

For speakers

How to share your presentation

The session chair will ask you to start sharing your presentation when your turn comes. **Please open your presentation file (ppt or pdf etc) before sharing it.**

1. To share your presentation, click the “Share” button (① in Figure 6).

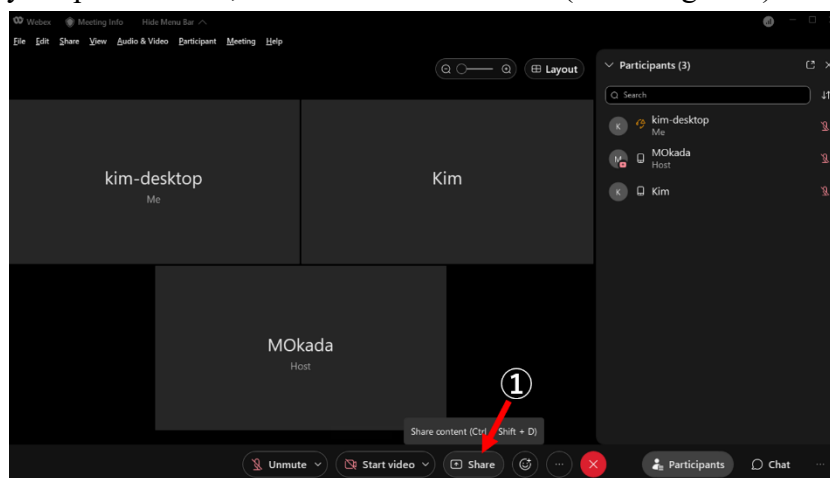


Figure 6

2. A share content window will pop up. Select your presentation. In this example, Microsoft Power Point is selected (① in Figure 7). Click the Share button (② in Figure 7).

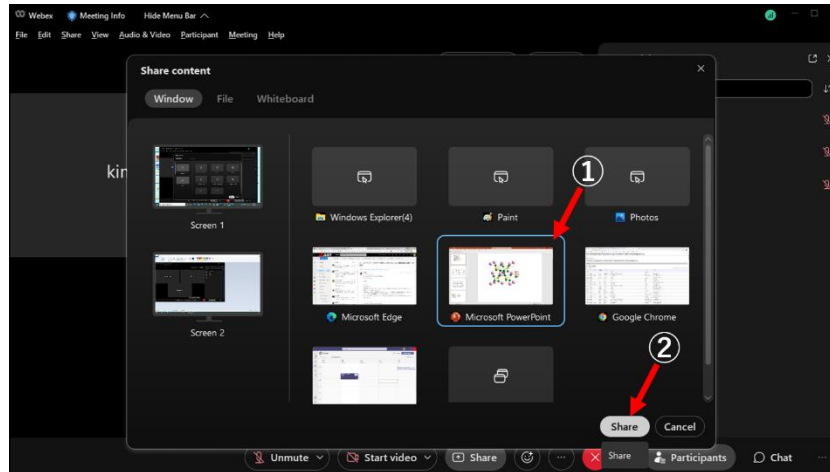


Figure 7

Tip: If you share your **screen** (like screen 1 or screen 2 in Figure 7), everything on your PC screen will be shown to attendees. Sharing an **application** (like selecting Microsoft Power Point as shown in ① in Figure 7) prevents the exposure of other contents on your PC screen. This helps ensure that participants only see the content that you choose to show.

3. When you start sharing your presentation, an orange bar saying “You’re sharing Microsoft PowerPoint” will appear on the top of your screen (① in Figure 8).

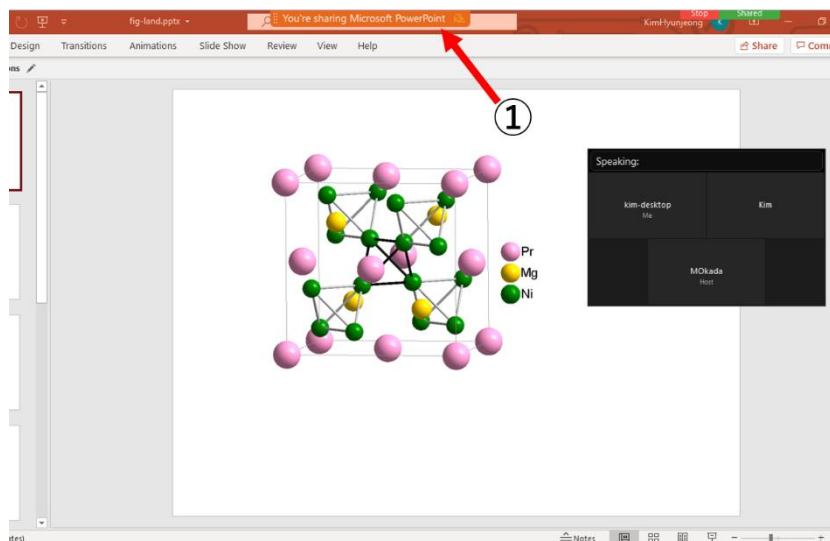


Figure 8

4. If you move the mouse cursor to the top of the screen, a helper bar will appear (① in Figure 9). To stop sharing your ppt or screen, click the orange “Stop Sharing” button (② in Figure 9).

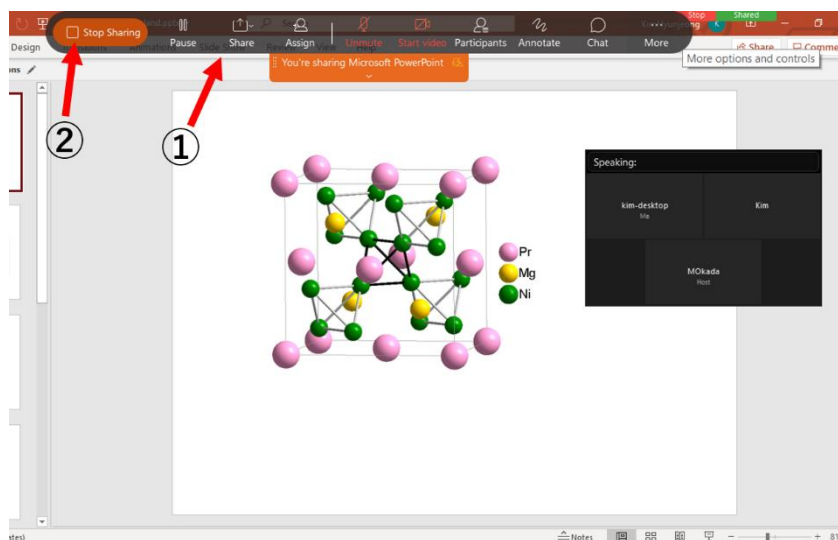


Figure 9

5. Unmute your microphone and start your slide show. During a slide show, if you move the mouse cursor to the top of the screen, a helper bar will appear (① in Figure 10).

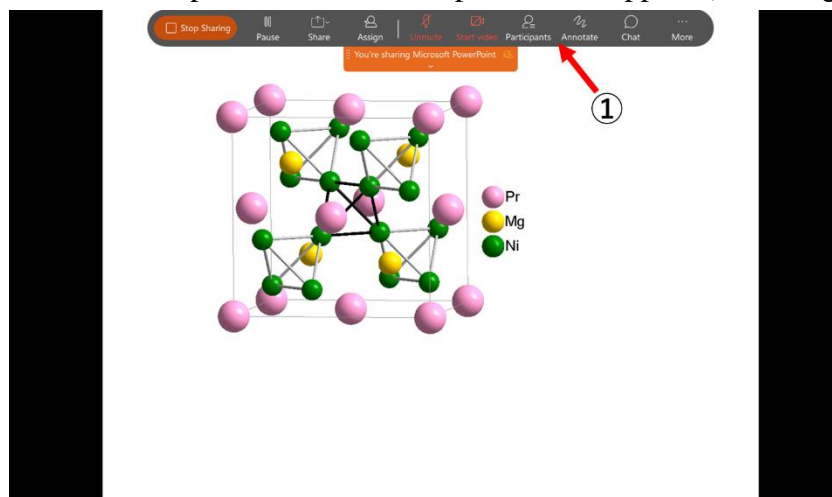


Figure 10

6. When you have 5 minutes left, the session chair will give you a cue or signal to wrap up your talk. Please have a 3~5-minute Q&A session at the end of your presentation. Questions and comments will be posted on the chat board during or after your presentation. In some cases, questions and comments may be made vocally when the Q&A session starts.

7. After the Q&A session, click the orange **Stop Sharing** button (② in Figure 11) and mute your microphone.

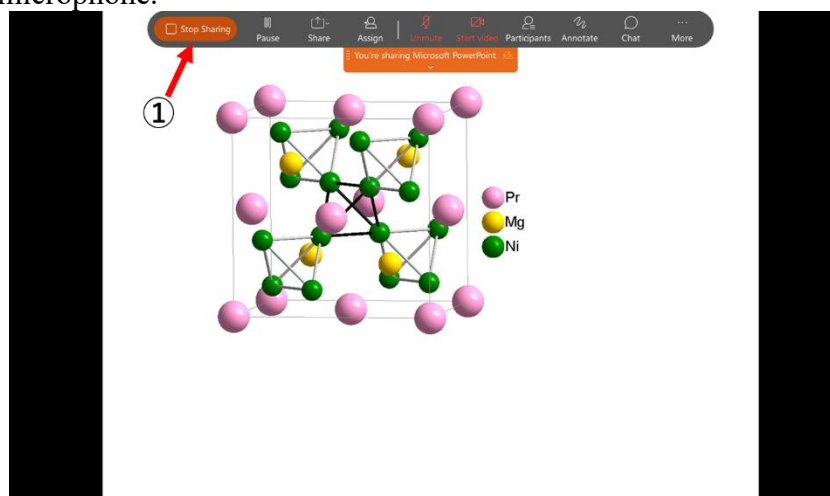


Figure 11

It is important that sessions begin and end on time to keep the symposium running on time. Please do not run over your time slot. Please cooperate with the session chair to keep the session running smoothly.

Connection TEST Meeting for the ISS2021

An email invitation for a connection test was sent to you on November 9, 2021. From **November 16 to 18, 2021**, you can enter the test meeting room anytime from **6:00 to 21:00 (Japan Standard time)**. The meeting number (access code) and the meeting password will remain the same for three days. Share your presentation and check the sound volume. The room is not exclusive; therefore, participants in the same room can see your presentation. If possible, form a group of two or more and crosscheck the connection; however, do not use the room as a rehearsal stage for your presentation.

Applicants for the ISS2021 Encouragement Award

It is important that the applicant for the ISS2021 Encouragement Award give a presentation by him or herself.

If you have any questions, contact us by email at info@iss-secretariat.org