Notice on Oral Presentation

To Presenters

1. The time allocated for each presenter is 15 minutes, including the presentation, discussions, and exit. (please keep the speech around 11 minutes, Q&A around 3 minutes, and exit around 1 minute.)

2. Presenters will be invited to Zoom as [Panelist]. Please enter the meeting with the URL we will send you in advance.

3. Before the session begins, please use the waiting time to check your microphone and camera accesses, and file sharing status of the presentation file.

4. Upon closure of the previous speaker's presentation, click [Share Screen] on Zoom app and select the presentation file. This will allow audience to view your file. Then, unmute your microphone and start your presentation.

5. Q&A session will use [Raise Hand] and [Q&A] functions of the Zoom app. For questions and comments posted via [Raise Hand], the chairperson selects and grants audience to speak out; please answer questions raised. [Q&A] function allows audience to submit their questions and comments to the chairperson. During the Q&A session, the chairperson will select some and read them out for you to answer.

6. Because the meeting will be held online, there is a possibility of disconnection due to the presenter's system failure. When a trouble occurs, please call the Annual Meeting Secretariat at the phone number to be sent to you via email prior to the meeting. If the connection fails to recover, please understand that your presentation will be accepted and released in print due to the abstract that you have submitted. To minimize the risk of trouble on the day of the presentation, we recommend you to use the same network environment and devices you use for the connection test to be organized prior to the meeting.

7. The webinar will be kept open for about 30 minutes after the meeting closure. You can utilize this time slot to answer questions you fail to handle during your presentation. Once you exit the meeting room, however, you will no longer be able to browse Q&A posted before your exit.

To Participants

1. To visit venues (rooms), either click the URL sent to participants via email or visit the website of the 71st Annual Meeting of the JWRS in Tokyo (https://www.jwrs.org/wood2021/) and

click the link to the Annual Meeting Presentation website. At the link destination, use the password included in the message to log on and select meetings from [Sessions] or [Timetable] to access specific sessions. Audience's audio and camera are muted or disabled, and no one in the session can see you or hear your voice, except for when the chairperson permits you to speak out at the Q&A session and turn on your microphone for others to hear.

2. Webinars are scheduled to open 30 minutes prior to the beginning of each session.

3. Q&A session will use [Raise Hand] and [Q&A] functions of Zoom app. To post a question, you can use [Raise Hand]. When the chairperson appoints you, you are permitted to speak out. Please unmute the microphone and ask your question. [Q&A] function allows you to text your questions and comments to the chairperson whenever you like during the presentation and Q&A session. The chairperson picks up some questions, reads them out, and ask the presenter to answer. Even if your question is not selected during the Q&A session, the presenter may post the answer in [Q&A] message board within 30 minutes after the session closure. Once you exit the room, however, you can no longer browse comments in [Q&A] posted before your exit.

4. The Annual Meeting Secretariat will ask each participant to set up Zoom account with your full name, so that your name is properly shown on the screen.

* URL of the Annual Meeting Presentation website will be announced via email and on this website later.