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.
1\textsuperscript{st} bell : 20 min (5 min left)
2\textsuperscript{nd} bell : 25 min (Finish and discussion starts)
3\textsuperscript{rd} bell : 30 min (End)

Discussion
Questioner raises his/her hand.
Chair picks the questioner.
Timekeeper gives questioner permission to speak.
Chair closes talk if 3\textsuperscript{rd} 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.