

RJUSE TeraTech-2021

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

RIEC International Symposium

Instructions for presenters

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 presenters:

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 the video when you enter the Zoom meeting room
3. Please rename your ID as "Talk#-Name-Affiliation" (e.g., Mo2-3-Name-TohokuUniv.)
4. The chairman/our staff will call the names of all the presenters in the section by turn. Please respond when your name is called and test your PC (the microphone, camera, and screen sharing). After the test, please mute your microphone and stop your screen sharing and video, and wait for your turn to make the presentation.
5. When it is your turn to make the presentation, the session chair will introduce you to the audience. After that, please turn on your microphone, camera, and screen sharing to start your presentation.

Instruction for on-site presenters:

Please bring your own laptop PC to show the slides. In the venue, the HDMI is available for connection to the projector and broadcasting stream.

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 the video when you enter the Zoom meeting room
3. Please rename your ID as "Talk#-Name-Affiliation" (e.g., Mo2-3-Name-TohokuUniv.)
4. The chairman/our staff will call the names of all the presenters in the section by turn. Please respond when your name is called.
5. When it is your turn to make the presentation, the session chair will introduce you to the audience, then please give your talk. When you start the talk, please notice that:
 - a. Please **DO NOT** turn on the microphone on your PC, which may cause the howling of the venue's audio systems; Instead, the venue maintenance staff will give you a microphone.
 - b. Please **DO NOT** use a physical laser pointer, which the online audience cannot see; Instead, the venue maintenance staff will provide a mouse (you can also use yours if you already have one); then please choose the 'laser pointer' function on PowerPoint.