



**NDNC  
2022**

**Guidelines for  
Online Speakers**

15<sup>th</sup> International Conference on

# New Diamond and Nano Carbons 2022

**June 6 (Mon) – 9 (Thu) 2022**

**Kanazawa Bunka Hall, Japan**



0. **Important Information**

1. **Presentation Guidelines- Online Speakers**

2. **Tips for Zoom**

# 0. Important Information

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## [NDNC2022 Program Website]

The program and abstracts are available on the NDNC2022 program website.

The URL link is below:

<https://confit.atlas.jp/ndnc2022?lang=en>

ID & Password are provided by e-mail on 3 June.

**When you join the sessions as an audience, please join from the link above.**

# 0. Important Information



## [Oral Presentation]

Oral Sessions are held at the Zoom webinar. When you join the Oral session **as speaker**, be sure to access Zoom by the URL link provided by email from the secretariat using the Zoom email system.

Please enter at least 15 minutes before the oral session starts.

For Oral presenters and Chairs, the Display Name is set by the secretariat as  
“ Program No. Family Name (Organization) ”

Unmute your microphone and turn your camera on during your presentation and Q&A.

Keynote and Plenary Talk: 45 minutes

Invited talk: 30 minutes

Contributed paper: 15 minutes

\* Set up and 5 min Q&A are included within the time frame above.

## [Question in Oral Presentation]

Priority goes to questions from the venue. Questions via Zoom are second priority.

Please follow the instructions given by the chairperson.



**Video recording and photo/screen shots are strictly prohibited!**



# 1. Presentation Guidelines for Online Speakers

## ➤ How to join the session (webinar) as a speaker

When you join the oral session as a speaker, please be sure to join from the URL link that was provided by email. Otherwise, you will be treated as a member of the audience and as consequence, you will not be able to deliver your presentation. After clicking the link, a zoom window will pop up with the question to open the Zoom App. Please click 'Open Zoom'.

**Please enter at least 15 minutes before your Session starts.**

\* Practice session is available only before the first session of the day starts.

If you want to check your slides before your presentation, please do it during the break.

## ➤ Display Name

If you join from the link sent by e-mail, your display name is set as below:

**Pogram No. Family Name (Organization)**

In case that your display name is not set as above, please rename your name by right clicking your video panel and choose "rename".

## ➤ Time Frame of Presentation

Plenary and Keynote Talk: 45 minutes/ Invited Talk: 30 minutes / Contributed paper: 15 minutes

\* Set up and 5 min Q&A are included within the time frame above.

## ➤ Unmute your microphone and turn your camera on during your presentation and Q&A.

When another presenter is speaking, please mute your microphone. If you are unmuted while another presenter is talking, the host may mute you forcibly.

You are invited to a Zoom webinar.

Date Time: Sep 29, 2021 12:00 PM Osaka, Sapporo, Tokyo  
Topic: マイウエビナー

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.




Passcode: 516015

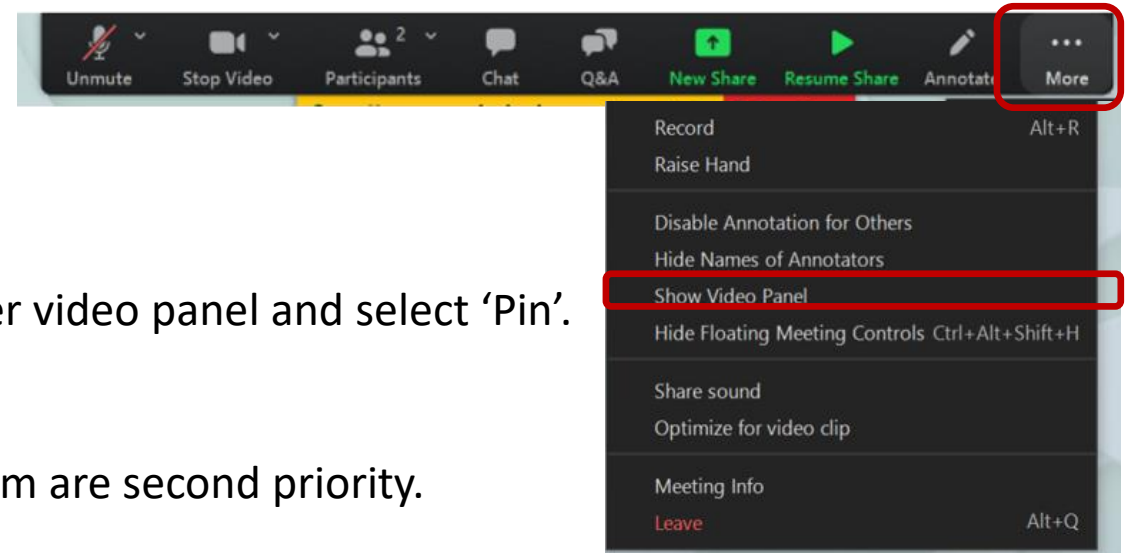
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

# 1. Presentation Guidelines for Online Speakers

## ➤ Timer

A Timer is available during sessions and will appear in the video panel as a participant named 'Timer'. (No alert sound.) If the video panel is not visible when sharing a document, click 'More' in the function bar and select 'Show Video Panel'.

-  Green: Presentation (Count down)
-  Yellow: Q&A (Count down)
-  Red: Time Over (Count up)



If you want to 'pin' the timer video panel, right click the timer video panel and select 'Pin'.

## ➤ Questions

Priority goes to questions from the venue. Questions via Zoom are second priority. Please follow the instructions given by the chairperson.

- If you and other participants are in the same room and are using a speaker, feedback is easily produced that can be heard by all participants. IF you plan to reside with multiple participants in the same room, please use headsets for all participants.

# 2. Tips for Zoom

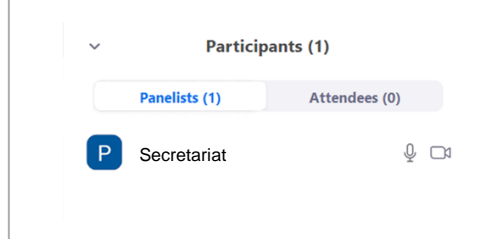
## [Basic Functions]

Set mute (Mic OFF) and Video ON. Please be sure to unmute when it's your turn.

Screen sharing: Please refer to the next page for more details.

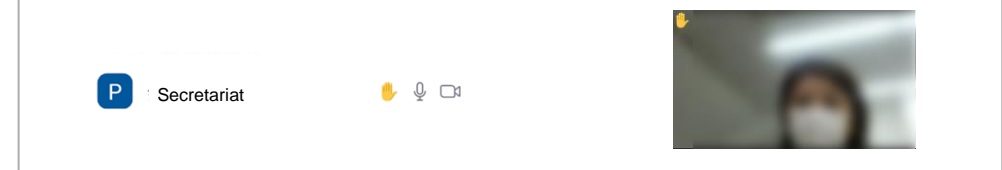


To show participants list.



If you need to contact the secretariat (host) or other panelists, please chat here.

If someone clicks "Raise Hand", you can see the 'hand' icon on the participant list. Please check this list during Q&A. If panelists (speakers) raise their hands, the hand icon will appear on their video panel as well.

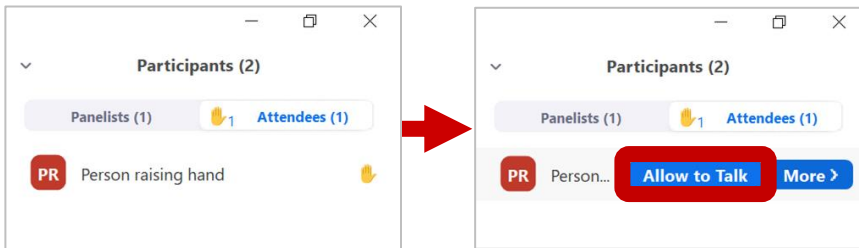
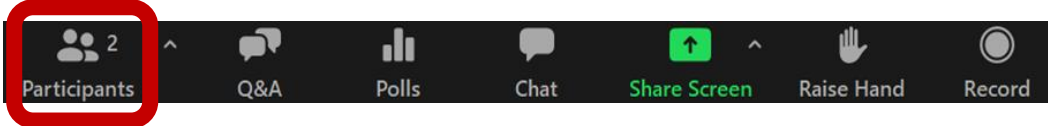


\*When you join an oral session as a member of the audience, please join through the program website. The URL link sent by email should only be used for the oral session at which you are presenting an oral presentation.

## 2. Tips for Zoom

### [Q&A]

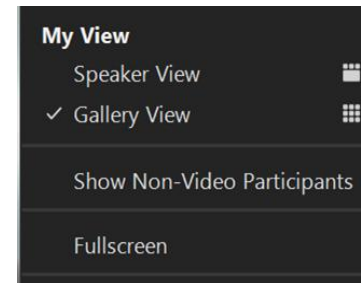
Show participant list and hover over the name with the hand icon.



A chair nominates the person that is raising hand. The Secretariat will unmute the microphone of the person.

### [Video Layouts] View

You can change the video layout from the 'View' button located upper right.



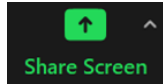
- Gallery View  
Thumbnail displays of participants in a grid pattern.

- Speaker View  
Large video window between who is speaking with 3 or more participants.
- Hide Non-Video Participants  
You can hide the participants whose video is turned OFF. When you are in Gallery View, right-click on any participant that either has their video off or joined by audio, or you can click on the 3 dots at the upper-right corner of their participant box.

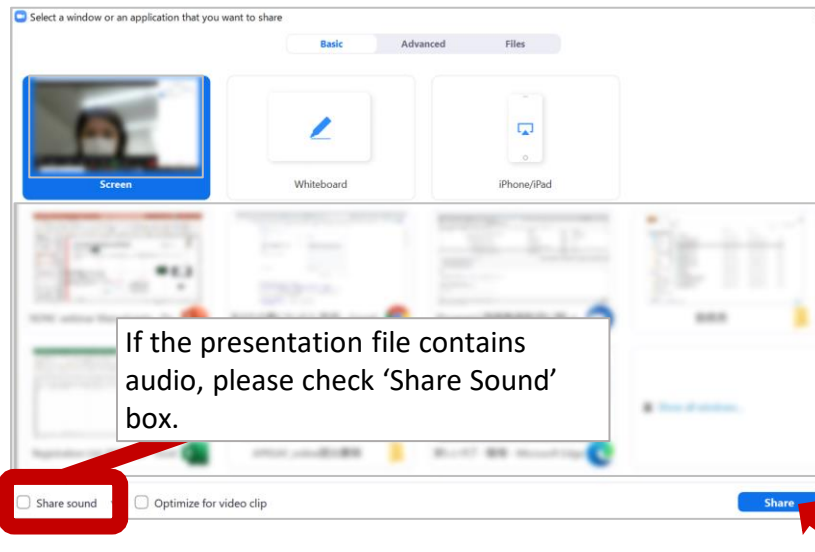


## 2. Tips for Zoom

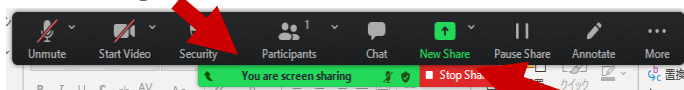
### [Screen Sharing]



Please open your presentation on your computer. Then, click the “Share Screen” button and select the file you would like to share. Finally, click the ‘Share’ button.



If you want the function bar to appeared, please move a cursor on green bar.



When you finish your presentation, please stop screen sharing by clicking the red button “Stop Share”.

### [Screen Sharing using PowerPoint Presenter View]

If you want to use presenter view, dual monitors are required.

Please refer to the webpage below:

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>