

## Manual for KLS 46 Participants

- We will use Zoom meetings for research presentations. You can join Zoom meetings from a browser, but since this places some restrictions on your functions, please install the Zoom application [external site] in advance (you can sign up for free). Keep the Zoom application updated to the latest version.
- Please display your name and affiliation on Zoom in the following manner.  
Name (Affiliation)  
e.g., Hanako GAKKAI (XY Univ)/ TAIKAI Taro (graduate student at XY Univ)  
You can correct them after entering the Zoom venue. Use the English alphabet.
- Please note that we will record the workshops, research presentations, symposium, and invited talk. Recordings of the workshop, research presentations, and symposium will be available for 1 month to presenters and to those who have paid dues or participation fees. The recording of the invited talk will be open to the public during this period.
- You may download presentation materials when presenters distribute their materials via the chat window at the beginning of their presentations. The same materials will also be posted to the chat window later during each presentation, so that they may be downloaded by participants who join a meeting after it begins. When we distribute information about viewing recordings of the presentations, symposium and invited talk, we will also share information about how to access presentation materials. Recording and redistribution of presentations is prohibited.
- Keep your microphone and video off during presentations (with the respective icons crossed out in red).
- If you have a question or comment during a Q&A session, indicate to all participants in the chat box that you have a question/comment. Alternatively, you can use the chat function to send your question to all participants.
- When the session chair asks you to start your question/comment, turn on your microphone (and video) and then tell us your name and affiliation before you begin.
- Each participant may make up to 2 questions/comments.
- If there are no other participants with questions/comments, the session chair may permit a participant to make more than 2 questions and/or comments.
- Once the Q&A session is over, you cannot use chat to send your question/comment. Please use the question/comment spreadsheet for this. The spreadsheets can be edited for 1 week and they can be viewed for 2 weeks after the conference. The links for the spreadsheets are listed in the conference program.