

General session guidelines 1/2

[Outline]

•Presenters should upload their presentation as a data file (either as slides with audio (MP4) or as slides with explanations (PDF)) on the meeting's website.

[Specifications of slides with audio (MP4 Video)]

Number of slides: up to about 10 slides, audio time: up to 10 minutes

Capacity: Up to 100 MB, screen ratio: 4:3 or 16:9

[Specifications of explanatory slides (PDF without audio)]

Number of slides: up to about 10 slides

Capacity: Up to 100 MB, screen ratio: 4:3 or 16:9

- Participants will be able to freely access the presentations throughout the duration of the meeting.
- A core time of 30 minutes will be set for each presenter. During the core time, presenters will hold oral discussions using Zoom.
- Discussions can also be held on the bulletin board attached to each presentation.

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[Discussions during the core time]

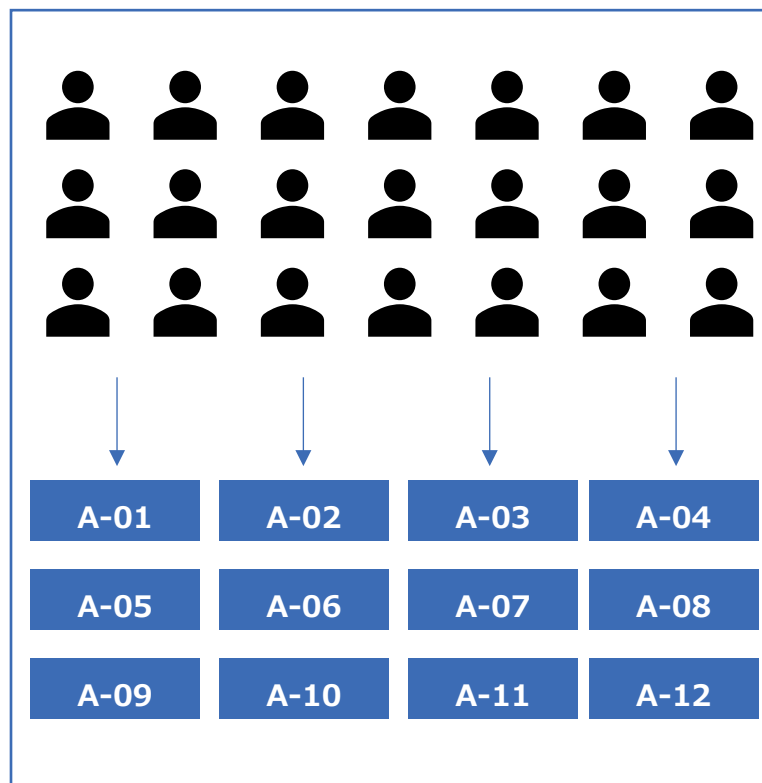
- Breakout room function of Zoom will be used.
- A Zoom meeting room will be organized for each research field (food chemistry, microbiology, organic chemistry, etc.). Within each meeting room, several breakout rooms will be organized where each presenter will have his/her own breakout room.
- Discussions between presenters and participants will be held orally via microphone.
- The organizing committee will end the Zoom meeting when the time is up.

[Visual image]

① For each research field, a Zoom meeting room will be organized. Participants will be able to select the room that they wish to enter.



② After that the participants enter a meeting room of their choice, they can further select a breakout room that they wish to enter.



[Presenters]

Presenters will automatically be assigned to their corresponding breakout rooms once they enter the meeting room.

[Participants]

Participants should first select the meeting room they wish to enter. After that, they can further select the breakout room that they want to join.

* Staff will be present in each meeting room. Please contact them if you have any concerns.

③ Presenters can share information using the share screen function, and oral discussions will be held with the participants.