

RJUSE TeraTech-2021

9th Russia-Japan-USA-Europe Symposium on Fundamental & Applied Problems
of Terahertz Devices & Technologies

RIEC International Symposium

Instructions for session chairs

Times for each talk and discussion in minutes are as follows. Our staff will ring a bell when 3 minutes remain, time is up for the talk, and time is up for the discussion.

	Plenary	Invited	Contributed
Talk	45	25	10
Discussion	5	5	5
1st bell	42	22	7
2nd bell	45	25	10
3rd bell	50	30	15

Instructions for online session chairs:

1. Please login to the Zoom Meeting (<https://zoom.us/j/87673804463>) on your laptop PC before your section has begun.
2. Please mute your microphone and stop your video when you enter the Zoom meeting room
3. Please rename your ID as "Chair-Name-Affiliation" (e.g., Chair-Name-TohokuUniv.)
4. Please turn on your microphone and camera, and start the session.
5. The venue maintenance staff will ring a bell when there is 3 min remain for the talk and when times are up for talk and discussion.
6. In the Q&A part, please check the "raise hand" status of the ID "CONFERENCE VENUE" in Zoom at first. Questions from onsite participants will be pushed by our onsite organizers using this zoom ID. Then please check the "raise hand" from other online audiences and the chat board in Zoom.

Instruction for onsite session chairs:

1. Please login to the Zoom Meeting (<https://zoom.us/j/87673804463>) on your laptop PC before your section has begun.
2. Please mute your microphone and turn off your camera when you enter the Zoom meeting room
3. Please rename your ID as "Chair-Name-Affiliation" (e.g., Chair-Name-TohokuUniv.)
4. The venue maintenance staff will give you a microphone; please use it to start the session. Our venue camera will focus on you when you are speaking; you may also use the camera on your PC so that the online audience can see you from both the "Conference venue" zoom ID and your zoom ID.
5. The venue maintenance staff will ring a bell when there is 3 min remain for the talk and when times are up for talk and discussion.
6. In the Q&A part, please check "raise hand" or chat board in Zoom for questions from online audience and also check if someone participating onsite raises his/her hand.