



For chair and presenters of Main Hall event (Webinar)

20 min. before

Log in from the URL emailed beforehand to be a “Panelist” [1].

“Panelists” include chair, presenters, and timekeeper.

Presenters test connection in advance.

1 min. before

Main Hall (Webinar) is open to audience by timekeeper.

Talk session

Bell is rung by timekeeper.

1st bell : 20 min (5 min left)

2nd bell : 25 min (Finish and discussion starts)

3rd bell : 30 min (End)

Discussion

Questioner raises his/her hand.

Chair picks the questioner.

Timekeeper gives questioner permission to speak.

Chair closes talk if 3rd bell rings.

[1] Note: Plenary presenters and chairs must log in through the URL sent by e-mail in advance to be a “panelist”. Otherwise, you will be an audience and will not be able to present.