

Guidelines for Poster Presentations at TBME 2022

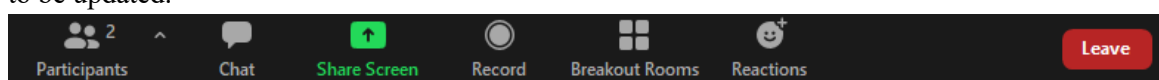
The poster presentation session will be held online via the breakout rooms feature of Zoom (*1, 2). Please ensure that you have installed the latest version of Zoom application software on PC.

*1 "Zoom" and the "Zoom logo" are trademarks or registered trademarks of Zoom Video Communications, Inc.

*2 Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session.

Guideline for presenters

1. The poster presentation session will be held in *Meeting Room D* from 14:10 to 15:10 (JST). The Zoom link will be informed by email *one week before the forum*. The Zoom link information is also available on the Forum homepage.
2. After entering Meeting Room D, click "Breakout Rooms" at the bottom of the Zoom screen. If the "breakout rooms" menu does not appear, the Zoom client software is not installed on PC or needs to be updated.



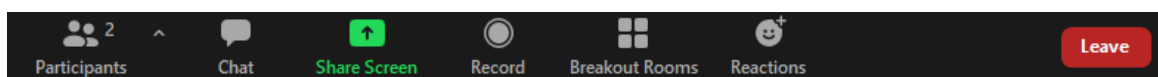
3. When the "Breakout Room" window appears, click on the "Join" button next to your presentation number to enter the poster room assigned for your poster presentation, and then please change your display name as follows:
"Presentation number: Presenter's name"
(For example, P-D-01: Taro Butsuzai)



4. After entering the poster number room, click "Share Screen" to display your poster file.
5. The poster presentation session will be held during 14:10-15:10 (JST). *The odd number posters will be presented at the core time 14:10-14:40 and the even number posters at the core time 14:40-15:10.* There will be no chairperson for the poster session. When it's time for your presentation, share your presentation file in presenter mode and have a discussion with attendees.
6. After you finish your presentation and discussion, please stop the sharing screen and press "Leave Room" at the bottom right of the screen and select "Leave Meeting".

Guideline for attendees

1. After entering Meeting Room D, click "Breakout Rooms" at the bottom of the Zoom screen. If the "breakout rooms" menu does not appear, the Zoom client software is not installed on PC or needs to be updated.



2. When the "Breakout Room" window appears, click on the "Join" button at the right side of the "exhibition and poster presentation No." to enter the poster room where you want to visit. After entering the room, turn on the microphone on your PC and then discuss with the presenter.



3. If you want to move to another poster, click the "Leave Room" button at the bottom right of the screen and click the "Join" button at the right side of the "exhibition and poster presentation No." to enter next room. Or click the "Leave Room" button at the bottom right of the screen, click "Leave Breakout Room" to return to the screen and then click the "Join" button at the right side of the "exhibition and poster presentation No." to enter next room.
4. Please click "Leave Meeting" to exit the poster room when you want to leave poster presentation room.