

## The 75th IIW Annual Assembly and International Conference Instruction for Working Units (Physical)

### 1. Overview of the Working Units

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

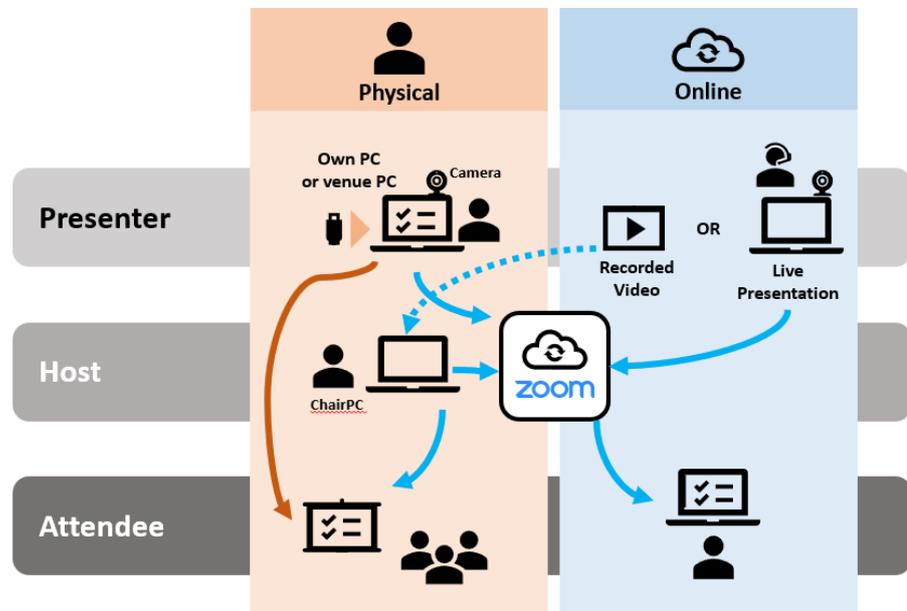
<Schedule>

**19-21 July**  
**After Session**

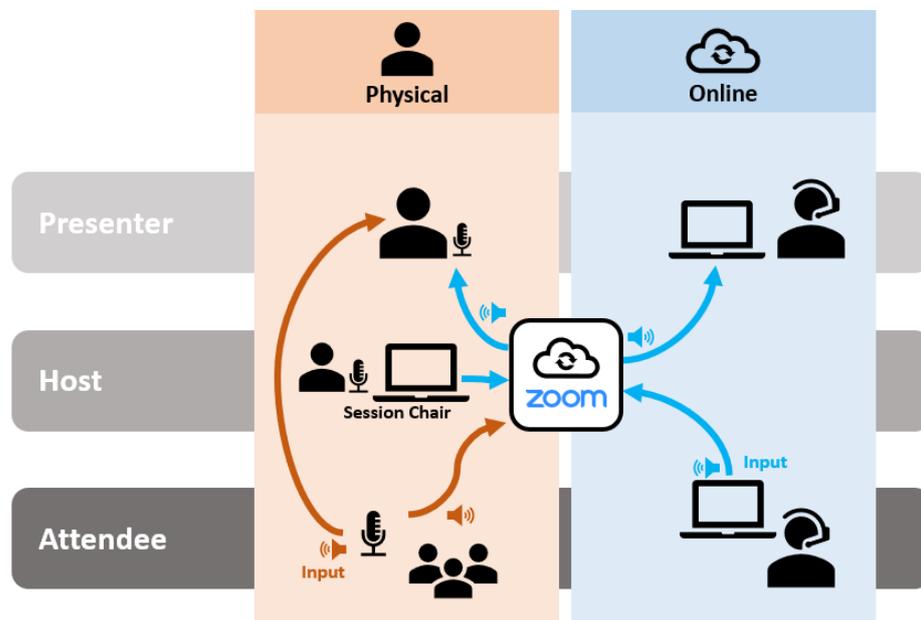
Working Units in both venue and online live streaming.  
The recordings of sessions will be broadcast for about 1 week in the virtual platform.

- **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)**

- 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. On the Presentation Day (at the venue)**

- 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 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. 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.

## **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.