

Guidelines for the general lectures

【Outline】

- Presenters should upload their presentation as a MP4 file (slides with audio) on the meeting website.
- 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.

preparation of presentation data

【Discussions during the core time】

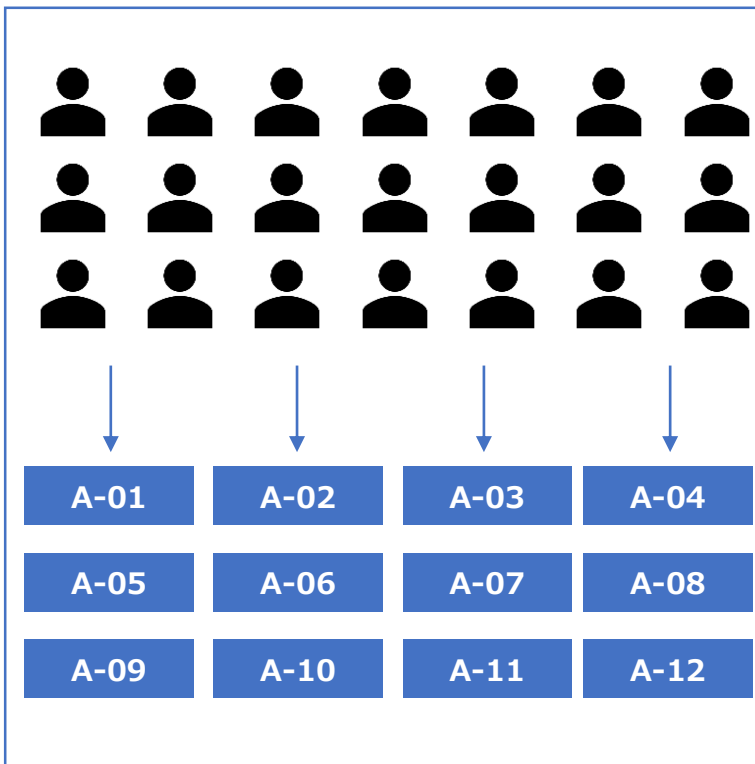
- Breakout room function of Zoom will be used.
- A Zoom meeting room will be organized for each research field (food chemistry, microbiology, organic chemistry, etc.). Within each meeting room, several breakout rooms will be organized for each presenter.
- Discussions between presenters and participants will be held orally via microphone.
- The organizing committee will end the Zoom meeting when the time is up.
- Please use "online virtual resting room", if you want to continue the discussion after the core time.

【Visual image】

- ① Zoom meeting rooms will be organized for each research field. Participants will be able to select the room they wish to enter.



② After the participants enter a meeting room, they further select a breakout room they wish to enter.



【Presenters】

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

【Participants】

Participants first select the meeting room they want to enter. Then, they can further select the breakout room 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.