

# IEEE SMC Hiroshima Chapter IEEE IWCIA2021 Manual for Participation and Presentation

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## INDEX

Summary .....	2
1. Outline of the Workshop .....	4
2. How to Participate .....	5
2.1 URL for registration and participation in the workshop .....	5
2.2 Participation using ZOOM .....	5
2.3 Pretest speaker and microphone connections .....	6
2.4 Setting the participant display name .....	6
2.5 Auditor Notification .....	7
2.6 Discussion rooms .....	7
2.7 Other .....	8
3. Requests to all Presenters .....	9
3.1 Preliminary Confirmation .....	9
3.2 Setting of display name .....	9
3.3 Presentation .....	9
3.4 Discussion after the session .....	9
4. Requests to all Chairman .....	10
Appendix A. Guideline of image contents of IEEE IWCIA2021 (online) .....	12

## Summary

<To all participants> Please see Chapters 1 and 2, for details.

- Registration and registration fee payment are required for participation in IEEE IWCI A2021, including auditing. If you have not registered yet, please go to the website to register and pay the registration fee.
- The proceedings will be distributed to the participants online, and the booklet and the USB version will be sent to the participants by post later.
- Please turn off your microphone and camera when you attend a session.
- If you have any questions, please use the **"Raise Hand"** button. After that, the chairman will ask you a question. If you have a question outside of the time limit, please ask it in the discussion room.
- Please change your display name to **[Role]Name\_affiliation**.

Role:

Presenter -> [Presenter]

Chairman -> [Chair]

Assistant Staffs -> [Assistant]

Audience Only -> Not attached

- Both presentations, keynote speeches, and individual discussions will use the **breakout room**. To enter a room, click on the **Breakout Room** button and select a room.

<To Presenters> Please see Chapters 1, 2, and 3 for details. Appendix A for copyright guidelines.

- Please read through the guidelines in Appendix A and make sure that the content of your presentation conforms to the guidelines.
- Please be sure to add page numbers to your slides. This is necessary when referring to specific pages in questions.
- Presentation Time: 23 minutes (including discussion 5min)
  - Bells (-) 15 min, (- -) 18min, (- - -) 23 min
- Each presenter has 2 minutes after the presentation to change presenters and prepare the presentation of next. Please start the presentation according to the start time listed in the workshop schedule. (The start time will be announced by the chairman)
- Please be sure to enter the presentation room at least 5 minutes before the session starts. If you need to test the microphone, camera, or screen sharing, please use **connection test room**.
- Please turn on the microphone and camera during the presentation. Please follow the instructions of the chairman for discussion.

<To Chairman> Please see Chapter 1, 2, and 4 for detail.

- Timekeeping and bell ringing will be managed by an assistant staff.

- Please check if all presenters are in the room 5 minutes before the start of the session. If any presenter is not in the room, please inform the assistant staff who is in the room for the session.
- At the start time of presentation, please tell the presenter about the success or failure of the screen sharing, such as "The screen sharing has been completed, so please start your presentation."
- During the time for discussion, the questioner will indicate his or her intention by raising hand.

## 1. Outline of the Workshop

- Date: November 6-7, 2021
- Keynote Talk: “Nice data mining!”
  - Speaker: Prof. Ayahiki Nlimi (Future University Hakodate, Japan)
- Format: Online workshop using ZOOM

You will be asked to enter the main meeting room with your ID and passcode, and then enter the sub-rooms (breakout rooms) as needed, as shown in Figure 1. The sub-rooms are as follows.

  - Room A: Presentation
  - Room B: Presentation
  - Keynote Talk Room
  - [Session ID] Discussion: For questions and discussion for each session  
(example) [A-1] Discussion
  - [free] Discussion: Freely available discussion rooms
  - Test A, B, C: Please use for connection test before presentation.
  - Common room: Please use for interaction among participants.
  - Organizing Committee room (and help desk): For general questions about the workshop, please contact this office.

→ Waiting room for Keynote Speaker: [Staffs Only]

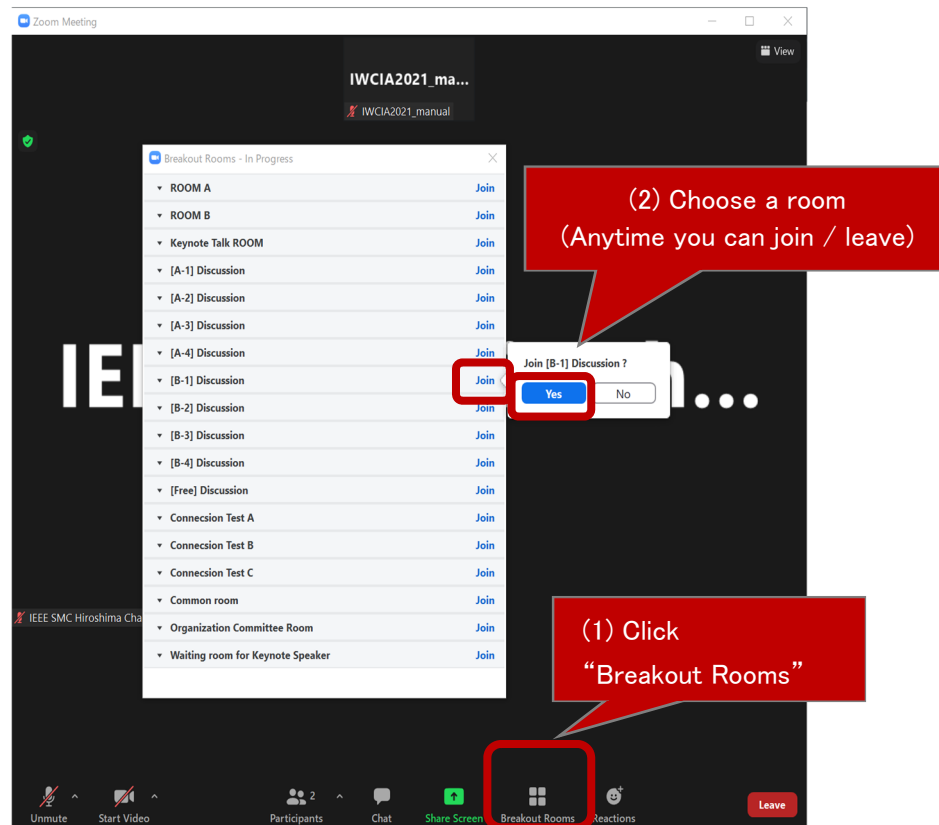


Fig. 1: Breakout Rooms

## 2. How to Participate

### 2.1 URL for registration and participation in the workshop

ZOOM online meeting system is used for this meeting. Please use the URL sent to your registered e-mail address after your registration to participate in the workshop.

### 2.2 Participation using ZOOM

[Requirements for participating in the workshop using Zoom]

- Access using a PC, with screen sharing of presentation software such as Microsoft PowerPoint.
- Connect the camera and microphone. Use of earphones is recommended to prevent howling.
- Connect to the internet with a stable connection (2.0Mbps or higher recommended).
- Satisfy the requirements for stable operation of Zoom

English: <https://support.zoom.us/hc/en-us/articles/201362023>

Japanese: <https://support.zoom.us/hc/ja/articles/201362023>

After fulfilling the above requirements, please access the URL in the invitation email directly with your browser.

Zoom does not need to be installed in advance, but if you are using it for the first time, you need to download the application software. Presenters are especially requested to connect and test the camera and sound system before the presentation. If you have been using Zoom, please update and use the latest version beforehand.

### 2.3 Pretest speaker and microphone connections

It is possible to test the video and audio (speakers and microphones) in advance. If you are using Zoom for the first time, please test the connection from Zoom's connection test (<https://zoom.us/test>).

Please refer to the reference page (<https://support.zoom.us/hc/en-us/articles/115002262083>) for the connection method. (Japanese: <https://support.zoom.us/hc/ja/articles/115002262083>)

If there is video content or other playback (when sharing audio from a PC), please refer to the reference page (<https://support.zoom.us/hc/en-us/articles/201362643>). (Japanese: <https://support.zoom.us/hc/ja/articles/201362643>).

### 2.4 Setting the participant display name

In order for the session chairperson to be able to identify the presenter/audience, the display name should be as follows:

**[Role]Name\_Affiliation**

(\* The display name can be changed even after connecting to the conference room. See Fig. 2.)

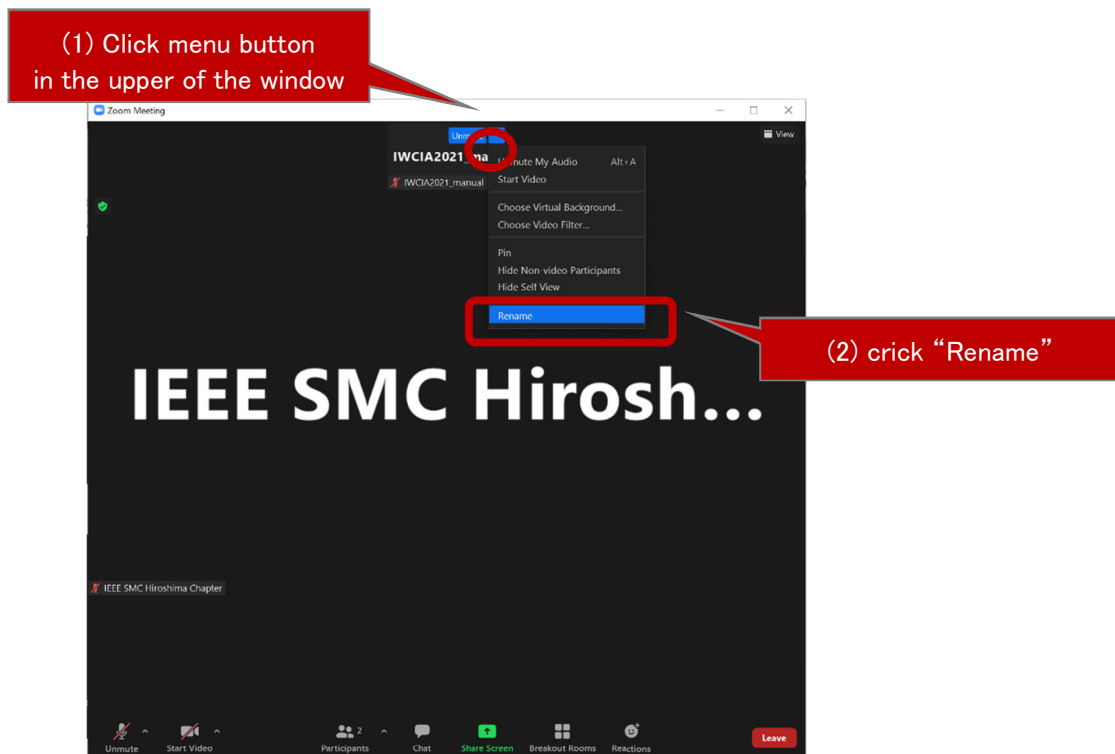


Fig. 2: How to change the display name

(example)      Presenter:      [Presenter] Taro HIROSHIMA\_[+++] University  
Chairman:      [Chairman] Hanako SAIJO\_[- - -] University  
Assistant Staffs [Assistant] Ichiro TAKAYA\_[///] University  
Audience Only    Jiro KAGAMIYAMA\_[+++] University

## 2.5 Auditor Notification

- (1) Audience members are requested to turn off the video image and mute your microphone. Please note that the administrator may operate the system.
- (2) If you wish to ask a question during time for discussion, please use the "Raise Hand" button (see Fig. 3 for instructions). Then, unmute the microphone as instructed by the chairman, and say your name and affiliation, and mute again when you finish speaking.
- (3) If you have any questions which cannot be answered during the session, or if you have any questions after the presentation, please try to discuss with presenters in the discussion room. The details of discussion room are explained in the next section.

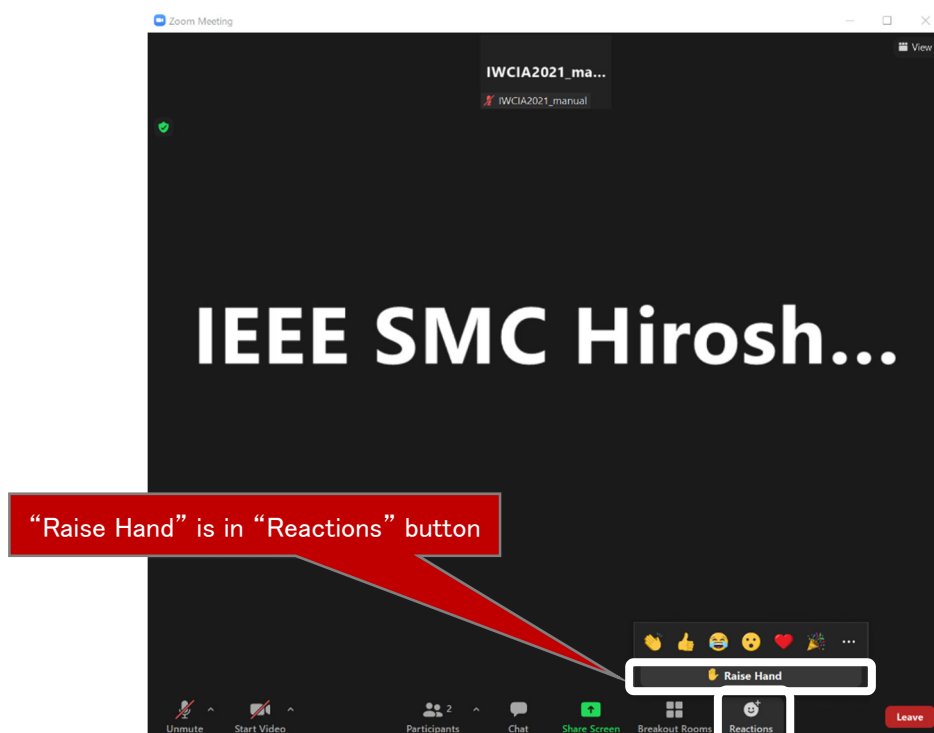


Fig. 3: "Raise Hand" button

## 2.6 Discussion rooms

Please use the discussion room to answer the remaining questions. The discussion room corresponding to each session is always open under the name of "[Session ID] Discussion". This room is independent from the presentation room, so you can have a separate conversation.

- Presenters are requested to wait in the discussion room during the break time after the session in which they have presented.
- Audience are free to enter the discussion room to discuss questions that were not completed.
- If more than one discussion is to be held in a room, please move to the [[Free] Discussion] room.

## **2.7 Other**

- It is expected that the author (first author or co-author) of the paper will make a presentation. Substitute presentation is acceptable, but please make sure to register and inform the Organizing Committee of IEEE IWCIA2021 ([iwcia2021@ml.hiroshima-u.ac.jp](mailto:iwcia2021@ml.hiroshima-u.ac.jp)) or the chairman.
- In order to protect copyright, please do not take photos, video recordings, or sound recordings during the online session.
- Please do not inform others of the URL for participation in the workshop. If a person who has not made registration enters the room, the administrator will remove him/her from the room.



## 3. Requests to all Presenters

### 3.1 Preliminary Confirmation

- Please read the **guidelines in Appendix A** at the end of this document carefully and make sure that the content you create is in accordance with the regulations.
- Please be sure to **add page numbers to the slides**. This is necessary when referring to specific pages in discussion.
- Please be sure to **enter the room at least 5 minutes before the session starts**.
- Please test the microphone, camera, screen sharing, etc. before entering the room, and prepare ZOOM in advance, as it will be downloaded at the first time you use it.
- Please note that using the presenter's tool or two screens in PowerPoint sometimes cause problems. Please make sure that they work properly before the presentation.
- If you have any trouble, please report it to us in the waiting room of the committee members, or contact us at [wcia2021@ml.hiroshima-u.ac.jp](mailto:wcia2021@ml.hiroshima-u.ac.jp) if you cannot access ZOOM.

### 3.2 Setting of display name

In order for the chairman and audiences to be able to identify the speaker, please set the display name to include the name and affiliation information as shown below. You can change the display name even after connecting to the conference room.

(example)            [Presenter] Taro HIROSHIMA\_[+++] University

### 3.3 Presentation

- (1) After the introduction by the chairman, please turn on the microphone and camera, share the screen, and start your presentation.
- (2) Presentation Time: 23 minutes (including discussion 5min)  
      Bells (-) 15 min, (- -) 18min, (- - -) 23 min
- (3) After the presentation, please show the appropriate screen and answer questions.
- (4) When the presentation and discussion finishes, turn off screen sharing, the microphone and camera.

### 3.4 Discussion after the session

- Please be sure to stay in the discussion room during the break time after the session to answer questions for some audiences who have other questions.

## 4. Requests to all Chairman

- (1) Please enter the presentation room 5 minutes before the session starts to check the participants. If there are any participants who have not entered the room, please inform the assistant staff who is in the room for the session as soon as possible.
- (2) Please change the display name. (example) [Chairman] Hanako SAIJO\_[- -] University
- (3) Please make an announcement 1~2 minutes before the session start time.
  - Introduction of session name and number of presentations.
  - Presentation time including discussion and Bell's explanation  
Presentation Time: 23 minutes (including discussion 5min)  
Bells (-) 15 min, (- -) 18min, (- - -) 23 min
  - Ask the audiences to set the video image to "off" and their microphone to "mute".
  - During the question and answer period, the questioner is asked to use the "Raise Hand" function. (Please inform them that this function is available also by clicking on "Participants" at the bottom of the screen.)
- (4) Please start the session at the start time.
- (5) Discussion time is after the presentation. Please ask the audiences if they have any questions. If there is a question from an audience member, the "Raise Hand" button will be pressed. The chairman will be informed by a pop-up window, and a **"hand mark"** will be shown in the list of participants (red box below).

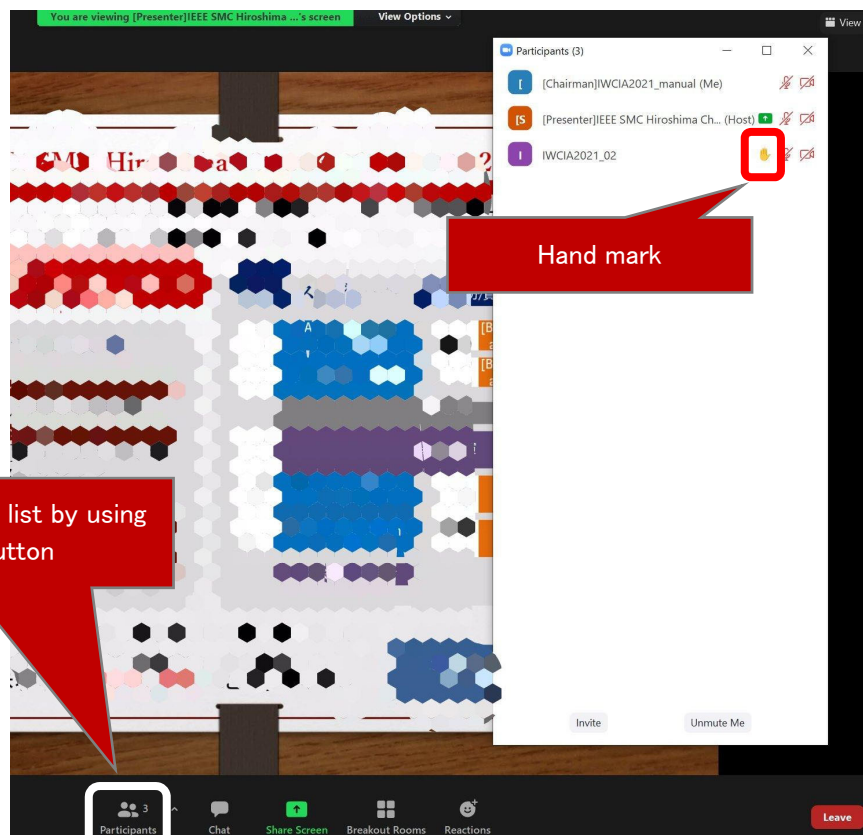


Fig. 4: "Raise Hand" button

(6) Session proceedings

Please conduct the session according to the program. If there is an absent presenter, **please wait until the scheduled start time of the session, instead of proceeding to the next presenter**, in consideration of the progress of other sessions.

(7) In case of any trouble, please report it in the waiting room of the Organizing Committee or contact [iwcia2021@ml.hiroshima-u.ac.jp](mailto:iwcia2021@ml.hiroshima-u.ac.jp).

## Appendix A. Guideline of image contents of IEEE IWCI A2021 (online)

(1) Please do not play any music (including copyright-free music).

If you need music, please contact the organizing committee ([iwcia2021@ml.hiroshima-u.ac.jp](mailto:iwcia2021@ml.hiroshima-u.ac.jp)) in advance.

(2) Please do not use photos or videos taken by others.

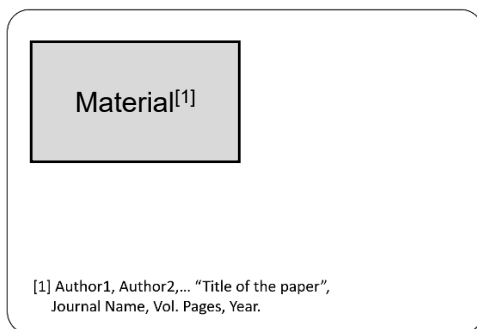
- It is not allowed to be used even if it is a "reference citation."
- Please do **NOT** use photographs or videos of shrines, temples, Buddhist temples, works of art, portraits of celebrities, or scenes from movies, even if they were taken by the presenter.

(3) Please observe the following "3 Requirements for Citation" for citing.

- Make a clear distinction between the cited part and other parts.
- In terms of both quantity and quality, the cited part is "sub" and the original part is "main".
- Clarification of exhibiting in accordance with practices

### Citation example (1)

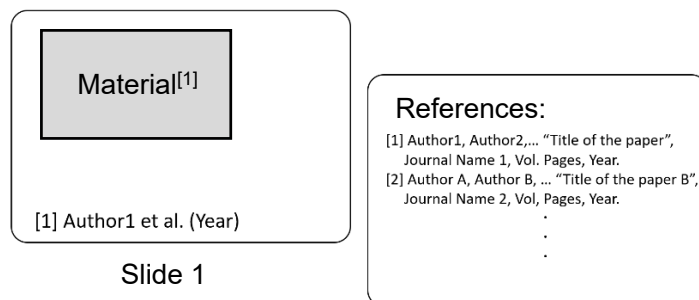
The citation is clearly indicated in the image content.



Slide

### Citation example (2)

The citation is clearly indicated in the image content and the cited references are displayed together on a separate slide, etc.



Slide 1

Slide 2

### Citation examples

(4) Please be careful when citing figures and tables directly from the references.

- In many cases, figures and tables are created by the publisher and it retains the copyright.
- It may not be possible to use the figures and tables for distribution simply by obtaining permission from the author.

(5) For book covers and pictures, please obtain permission from the publisher before using them according to the conditions.

(6) Even when "quoting" text, for example, in the case of "Reading Masterpieces," if the work to be viewed is the "main" work, judging from the subject-object relationship requirement of quotation (considering the quality rather than the quantity of quotations), please obtain permission from the author or publisher (rights holder) for all quotations, even if the number of lines quoted is short.

[NOTE] The copyright of the video content belongs to the presenter. Please note that the presenter will be held responsible for any infringement of the rights or interests of third parties caused by the content.