



APMC 2022

Instructions for Hybrid Conference

Updated on Nov. 12, 2022

Chapter 1: Operation of Sessions

1.1 Instructions for Session Chairs in Oral Sessions

- (1) Session Chairs should come to their session room or login to the Zoom Meeting **15 minutes before** the session starts. When you attend the session virtually, you should login to the Zoom Meeting from Whova web/mobile app. **All the oral sessions** are held using Zoom in **hybrid format**.

Each presentation time is as follows:

- ◇ **Workshops/short courses:** Please see the technical program.
- ◇ **Invited papers:** 40 minutes including Q&A
- ◇ **Special talks:** 30 or 40 minutes including Q&A
- ◇ **Regular papers:** 20 minutes (15 minutes for presentation and 5 minutes for discussions)

The assistant for the session will give a reminder to you at 2 minutes before the presentation ends.

- (2) **At least one of two chairs must come to the session room (in-person).** If you are an in-person chair, you can check virtual presentations and virtual attendees with the Windows PC in your session room, which is prepared for the session chairs.
- (3) If you are a virtual chair, the in-person chair supports you when in-person attendee asks a question.
- (4) You may find your chaired session (date & time) in the Whova web/mobile app, or in the APMC 2022 website. Each **Zoom Meeting link** can be found at the session information in “**Agenda**” of **Whova web/mobile app**. The Zoom meeting may be already running in the Windows PCs in session room.
- (5) Presentation format (in-person or virtual presentation) of each paper can be referred in the paper information in “**Agenda**” of Whova app/mobile app. Please note that speakers may change the presentation format, which is allowed in the APMC 2022.



- (6) Presentation will be followed by a 5-minute discussion (Question & Answer (Q&A) time). The length of Q&A will be determined by you, depending on the progress of the session. You should control the Q&A time so that each presentation does not exceed its assigned time.
- (7) Even if a paper is not presented by speaker (that is, no-show), please do not move up the next presentation. The rest of the presentation time slot should not be changed. Please keep the presentation to the allotted time slot.
- (8) In Q&A time, you can designate in-person attendees who wish to ask a question when they raise their hands physically. After that, you may designate virtual attendees who wish to ask a question when they raise their hands virtually with Zoom. At the same time, please check text-based questions in Chat of Zoom as well. You may designate a person who ask a question in the following order.
 1. Questioner who raises his/her hand in the session room
 2. Questioner who raises his/her hand in the Zoom Meeting room
 3. Questioner who enters his/her question in Chat of Zoom. Please read the text-based question.
- (9) All the speakers in oral session must make a live presentation (in-person or virtually) in real-time schedule (Japan standard time). **In case that a virtual speaker fails to make a live presentation due to some troubles and the session chair judges it is not possible for the speaker to make a live presentation, the session chair can play the speaker's presentation video instead of oral presentation.** The assistant will help you in this case.

* If the speaker submitted his/her presentation video in advance, the video file is copied in the Windows PC in the session room. If there is no video, the paper will be treated as a no-show.
- (10) You should remind all the in-person attendees to keep the following rules.
 1. **Wear the mask.**
 2. **Mute all the devices** even if the presenters use their own PC for oral presentation.
 3. **Use the microphone when all the presenters, chairs, and attendees speak**, so that voice is live streamed through Zoom.
- (11) If you find any troubles on a live streaming via Zoom, please contact the assistant in your session room immediately.

1.2 Instructions for All the Speakers in Oral Sessions

- (1) Speakers (presenting authors) must meet session chairs before the session by either of two ways: in-person at the scheduled session room, or online at the scheduled Zoom session room **at least 10 minutes before** the session start time. If you attend the session virtually, you can login to the Zoom Meeting from Whova



web/mobile app. **All the oral sessions** are held using Zoom in **hybrid format**. Zoom meeting link for each session will be found in the Whova web/mobile app.

Each presentation time is as follows:

- ✧ **Workshops/short courses:** Please see the technical program.
- ✧ **Invited papers:** 40 minutes including Q&A
- ✧ **Special talks:** 30 or 40 minutes including Q&A
- ✧ **Regular papers:** 20 minutes (15 minutes for presentation and 5 minutes for discussions)

The session chair will give you a reminder at 2 minutes before the presentation time ends. **The time is strict** and presentation exceeding the assigned time can be terminated by the session chairs to keep the session on schedule.

- (2) **All the speakers in oral sessions must make a live presentation in real-time schedule (Japan standard time) via Zoom, even in the session room.**
- (3) You may find your presentation session, date & time in the Whova web/mobile app, or in the APMC 2022 website. Each Zoom Meeting link can be found at the session information in "Agenda" of Whova web/mobile app.
- (4) **Pointing devices in the presentation software should be used for both in-person and online presentations.** When using PowerPoint, for example, the pointing device (laser/arrow) in the full-screen slide show can be changed by the shortcut key "Ctrl+L". **Do not use a physical laser pointer**, because it is invisible via Zoom.
- (5) **When you make a presentation, you must use microphone.**
- (6) Please prepare your presentation materials. Microsoft PowerPoint or Adobe Acrobat is preferable for the presentation tool.
- (7) Papers with no speaker (no-show presentations) will not be included in IEEE Xplore and IEICE Proceedings Series after the conference.

1.3 Instructions for In-person Presentations in Oral Sessions

- (1) Each in-person session room is equipped with an LCD projector with the aspect ratio of 4:3 and a Windows PC with Microsoft Power Point, Adobe Acrobat Reader and Zoom installed. Presenters can use either the prepared Windows PC or his/her own laptop. Presenters have to inform his/her preference to the session chairs before the session starts.
- (2) **Mute the microphones on his/her own PC and any mobile devices** in the session room during the session, because only the preset microphones are used in hybrid format.
- (3) **In-person speaker who wish to use the prepared Windows PC** must copy their presentation files via a USB flash drive into a folder on the desktop of the PC during the break time before the session. The filename should be as follows: if the



presentation number is "WE1-F1" and the speaker's name is "Suzuki," the filename should be "WE1-F1_Suzuki.pptx." The folder into which the presentation files should be copied is named after the session number, e. g., "WE1-F1".

- (4) **In-person speaker who wish to use his/her own PC** must check wireless internet connection in the scheduled session room before the session. Presentations are made using Zoom on his/her own PC with sharing presentation slides. Mute the microphones on his/her own PC, because only the preset microphones are used in the session room. Prepare the presentation data in a USB flash drive for backup.

1.4 Instructions for Virtual Presentations in Oral Sessions

- (1) Online speakers should check internet connections to the scheduled Zoom session room before the session starts. Also check the Zoom version is up to date. If the online presenters have problems with internet connections, the submitted video file may be played by the session chairs at his/her presentation time.
- (2) It is strongly recommended to check "sharing your screen" correctly works before the session starts.
- (3) Virtual speakers are recommended to use webcam and "start video" in the Zoom room during his/her presentation.

1.5 Instructions for Audience

- (1) You can attend workshops/short course, technical sessions, and/or related events, depending on your ticket type you purchased for APMC 2022. You can also login to the Zoom Meeting room from Whova web/mobile app. The virtual sessions you can attend depends on your ticked type as well.
- (2) When you virtually enter the session room of Zoom, please change your name immediately as described below (see section 2.2).
- (3) If you wish to make a question or comment during the Q&A time, please raise your hand physically in the session room or raise your hand virtually by clicking the "raise hand" button. After the session chair designates you, please talk with microphone at the session room or talk with switch on your microphone.



Chapter 2: Zoom Instructions

2.1 Zoom Software Download

- (1) Zoom is a virtual session room for APMC 2022.
- (2) Download Zoom: https://zoom.us/download#client_4meeting (PC client is preferred)
- (3) Zoom Meeting links of oral sessions will be provided via Whova web/mobile app. Please see the details on Whova in Chapter 4.
- (4) In Windows PCs prepared for speakers and chairs in session rooms, the Zoom Meeting will be set up before the session starts.

2.2 Zoom Instructions for Virtual Attendees

When you arrive Zoom Meeting room, please change your name immediately as follows.

- ✧ Session chair: **AA-FX_Chair_YYY**
- ✧ Presenter: **AA-AA-B_YYY**
- ✧ Audience: **Audience_YYY**
- ✧ Session assistant: **Assist_YYY**

AA-FX: Session code, **B**: Ordinal number in the session, **YYY**: Your name in English

Example1:

You are the session **chair** of **TH-F1** and your name is James C. Maxwell, then, please change as “TH-F1_Chair_James C. Maxwell”.

Example2:

You are the **third presenter** in session **TH-F1** and your name is Albert Einstein, then, please change as “TH-F1-3_ Albert Einstein”.

2.3 Zoom Instructions for Session Chairs

- (1) Please arrive at your room using the respective Zoom meeting link at least 15 mins before the session, if you are a virtual chair.
- (2) Rename yourself as described above.



- (3) The assistant may make you “co-host” so that you can share your screen when you want to present or help manage the session.
- (4) When the session starts, the assistant will mute the rest participants.
- (5) During the Q&A time, you can encourage audiences to “raise hand” to make a question.

2.4 Zoom Instructions for Speakers

- (1) Please arrive at your room using the respective Zoom meeting link at least 10 mins before the session, if you are a virtual speaker.
- (2) Rename yourself as described above. Appropriate rename is indispensable to set you as presenter in Zoom.
- (3) The session chair and/or the assistant will help test the share screen function of Zoom with you.
- (4) When the session chair let you a presenter, please share your screen and start your presentation.

2.5 Zoom Instructions for Audience

- (1) Please arrive at your room using the respective Zoom meeting link, if you are virtual attendees.
- (2) Rename yourself as described above.
- (3) Please mute your microphone during the session.
- (4) If you wish to make a question or comment during the Q&A time, please raise your hand virtually by clicking the “raise hand” button. After the session chair designates you, please talk with switch on your microphone.



Chapter 3: Whova Instructions

3.1 Whova Web/Mobile App

- (1) Whova is a hybrid conference platform for APMC 2022.
- (2) You can join the sessions virtually from Whova web/mobile app, easily access technical program (“Agenda” in Whova) and find the Zoom Meeting link.
- (3) You have two options to access the virtual APMC 2022.

- ✧ Whova web app (desktop browser):

https://whova.com/portal/webapp/asiap_202211/sign_in/

- ✧ Whova mobile apps:

App Store for iOS devices: <https://itunes.apple.com/us/app/whova-event-cse25/id716979741?ls=1&mt=8>

Google Play for Android devices: <https://play.google.com/store/apps/details?id=com.whova.event>

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3.2 Instructions for Login to Whova

- (1) If you do not have a Whova account yet, please click “Sign up here”. Please note that this is only open to registered attendees.
- (2) If you already have a Whova account, please sign in using your Whova account from Whova web/mobile app.

3.3 How to Find Zoom Meeting Link in Whova

- (1) If you sign in Whova, you can find “**Agenda**”, which includes all the technical sessions.
- (2) You can tap/click the session you wish to attend. If you find the Zoom Meeting link (video icon) of the session, you can easily join the Zoom Meeting room just by tapping/clicking the icon.
- (3) You have two options to watch the presentations in the session.
 - ✧ Embed Zoom stream into Whova web/mobile app
 - ✧ Open Zoom link externally from Whova web/mobile app

3.4 Instructions for Virtual Presentation in Interactive Forum

- (1) The Virtual Interactive Forum will provide an opportunity for authors to present theoretical or experimental materials interactively to participants with presentation videos.



- (2) **All presenters in Virtual IF must upload a recorded video file for each presentation** in the Whova. In Virtual IF, the recorded video is used for your virtual presentation.
- (3) Presenters can discuss with the participants in an informal manner and receive feedbacks intensively. At APMC 2022, technical discussions in the virtual IF will be made virtually in Whova web/mobile app. The technical discussions include text message type Q&A in Whova anytime during the conference.
- (4) You should periodically check the text message in Whova.
- (5) **In-person IF (Poster Sessions) at Conference Venue** (option)
 - ✧ To the Virtual Interactive Forum presenters, APMC 2022 provides space for in-person technical discussions using posters. Only the presenters who answered the questionnaire can use poster panels. The in-person poster sessions will **NOT** be held in hybrid format (neither live streaming nor video recording by Zoom).
 - ✧ In-person Interactive Forum (poster session) will be held at the Foyer in the conference venue. The two sessions TH-IF and FR-IF are scheduled in 14:15-15:45 on Thursday and Friday, respectively.
 - ✧ The paper list in each session can be found in the APMC 2022 technical program.

3.5 Instructions for Virtual Attendees in Interactive Forum

- (1) If you sign in Whova, you can find “Virtual IF” (Virtual Interactive Forum), which provides a virtual platform for all the video presentations. The Virtual IF is held in the virtual format only.
 - ✧ If you sign in using Whova web, you can find “**Virtual IF**” in “**Agenda**” menu.
 - ✧ If you sign in using Whova mobile app, you can find “**Virtual IF**” button in top page of mobile app.
- (2) You can tap/click the video presentation you wish to watch.
- (3) You can make a technical discussion with the presenting authors anytime using text-based Q&A (chat) during the APMC 2022 in Whova.



Chapter 4: FAQ

4.1 Session Chairs

(1) Q: A speaker did not come to my chaired session.

A: Please skip the speaker, but do not move up the next presentation. The skipped paper is treated as a no-show presentation.

(2) Q: A speaker shares the editing mode screen of PowerPoint with Zoom. He/she fails to switch the presentation slides to the full-screen slide show.

A: Please ask the speaker to make the screen as large as possible and start his/her presentation.

(3) Q: A speaker failed to share the screen and cannot start the presentation.

A: Just in case, a recorded presentation video copied into PC in the session room can be used, instead of the live presentation, if the presenting author submit the video in advance.

(4) Q: There are no (physical) laser pointers in the session room.

A: Please ask speakers in both in-person and virtual presentations to use the pointing device (laser/arrow) of PC in the full-screen slide show.

(5) Q: How do I know which presentation style the speakers choose, in-person presentation or virtual one?

A: The APMC 2022 provides the presentation format of speakers in Whova web/mobile app.

(6) Q: A speaker changed the presentation format from virtual (in-person) presentation to in-person (virtual) one. Are speakers allowed to do that?

A: Yes.

(7) Q: Can a speaker use his/her recorded video for oral presentation?

A: No. Recorded videos are used only for the backup purpose in case of trouble. Speakers must make a live presentation in real-time schedule.

(8) Q: I am an in-person chair. I cannot see who raise hand at Zoom Meeting room in Q&A time.

A: If one of two chairs virtually attend the session, he/she will support you. If both two chairs attend the session in the in-person style, either of two chairs should login to the Zoom Meeting room from PC in your session room and check the Zoom Meeting room simultaneously.

(9) Q: I am a virtual chair. I cannot see who raise hand at session room in Q&A time.



A: At least one of two chairs will attend the session in-person. He/she will support you.

4.2 In-person Speakers in Oral Sessions

(1) Q: Do I have to upload my presentation video in advance?

A: If you are a speaker in oral session, you do not necessarily have to upload a video, but it is recommended to upload the presentation video because the session chair will play it in case you fail to share your presentation screen with Zoom for some trouble.

(2) Q: I want to use my own PC for presentation.

A: Please see Section 1.3.

(3) Q: I planned to come to the conference venue in Yokohama, but I was not able to do that. I wish to make a virtual presentation.

A: You can make a presentation with Zoom. Before the session starts, please tell the session chairs that you change the presentation format.

(4) Q: Can I use my recorded video for presentation?

A: No. Video presentations are not allowed except in case of some problems. Please make a live presentation in real-time schedule.

(5) Q: I planned to make an oral presentation in the session room, but I got sick at the day. How should I do? Is my paper treated as a no-show?

A: Please ask co-authors to make a presentation in your place. If you cannot find another presenter, a session chair will play your recorded video if you submit the presentation video in advance. If there are no presenter and no recorded video, your paper will be treated as a no-show.

4.3 Virtual Speakers in Oral Sessions

(1) Q: Do I have to upload my presentation video in advance?

A: If you are a speaker in oral session, you do not necessarily have to upload a video, but it is recommended to upload the presentation video because the session chair will play it in case you fail to share your presentation slide with Zoom for some reason.

(2) Q: Do I have to turn on the webcam of my PC during my presentation?

A: It is recommended, but is not mandatory.

(3) Q: I planned to make a presentation virtually with the Zoom Meeting, but I was able to come to the conference venue. Can I make a presentation at the session room?

A: Yes. Before the session starts, please tell the session chairs that you change the presentation format.

(4) Q: I cannot find the Zoom Meeting link of my session.



A: Please first sign in Whova web/mobile app, which is a hybrid conference platform of APMC 2022. You will find the Zoom Meeting link (video icon) of your session in “Agenda”.

(6) Q: Can I use my recorded video for oral presentation?

A: No. Video presentations are not allowed except in case of some problems. Please make a live presentation with Zoom in real-time schedule.

4.4 Virtual Presentations in Interactive Form

(1) Q: If I do not submit my presentation video to Whova, what will happen?

A: Your paper will be treated as a no-show. Then, your paper will be removed from IEEE Xplore and IECE Proceedings Series.

(2) Q: Is there my assigned presentation time for Virtual Interactive Forum?

A: No. Your presentation video is viewed by virtual attendees anytime during the conference period. Please periodically check questions from virtual attendees and answer it using text messages in Whova web/mobile app.

(3) Q: I answered No (virtual interactive forum only) in the questionnaire, but I wish to present my poster at the conference venue. Can I do that?

A: No as a rule. This is because the number of poster boards is limited. If we have some spaces, you may be able to present your poster at the venue.

4.5 All the Attendees

(1) Q: How can I find the Zoom Meeting link?

A: Please first sign in Whova web/mobile app, which is a hybrid conference platform of APMC 2022. You will find the Zoom Meeting links (video icon) of sessions in “Agenda”.

(2) Q: In Zoom Meeting (virtual session), the voice from session room is unclear.

A: Please turn up the volume. If the voice is still unclear, please let us (session chairs or session assistant) know using text messages in Zoom.

(3) Q: The Zoom Meeting links of workshops/short courses cannot be found in Whova.

A: Please check your ticket type you purchased at the registration.

(4) Q: The Zoom Meeting links of technical sessions cannot be found in Whova.

A: Please check your ticket type you purchased at the registration.





Enjoy APMC 2022 !

