

The 9<sup>th</sup> International Symposium on Surface Science (ISSS-9)

**A note for chairmen (chairperson)**

**§0 Important notes**

- The zoom host is managed by the conference staff.
- The staff record presentations by the plenary and the invited speakers. The movie can be watched by participants until Dec. 5.

**§1 Tasks**

We wish your kind cooperation on the following issues in your session in charge.

- Supporting presenters technically
- Controlling Q & A
- Keeping the program in time
- Guiding audience to breakout sessions of the presenters
- Announcing information that are necessary for participants

**§2 Remarks**

§2.1 Instructions for the oral presentations

-All the oral presentations will take place at online rooms and in English.

-Presentation time

Contributed: 15 min(talk)+ 5 min(Q&A)

Invited: 35 min(talk) + 5 min (Q&A)

-Breakout session

Break time will proceed with breakout sessions to have more discussion with the speakers in their rooms.

§2.2 Instructions for the poster presentations

An online room will be offered to each poster presentation. The presentation style is flexible and the poster can be described with a slide show or with a movie. We wish the chairman to stop by the individual rooms in your session. Voting by the chairman will help selecting the Young Researchers' award.

We have recommended a presenter to prepare one screen poster that summarizes the research. We will plan to put the attached template on our website. This should help discussions with many participants and voting for the prize.

### §2.3 Online room address

The online address will be informed to an e-mail address of your registration.

It will be the Zoom address and link.

### §2.4 A note from the ISSP publication team

The chairperson may be asked to join the publishing committee of the conference papers as an Associate Editor.

## §3 Getting ready for a session

### §3.1 Online environment

Prepare the following items for using Zoom:

- Personal computer
- Webcam
- Headphones / Earphones / Speaker
- Microphone
- Internet environment that is suitable for an online meeting

### §3.2 Zoom

- You are able to install the Zoom app in your PC for free from the following page:  
[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
- A preview room of Zoom will be prepared during the conference. It is recommended to check the operation in advance, especially if you are the first-time user.
- It is of note that you can enter the Zoom meeting rooms from the web browser of ISSS-9. Please remember it in case you are unable to install the Zoom app.
- A simple Zoom test can be done from <https://zoom.us/test>.

### §3.3 Time Keeping

- Please track the presentation time and inform the speaker as necessary. You may need to tell the remaining time or timeout.
- Here is a useful timer for an online meeting:  
<https://ss.scphys.kyoto-u.ac.jp/person/yonezawa/contents/program/js/timer/latest/timer.html>  
One can put a timer in your background by a freeware, such as OBS virtualcam (<https://obsproject.com/>) by capturing the window.

## §4 Entering the Zoom meeting room

Please enter your session in charge at least 10 minutes before the starts.

Please check if all of your online instruments, *i.e.* speaker, microphone and camera, are working well. Then, enter each venue (Zoom Meeting Room) from the ISSS-9 webpage.

- Please spare enough time to connect to the lecture hall (Zoom Meeting Room)
- When the browser displays "Do you want to open Zoom Meetings?", Press "Open Zoom Meetings". If you want to participate from the browser, select Cancel once and then go to the screen "From the browser".
- On the next screen, press "Test Computer Audio" to test the speaker and microphone. Then, press "Join Audio on Computer".

### **§5 Preparing the session**

- 1) If the full screen is displayed when you join the session, end the full screen display.
- 2) Click icons for the participant and chat, display the "participant" and "chat" screens on the right side of the window.
- 3) Click icons for the microphone and camera "Microphone: ON (unmute), Video (camera available): Set to "ON".
- 4) Check your displayed name and set it as "Chair: Name (affiliation)". [Example: Chair: Mr. John Black (Vacuum University)].
- 5) The setting name and the affiliation will be displayed to other participants identically.
- 6) In the default setting, it changes to full screen automatically when participants start screen sharing. If it is switched to this mode, the "participant" and "chat" screens become invisible, being difficult to catch questions. The full screen display should be canceled for your task as a chairman.

### **§6 Managing the session**

- 1) At the beginning of the session, please remind the following issues to participants:
  - We restrict recording or capturing of the presentation.
  - To set their appearance as "ISSS-9 ID: Name (Affiliation)"  
[Example: Ken2021: Ken Abe (Univ. Interface)].
  - To turn off their microphone and video camera until Q & A.  
Question may be noted in a chat during the presentation.
- 2) Invite a speaker for presentation
- 3) Handle the presentation time (Please check §2.1)  
If exceeded the lecture time drastically, please urge them to end promptly.
- 4) Control Q & A  
Questions can be from participants with a symbol of "raising hand" or in an online chat.  
Appoint a questioner as appropriate and instruct to turn on the microphone and video for question.
- 5) When the specified time for Q & A has passed, announce the end of the presentation and move on to the next one.
- 6) At the end of a session, guide participants to the breakout session. We sincerely wish participation

of the chairman for discussion with speakers.

In case of major troubles, please contact the conference staff in the zoom session.

Thank you very much again for your kind cooperation.

If you have any question, please contact in the following e-mail:

Email: [iss9@jvss.jp](mailto:iss9@jvss.jp)