Guideline for oral presentations

HCI2022 will be held in a hybrid format with on-site and on-line participation.

To secure smooth conference management, please read the following guidelines and prepare your presentations appropriately.

Essential information for the hybrid format

All oral presentations will be streamed on-line via Zoom.

The Zoom URL will be informed to participants via e-mail at least one day before the conference.

On-site participants should not connect to Zoom to avoid wi-fi and audio problems (e.g. accidental howling) at the venue.

On-line participants must turn off their microphones except for their talks and discussions.

Presentation time

Review Lectures : 40 mins + 5 mins discussion

Progress Reports : 25 mins + 5 mins discussion

Selected Talks : 15 mins + 5 mins discussion

*Note: The timekeeper will use bell sounds to signal the remaining time. The bell will ring as follows:

First bell : 5 mins left for the presentation

Second bell : End of the presentation and start of the discussion

Third bell : End of the discussion

YouTube channel (https://www.youtube.com/channel/UC1JV4d7OCpSfuAntXWb-RbQ)

Oral presentations will be recorded and uploaded to the HCI2022 YouTube channel.

The YouTube viewers will be limited to the HCI conference participants.

The presentation videos will be publicly available for one month after HCI2022.

If you have any problems on uploading your presentation video, please let us know.

Questions and Answers for YouTube viewers

We will use "Slack" for the questions, comments, and discussions for YouTube viewers.

The URL of Slack will be provided via e-mail from the organizer

Please check the corresponding channels after the oral presentations.

For on-site speakers,

On-site presentations will be performed by the conference computers managed by LOC to ensure trouble-free connection to Zoom and the venue audio. There will be no provision for speakers to use their personal computers under any circumstances.

The conference computers used for displaying presentations will be laptop PCs with Office 365. Only PowerPoint and PDF are available. **(*Please convert files created with Keynote or other applications to the pdf or pptx format.)** The following software will be installed on the computers for the presentations: MS Office PowerPoint for Microsoft 365 and Adobe Acrobat Pro 2020. We recommend presentation slides are prepared in the 16:9 aspect ratio.

Your presentation file must be sent to LOC via e-mail (hci2022@tmu.ac.jp) at least 24 hours before your scheduled time to allow verification and transfer to the conference computers. The files should be named with the program code and your family name followed by "code_name. xxx",

e.g.,   RL-1_Matsushita.ppt

           PR-14_Okada.pdf

           ST-3_Kimura.pptx.

After LOC receives your presentation file, you can check it on the conference computers. All speakers are encouraged to verify their presentations are working correctly on the conference computers during coffee breaks, lunch times, and other off-session times.

If you have any special requirements, e.g., concerning visual items, including movies or audio, please contact LOC (hci2022@tmu.ac.jp) in advance.

For on-line speakers,

The on-line speaker should share the screen of her/his computer during the presentation via Zoom.

Presentation slides should consist of large figures and texts, considering the audience at the on-site venue.

We request on-line speakers to prepare your best internet connection and check your audio tools, including the microphone, beforehand.

Contact

The LOC e-mail address (hci2022@tmu.ac.jp) is available for inquiries.