

IIW2022 International Conference on Welding and Joining Instruction for Oral Presentation (Physical)

1. Overview of the Conference

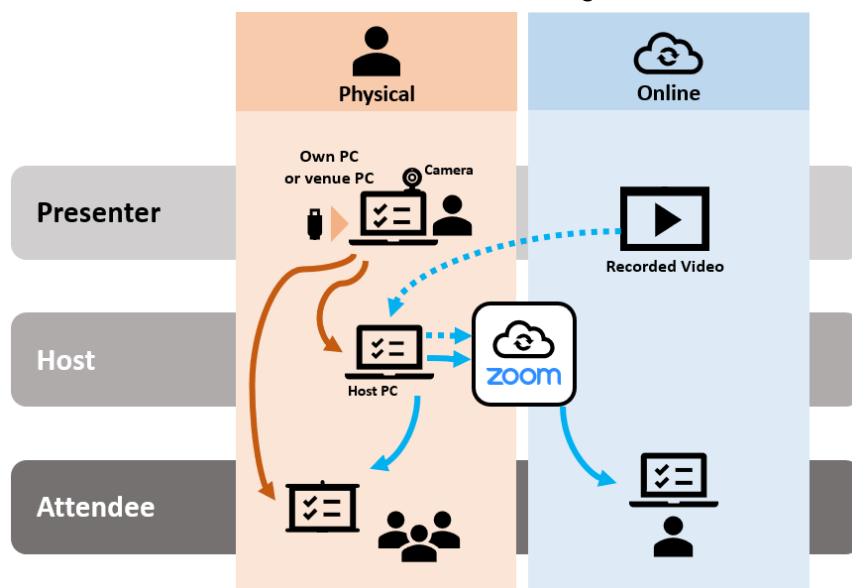
The Conference will be held in a hybrid format with both on-site and virtual.

<Schedule>

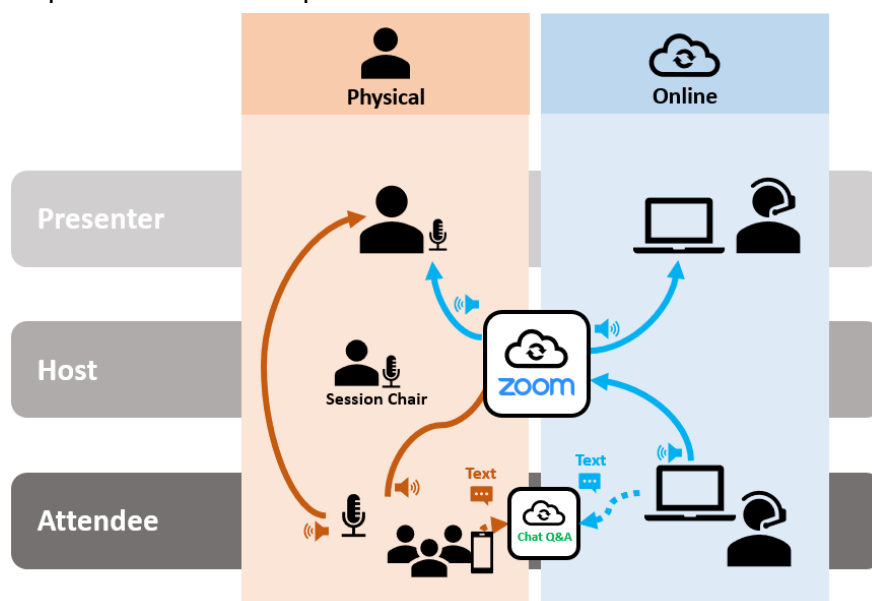
17-18 July
After Conference

International Conference in both venue and online live streaming.
The recordings of the live streaming will be broadcast for about 1 week in the virtual platform.

- **Presentation:** Both in-person and remote presenters will attend lively. The presentation at the venue will show both to the screen in the room and shared to the Zoom meeting.



- **Live Q&A:** Both in-person and remote attendees will ask questions verbally to both in-person and remote presenters. The Q&A will be streamed in Zoom.



2. Preparing for Presentation (before your departure to the venue)

- If your presentation data includes movies and/or sounds, please inform the Secretariat by 11 July, 2022.
- Please make sure that your PC has the followings:
 - Camera and microphone. If it does not have any, please bring the external device.
 - HDMI cable plug. The projectors are connected to computers via a HDMI cable. If it does not have any, please bring the necessary adaptor.
 - USB cable plug. If it does not have any, please bring the necessary adaptor.
- If you do not bring your own PC, please bring your presentation data on a USB memory stick. The presentation data should be in Windows format.
*No Macintosh PC is prepared in the session room. If you must use it, please bring your own PC.
- If your PC has any restriction in internet access and will not access the venue WiFi, please bring your own internet access device.
- Even if you bring your own PC, please also bring the backup data of your presentation in the USB memory stick.

3. Before the Presentation (at the venue)

- All speakers are requested to check in at “Registration Desk” no later than 8:30 am of the session day. Registration Desk is located in a lobby on the 1st floor and will be open during the following hours;

Sunday 17 July	8:00 - 18:00
Monday 18 July	8:00 - 18:00
- In order to ensure that the program runs smoothly, all speakers are requested to arrive at the session room and inform the conference staff at least 20 minutes before the session starts.
- If you bring your own PC and share the presentation file, the technical operator will setup your PC before the presentation. When the presentation just before your presentation starts, please come to the operation desk in the session room and submit your PC to the operator. Please unlock the screen saver or deactivate the screen lock out option before you submit your PC.
- If you bring your presentation data on a USB memory stick and save in the venue PC, please arrive in the session room and check on the presentation data in the venue computer before the session starts. So, please come to the session room during the lunch/coffee break.

4. Time Allocation for Presentation

- Keynote Lectures are allocated 30 minutes including 30 minutes presentation and no Q&A/discussion.
- Oral Presentations including invited lectures are allocated 25 minutes including 20 minutes presentation and 5 minutes Q&A/Discussion. Questions are accepted not only from the participants at the venue, but also by the remote audience.

	Presentation	Q&A/Discussion	Total
Keynote Lecture	30 minutes	No	30 minutes
Invited Lecture	20 minutes	5 minutes	25 minutes
Oral Presentation	20 minutes	5 minutes	25 minutes

***Caution (Bell) for Oral Presentations**

After a lapse of . . .	Caution	
17 minutes	Once	Warning
20 minutes	Twice	End of Presentation
25 minutes	3 times	End of Q&A/Discussion

*No caution for Keynote Lectures

5. After Presentation

- Questions from the remote attendees will be posted online in the chat system, which is accessible in the virtual platform. Please access to the virtual platform page and answer the questions.

6. Equipment for Presentation

- Session room is provided with Windows laptop computers with LCD projector on which Microsoft PowerPoint is installed.
(OS: Windows 10 / Software: Microsoft PowerPoint 2010, 2013, 2019).
- All presentation files will be removed from the venue PC after the session finishes.