To the presenters and participants of
the JACET Commemorative International Conference

This online conference will be held using Zoom and Remo, so please update to the latest version of Zoom before participating. You can also participate in the virtual space Remo by registering an account at the following website.

1. To presenters (including co-presenters)

*As stated in the "Call for Papers", only "online synchronous presentation" will be allowed. Please be sure to prepare for the " online synchronous presentation" as it is not allowed to play the recorded video on the day.

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

　　Example: P: Yamada, Taro_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 refrain from recording your own presentation.

***After the presentation, please use the "Exchange Floor" of Remo for further question and answer session and opinion exchange, by clicking on "Table XX [same number as the Zoom presentation room number]" on the same floor of Remo.**

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://app-story.net/zoom-renaming/ for more information.

*Please join presentations on mute. When you want to make a speech in the Q&A after the presentation, please use the function "Raise Hand" and unmute the speech when 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 or sound.

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 question. However, the camera can be on or off.
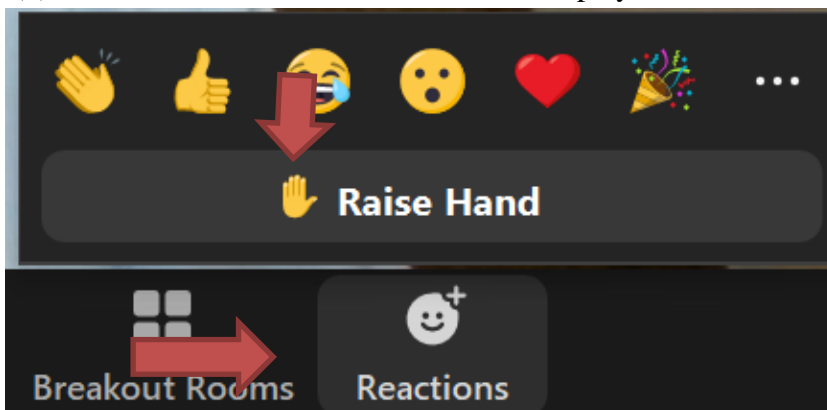
(iii) Please be punctual.

(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.
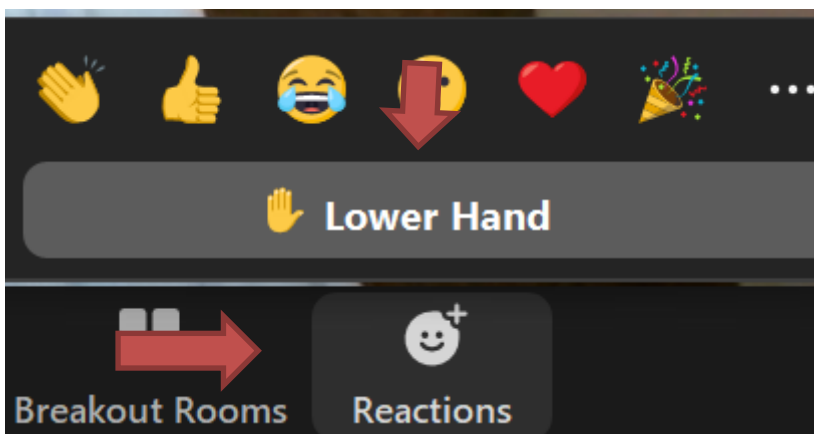
***Please use the "Exchange Floor" of Remo for further question and answer session and opinion exchange after your presentation.**

How to us "Raise Hand"
 (1) Click "Reactions" in the Zoom menu displayed at the bottom of the screen.

（2） As soon as the question is over, click the "Raise Hand" button again and lower the hand.

*If you wish to ask a question, please do not use the "response" 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.

Notes on the Q&A session at the symposium
*Please use only chat when asking questions in the Q&A session.
*Please note that due to time constraints, we may not be able to answer all questions.

Contact: convention@jacet.org