

Guideline for Presentation

PPT submission (by Nov 13)

- PPT should be submitted by e-mail directly if its file size is smaller than 10MB. If the file size is bigger than 10 MB, please use file transfer services.

PPT submission e-mail address : cjje2022@doc.kyushu-u.ac.jp

Deadline: **Nov. 13th, 2022**

- Acceptable presentation file is only powerpoint file workable on MS-office 2019 or pdf file. (.pptx)
- If you are submitting **PPT with voice**, the recording time should be **12 minutes or less**.
- The file name should be "PresentationNumber_ Presenter's name (Affiliation) .pptx"
ex) 1-2-O_Zhang Solidwaste(Circuler Univ).pptx

Pre-access of Zoom link (Nov. 15)

- Please visit the Zoom URL during pre- access period for the ZOOM connection confirmation.
9:00 -17:00 (Japan time) , 8:00-16:00 (China time) of November 15th (Tue)

ZOOM online room address is following

<https://zoom.us/j/99492192687?pwd=UnBJamNlbUJ2K3N2amZha0tuM0Z0dz09>

- Your name on Zoom should be Presenter's name (Affiliation) .
ex) Zhang Solidwaste(Circuler Univ)

Online presentation on the conference (Nov. 17-18)

PPT without voice

- ❖ ZOOM online room address is following
<https://zoom.us/j/99492192687?pwd=UnBJamNlbUJ2K3N2amZha0tuM0Z0dz09>
- ❖ Each presentation time is **15 minutes. (Presentation 12 min. + Q&A 3 min.)**
- ❖ The elapsed time of the presentation will be announced by the bell.
The 1st bell is 10 minutes, the 2nd bell is 12 minutes (end of presentation), the 3rd bell is 15 minutes (end of Q&A).
- ❖ Please connect to ZoomURL 10 minutes before the session starts.
- ❖ In general, the presentation will be canceled if you are not at the scheduled time. For smooth session management, please connect the Zoom room at the start time of your session. The chair will confirm your attendance before the session.
- ❖ Even if there is a cancellation, the subsequent presentations will be held as scheduled.
- ❖ Your name on Zoom should be "Zhang Solidwaste(Circuler Univ)".
ex.: Zhang Solidwaste(Circuler Univ)
- ❖ Turn off the microphone and camera after participating in the Zoom room.
- ❖ Please make a presentation, by operating Zoom including screen sharing by yourself. Turn on your microphone and camera during your presentation.

PPT with voice

- ❖ Kyushu University staff will start your ppt by operating Zoom including screen sharing, so you do not need to open and control your ppt file.
- ❖ After the presentation (12minutes), there will be Q and A for 3 minutes, so please turn on your mic to answer the questions.

Poster submission (by Nov 13)

- If your presentation is set to be poster presentation, the poster file should be submitted by e-mail directly if its file size is smaller than 10MB. If the file size is bigger than 10 MB, please use file transfer services.

Poster submission e-mail address : cjjc2022@doc.kyushu-u.ac.jp

Deadline: **Nov. 13th, 2022**

- Acceptable presentation file is only PDF file. (.pdf)
- The file name should be "PresentationNumber_Presenter's name (Affiliation) .pdf"
ex) 1-6-P_Zhang Solidwaste(Circuler Univ).pdf
- Poster presentation does not have oral presentation time and Q and A time.

Guideline for Participation

Online participation on the conference (Nov. 17-18)

- ❖ ZOOM online room address is following
<https://zoom.us/j/99492192687?pwd=UnBJamNlbUJ2K3N2amZha0tuM0Z0dz09>
- ❖ Your name on Zoom should be "Zhang Solidwaste(Circuler Univ)".
ex.: Zhang Solidwaste(Circuler Univ)
- ❖ Turn off the microphone and camera after participating in the Zoom room.
- ❖ Presentations by recorded voice are not permitted.