

To the presenters and participants of the 4th JAAL in JACET Convention

This online conference will be held using Zoom, so [please update to the latest version of Zoom before participating](#). For downloading and uploading the application please refer to the following site <https://support.zoom.us/hc/en-us>

1. To presenters (including co-presenters)

* The presenter's name should be displayed as [P: Name_Affiliation].

Example: P: Taro Yamada_00 University

*The presenter must enter the room 5 minutes before the presentation time and have a meeting with the moderator and the Zoom staff (students). If the presenter does not enter the room within 5 minutes after the presentation time, the presentation will be cancelled.

*Please be reminded that the presentation needs to be made in 20 minutes.

*Please refrain from recording your own presentation.

2. To participants

*Please write your name and affiliation when you participate.

Example: Taro Yamada_00 University

(You can change the Zoom name either just before or just after entering the room)

*As for Zoom, please refer to <https://support.zoom.us/hc/en-us/articles/360061811431-Allowing-participants-to-rename-themselves> for more information.

*Please join presentations on mute. When you want to talk in the Q&A after the presentation, please use the function "Raise Hand" and unmute after the moderator recognizes it. Please note that questions to the presenter will not be accepted in the chat.

As a general precaution, please observe the following points:

(i) Do not record the presentations. It is important to make sure that the audio-visual materials are not used for any other purposes. In the event of a problem with the audio-visual recording, please contact the organizer.

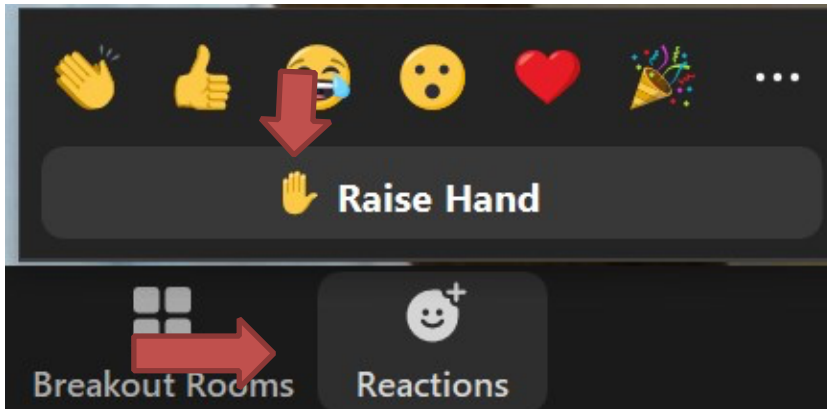
(ii) Please turn off the sound except when making a comment or asking a question. However, the camera can be on or off.

(iii) Please be punctual.

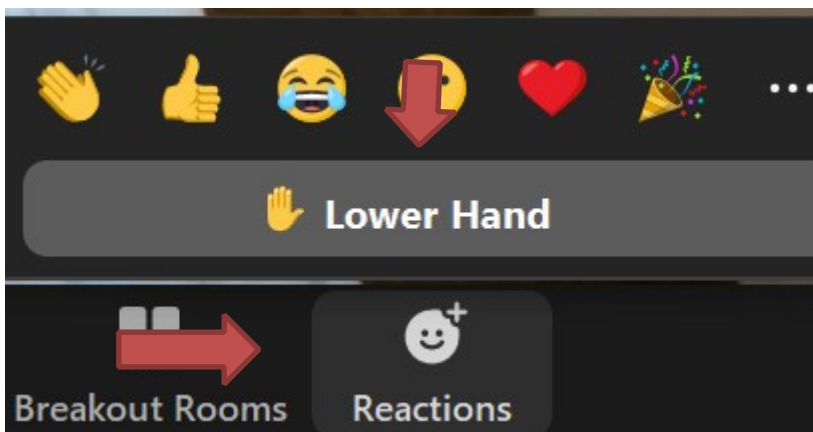
(iv) Please note that those who interfere with the presentation or do not follow the instructions of the moderator may be asked to leave the room.

How to use "Raise Hand"

(1) Click "Reactions" in the Zoom menu displayed at the bottom of the screen.



(2) After you have made a comment or asked a question, click the "Raise Hand" button again and lower the hand.



*If you wish to ask a question, please do not use the "response" function and "chat" function, or raise your hand on the screen, because there is a possibility that it will not be fully confirmed on the screen.

*Please limit the number of questions to one or two per person due to time constraints. Please understand that it may not be possible to respond to all questions due to time constraints.