7. To continue discussion, ask the author and audience to use the slack (or a breakout room).
8. Ask the author to mute and stop sharing the presentation.
9. At the 3<sup>rd</sup> ring, ask the next speaker to unmute and share the presentation.
10. Just before the start of the next talk, introduce the title and the main author of the next talk.
11. Ask the next author to start the talk (LOC will start the timer).
12. Repeat from #4 to #11
13. Finish the session

<Information for attendees>

(Necessary parts are expressed in red characters)

Oral Presentation:

1 Bell: 7 min, 2 Bell: 10 min, 3 Bell 14 min to exchange to next speaker in 15 minutes talk

(Only for session-2, 1 Bell: 5 min, 2 Bell: 7 min, 3 Bell 9 min to exchange to next speaker in 10 minutes talk)

Real-time discussion using “Raise hands” or “Chat”, non-real time discussion in Slack.

Poster Presentation: PDF uploaded in Slack, Real-time discussion in Zoom Breakout Room, non-real time discussion in Slack

Group Photo at: 12:15 and 19:00 in JST on 16 Nov., 12:00 and 18:00 in JST on 17 Nov. (just after the session is finished).

NOTICE: PLEASE DO NOT RELEASE ANY INFORMATION PRESENTED IN THIS SYMPOSIUM TO PUBLIC, NO SNS RELEASE, NO LEAK TO NOR RELEASE VIA MASS MEDIA LIKE NEWSPAPER, TV PROGRAM, NOR JOURNAL.

Oral sessions of this symposium are recorded by LOC, JAXA. This is only for official record of JAXA's symposium, and never released to the outside of JAXA.