Outline

To organizers considering a [Hybrid Joint Research Meeting], for which participants can choose to participate either in-person or online

When a joint research meeting is held on site at RIMS just like any other regular research meetings and at the same time it can be participated online via zoom (delivering presentations in-person and/or online), we call such meetings [Hybrid Joint Research Meeting].

There are 3 types of Hybrid Joint Research Meetings;

1) Closed
2) Open to Public
3) One-way

1) [Closed Version] is the version to be operated with the utmost focus on the aspect of security on Zoom. This guideline booklet mainly explains this version.
   →Suited for Workshops of Joint Research Meetings at RIMS
2) [Open to Public Version] is to offer meetings with the Webinar feature of Zoom, in which the information of the meeting is openly provided to public. The URLs will be posted in websites in the internet and participants can join the meetings freely even on the day of the meeting.
   →Suited for Symposia of Joint Research Meetings at RIMS
3) [One-Way Version] is to offer simple view-only lectures using Webinar features of Zoom. No such detailed knowledges of Zoom operation is required to organizers.
   →Suited for any Joint Research Meetings at RIMS

The organizers are to consider which version is the most suitable for the Joint Research Meeting he/she is organizing.

This guideline is to explain mainly of the Closed Version. Open to Public Version and One-Way Version will be mentioned in Appendix with the comparison with the Closed Version.

In order to conduct a Hybrid Joint Research Meeting, the organizer needs to assume the online meeting operations along with the preparations for the regular in-person meeting at RIMS.

Especially during the meeting period, it is necessary to have at least one zoom operator who operates the Zoom PC at the in-person meeting venue and at least one camera controller who works on the video camera to shoot the lectures while they are giving talks at the venue.

Since more tasks will be expected on the organizing committees during a Hybrid Joint Research Meeting compared to a regular one, it is advised for the committee to have extra members and/or a person(s) who are familiar with Zoom operations in order to assure more stable and smooth operations.

(If it is difficult to have such extra members in the committee, it is advised to have the meeting in the One-Way version.)

<The equipment and settings at Room 420>

Ⓐ Rear Camera (+Small Front Camera) in Room 420=For Zoom broadcasting

Ⓑ Equipment to control Rear Camera

Ⓒ 1 or 2 laptop PCs for Zoom operators (should be provided by the organizer)

<Basic setups and operation of the equipment>
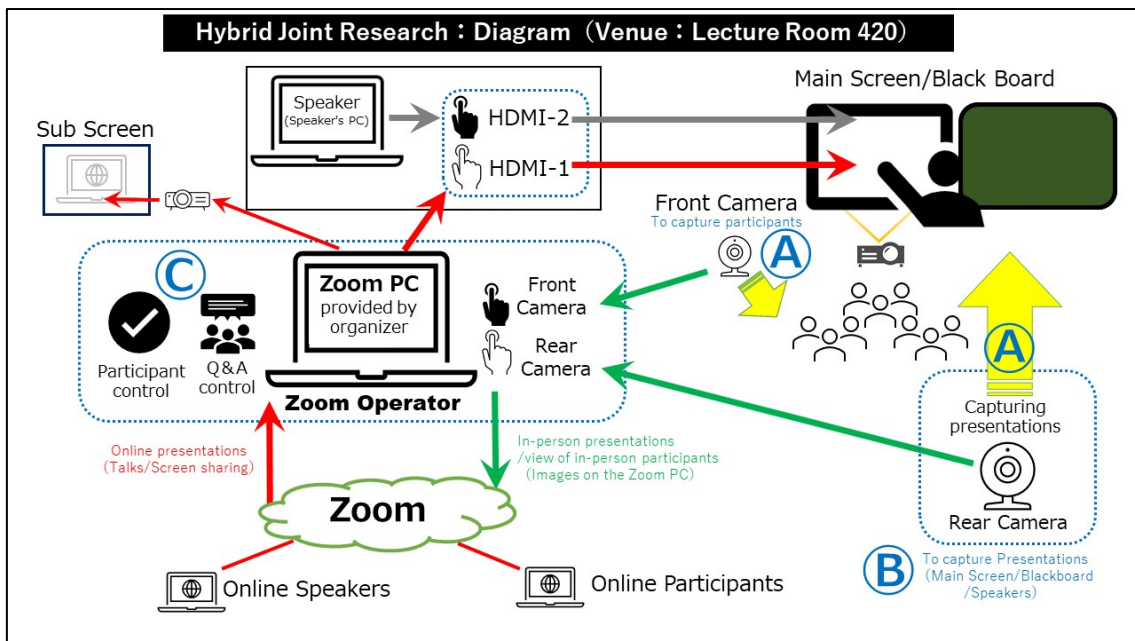
-Talks given in Room 420 are captured with the rear cameraⒶand streamed through the operations on the Zoom PCⒸ.

- Online speakers give their presentations online on Zoom, using features of Zoom such as Screen Sharing. At the in-person meeting in Room 420, the online presentations are projected on the main screen by the operation of Zoom PC.

-Ⓐand Ⓑare provided by RIMS. Ⓑis a camera control device to move Ⓐup and down and sideways. In order to capture the speakers and their presentation contents, the organizer is expected to have one camera controller to operate Ⓑ.

-The Zoom PC, which is provided by the organizer, will be connected to the network in Room 420 and set up to be operated. The organizer needs to have one or two Zoom operators to perform the following tasks.;

<Zoom operators' Tasks>

- Allowing participants waiting in the Waiting Room enter the meeting room (Only when the Waiting Room is available for the meeting).
- Controlling Q&A sessions, muting and unmuting online participants (at Q&A sessions)
- Switching front and rear camera (Switching back and forth between in-person and online presentations)
- Delegating co-hosts privileges to online speakers during their presentations

[The guidelines for Hybrid Joint Research Meetings]

RIMS Guidelines for Organizing Online Joint Research Meetings Using Zoom
Ver. 1.00

Joint Research Support Section,
Research Institute for Mathematical Sciences,
Kyoto University

The guidelines compile the procedure of a Hybrid Joint Research Meeting when a principal organizer holds a joint research meeting at the Research Institute for Mathematical Sciences (RIMS), distributing online at the same time the contents (both in-person and online talks) of the meeting.

The principal organizer is requested to study the possibility of organizing a hybrid joint research meeting based on the guidelines, communicating with the Joint Research Support Section at RIMS (by email or online meeting). The final judgment whether holding it hybrid is possible or not should be made <u>at least by 30 days prior to the day of the meeting</u>.

<u>The guidelines offer a standard model (with top priority placed on security) and therefore it is not our intention to prevent organizers from familiarizing themselves with the Zoom features and making changes as appropriate.</u>

Introduction

A paid account for Zoom is required to organize hybrid joint research meetings. For smoother administration of online meetings, the free version is not recommended as it is difficult to organize online meetings on the free version with many restrictions. For example, the duration of a meeting is limited to 40 minutes maximum, and having more than one host (who manage joint research meetings) is not possible. (The free version is, however, helpful to familiarize yourselves with the Zoom features.)

If you do not have a paid account, RIMS will prepare one. Follow the procedure, etc. indicated in the guidelines when organizing hybrid joint research meetings. (Up to 300-500 persons can join.)

If you own a paid account available, you may organize online part of the meetings at your own responsibility. Take an action as appropriate while referring to the procedure indicated in the guidelines, etc.

The hybrid joint research meetings in closed version explained here are basically "workshops." If the meetings are held openly as "Symposia" for which URLs to join the meetings are available to public, there is a possibility that irrelevant outsiders may disrupt online part of the meetings. (This problem is

known as Zoombombing.) **Thus, proper management of participants are required to avoid such problems.**

If you wish to hold a hybrid joint research meeting open to the public, be advised to consider One-Way version with Webinar feature.

[Please see the appendix attached at the end]

The specific procedure is explained below.

The details are provided in the two types (indicated in two different colors) of Zoom procedure manuals ("The Manual" here after), which are attached for reference.

Blue text: Refer to the host manual for details.

Red text: Refer to the guest manual for details.

Terminology, etc.

Organizer

Organizers have the overall responsibility for joint research meetings. In an online part of the meeting, the organizer will delegate the host privileges of Zoom to the Zoom operator(s) and have the Zoom operator(s) take over for the management duties for the online part (e.g., admission and removal of participants on the day of the meeting and designation of co-hosts). Organizers are responsible to know and identify prospective participants, sending out invitation emails, preparation of a final list of actual participants and editing of Kôkyûroku on their own responsibility, etc.

Chairs (chairpersons)

Chairs facilitate specific sections of a joint research meeting. Chairs work as a section controller of the in-person part of the meeting (Introducing speakers, Q&A control, etc.), and at the same time for the online part they lead and work with Zoom operators to manage the Q&A control and allow/mute participants online.

Zoom Operator 【① in Chart below】

A person who operates the Zoom PC, who has the host privileges delegated on the day of the meeting. With the instructions from the organizer or chairs, helps with the management task of allowing participants into the meeting room, delegating the co-host privilege to online speakers on the day of the meeting.

*When the Waiting Room feature is set available for the online part of the meeting, the management task of allowing participants into the meeting room from the Waiting Room will require considerable time and effort. Thus for the smoother operation of the meeting, it is recommended to have more than one operators to manage those and other tasks.

Camera Controller 【②】

A person(s) who is responsible to video-shoot the speakers giving talks in person at the meeting venue with a video camera. They control the image to be shot and distributed with the equipped controller.

Speaker On-site

Speakers who are giving talks in person at the meeting venue

Speakers Online 【③】

Speakers who deliver online presentations and lectures, using the share features of Zoom to display PDFs, PowerPoint images and/or any other files. It is also possible to project the actual blackboard/whiteboard with a built-in camera of the speaker. Speakers require host privileges (as co-hosts) of Zoom. Speakers are designated as co-hosts by the organizer.

Participants Online 【④】

A participant joins a meeting by starting Zoom on a PC, tablet, or smartphone. It is possible to join a meeting without a Zoom account. Participants are not allowed to speak out during a presentation (forcibly muted). In a Q&A session, a participant uses the (Raise Hand) button and obtains permission to speak from the chair before asking a question.

Hybrid Joint Research：Diagram（Venue：Lecture Room 420）
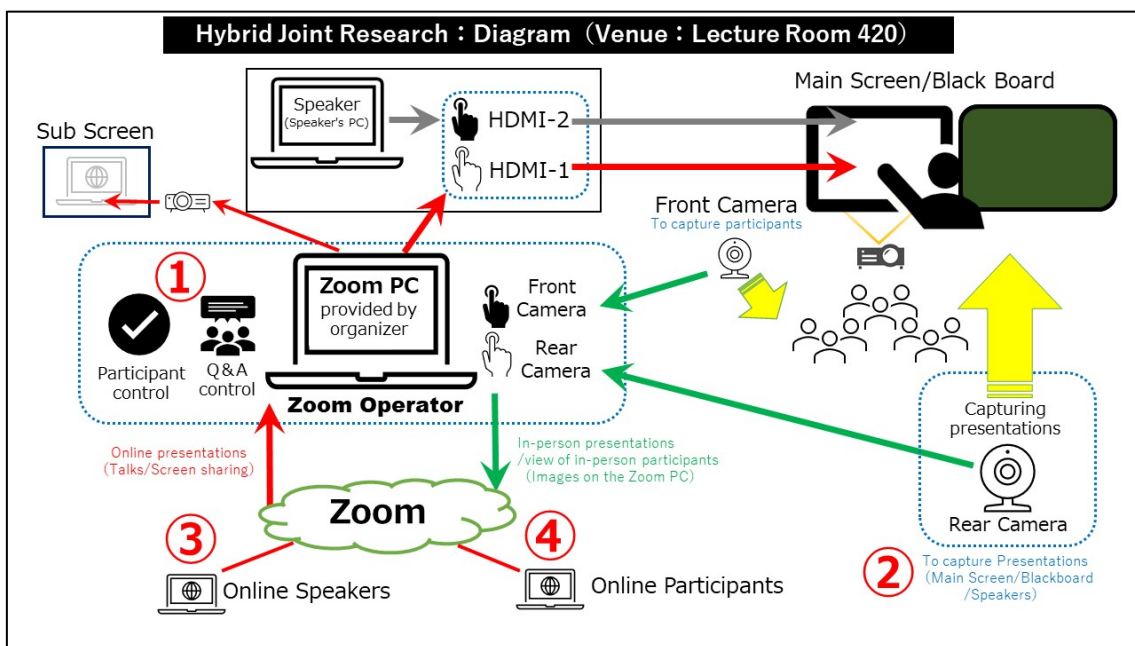
Who are hosts and co-hosts?

Hosts and co-hosts refer to persons who have management privileges on Zoom. The main management duties of hosts are as follows.

- Ending a meeting room (Only hosts can end a meeting room while only the RIMS staff can start a meeting.)
- Approving admission of participants and forcibly removing outsiders (Both hosts and co-hosts have these privileges.)
- Forcibly muting or unmuting participants (disabling or enabling their microphones) (Both hosts and co-hosts have these privileges.)
- Delegating host privileges to any other person (Only hosts have this privilege.)
- Designating any other person as a co-host (Only hosts have this privilege.)

Default setting for Zoom

It takes some time to understand the Zoom setting. At first, simply try the following setting recommended by RIMS.

The default setting for Zoom recommended by RIMS is as follows

- Disable the chat (private chat) and file transfer features.
- Disable the polling feature.
- Enable the screen sharing privilege only for hosts and co-hosts (organizers, chairs, and online speakers).
- Enable the annotation feature for screen sharing only for hosts and co-hosts (organizers, chairs, and online speakers).
- Disable participants to unmute themselves. (Enable this feature only for hosts.)
  For others, maintain the standard setting of Zoom.

* Organizers who are familiar with Zoom may change the setting as appropriate on their own responsibility. If a special setting is required, consult with us in advance.

The following sections explain the specific actions to be taken by organizers, chairs, speakers, and participants.

Organizers

The organizer must perform various duties as an overall manager. This section explains the specific actions to be taken and roles to be fulfilled in the time series, from making preparation to holding a meeting.

Overall schedule (from preparations to the day of a meeting)

0. What to do before the submission deadline of the documents for a research meeting (Deadline: 30 days before the meeting)

The organizer **makes preliminary arrangements** with the person in charge of the Joint Research Support Section at RIMS ("RIMS staff" hereafter) **by email or online Zoom meeting** at least 30 days before the meeting, which is the deadline to submit the required documents for a research meeting, and makes a final judgment to determine whether it is possible to hold a hybrid Zoom meeting for the joint research. The organizer submits **a joint research program (final version)** to the RIMS staff. The organizer confirms the contact information (email address), etc. of prospective participants and applicants.

1. Promptly after 0.

Based on the joint research program and documents submitted by the organizer, the RIMS staff will set up an online meeting as the online part of the hybrid meeting using the privileges of the paid account, and obtain an automatically generated URL for pre-registration for joining a meeting room.

The RIMS staff will notify the **organizer** of the generated URL for pre-registration.

2. After 1. until the previous day of a meeting

(1) The **organizer** sends out the URL for pre-registration and the joint research program to prospective participants by email (invitation).

[Note] Principal organizers are to assume responsibility for the confidentiality of URLs, IDs, and passwords. It is also strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).

(2) It is desirable that Organizer, Zoom operators, and Online speakers rehearse beforehand using a paid Zoom account of RIMS. The Organizer should make a request to the RIMS staff in advance for a rehearsal to be conducted in the same manner as that on the day of the meeting (as described in **3.**). The **Organizer** and the **Zoom operators** should test the host privileges to know how they work. **Online speakers** should rehearse checking the presentation methods available on Zoom.

(It is possible to rehearse on a free account with the limited features. It is, however, recommended to use the paid account of RIMS for the rehearsal.)

(3) Online participants must click the URL for pre-registration in **2.(1)** by the day before the meeting. After pre-registration (e.g., name, affiliation, email address) is completed, the URL (or ID and password) for the online meeting room for joint research is notified by email and on the next screen. Record the URL, etc.

[Note] Do not share URLs, IDs, and passwords with outsiders. It is also strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).

3. **On the day of a meeting**

(1) The online meeting room for the hybrid joint research will become available on a paid account. The **organizer** (chairs and Zoom operators) set up the Zoom PC which they bring in at the meeting venue and click the URL (or enters the ID and password) for the meeting room notified in **2.(3)** and waits in the Waiting Room until the RIMS staff approves his/her admission. Host privileges are delegated to the **organizer** by the RIMS staff. (Zoom operator will be the host.)

(2) On the Zoom PC the **organizer and Zoom operators designate necessary persons such as online speakers to be co-hosts** and **approves admissions of participants**, etc. **before the online joint research meeting starts**.

(3) Online participants (all participants) click the URL (or enter the ID and password) for the meeting room notified in **2. (3)** to follow the admission procedure. (Participants are admitted to the Waiting Room temporarily. They are admitted to the meeting room when the host approves their admission.)

(4) The **organizer and Zoom operators** manage the overall situation of the online part during the hybrid joint research meeting. The organizer is responsible for **checking on the names of participants in the Waiting Room**, **approving admissions** or **forcibly removing participants**, **designating other co-hosts** when chairs and online speakers are being changed, and **ending the online meeting room** (ending the online joint research meeting).

(5) Chairs and Zoom operators manage to facilitate the presentations delivered by online speakers and control Q & A sessions after each presentation, etc. Especially, Zoom operators are assumed to manage online participants. (e.g., unmuting participants who raise hands for permissions to ask questions).

(6) When the hybrid joint research meeting ends for the day, the **organizer or the Zoom operator ends the meeting room**. (Make sure to select [End Meeting for All] and report the end of the meeting to the Joint

9

Research Support Section at RIMS by email. (The Joint Research Support Section offers support until 17:00.)

(7) To hold a meeting on the following day, follow instruction in **3. (1)**

4.   **After the end of a joint research meeting**

The **organizer** is asked to submit lists of actual participants referring the data of both preregistered participants and on-the-day attendants (name, affiliation, position, email address,) offered by the RIMS staff. The organizer is asked to clearly mark on the list those who would fall into the categories as 'participants from foreign institutes', 'researchers aged 35 or younger', 'researchers aged 36 to 39', and/or female participants.'

*   Basically, the Joint Research Support Section at RIMS is not responsible for the administration of hybrid joint research meetings explained in sections in **3.** except for (1). During a meeting, **hosts (e.g., organizers [co-managers, including vice organizers], Zoom operators** and chairs) **are responsible for its administration**.

*   Note that host privileges can be delegated (from the RIMS staff to the organizer) only when the meeting room is open and that **host privileges are only effective during the meeting** and invalidated when it ends.

*   **If the Zoom meeting ends halfway through** (e.g., a host accidentally clicks the **(End)** button when leaving the meeting or the screen blacks out of Zoom PC due to a system failure), RIMS staff will open up the meeting room again. **Contact the Joint Research Support Section of RIMS (+81-75-753-7206: kyodo(at)kurims.kyoto-u.ac.jp) immediately.**

For details (e.g., how to send email to participants, how to designate Zoom operators, chairs and online speakers, etc. as co-hosts, how to approve admission or forcibly remove online participants), **refer to the host manual**.

Chairs and Zoom Operators

    Chairs and Zoom operators are designated as co-hosts by the organizer to control the section they are in charge of (management of facilitation, including introduction of speakers and Q&A).

    Especially the Zoom operators are responsible for Zoom operations for the hybrid joint research meetings, they are required to familiarize themselves with the Zoom features by thoroughly reading the applicable manuals.

    (When the Waiting Room feature is to be set for the online part of the hybrid meeting, it is recommended to have more than one Zoom operators in order to check the waiting participants into the meeting room smoothly.

Standard procedure to hold a hybrid joint research meeting (on the day of a meeting)

• **Example of facilitation of presentations and Q&A**

  * Organizers who are familiar with Zoom may change the settings or procedures as appropriate on their own responsibility.

 * Only the facilitation of Q&A for online talks is discussed here.

[0]   The **Zoom Operator (host)** clicks the **(Mute All)** button and unchecks **(Allow Participants to Unmute Themselves)** for all participants (except for the host) so that they cannot speak out freely.

[1]   The Zoom operator designate online speakers to be co-hosts right before the speaker starts his/her presentation.

[2]   Online speakers (co-hosts) unmute themselves when delivering a presentation.

[3]   While a speaker(in-person and online) delivers a presentation, the **Zoom operator** are responsible for managing the Zoom PC screen.

[4]   During a presentation, online participants are muted and cannot speak. The **Zoom operators** are also muted in principle.

[5]   When a presentation is finished, the **Zoom operator** unmutes him/herself and facilitates Q&A session upon instruction of the chair.

[6]   Online participants click the (Raise Hand) button to request to speak out.

[7]   The **Zoom operator** checks the status, unmutes the online participant (who asks a question) to speak out with the chairs' approvals.

[8]   The online speaker and in-person speakers will have Q&A sessions with the online participants.

→ When the question is finished, go back to [5]. (Move on to the next question.)
→ When the presentation ends, go back to [0].(Start the next presentation. →
        The Zoom operator designates the next online speaker as a co-host.)

For details (e.g., how to mute and unmute participants including yourself, explanation of the Zoom screen), **refer to the host manual**.

Online Speakers

Online Speakers are designated as co-hosts by the Zoom operator and deliver a presentation online to the Zoom audience (participants) using the share screen features and camera features of Zoom.
Regarding the presentation procedure on the day of the meeting, refer to the procedure written in the section for Chairs and Zoom operators above.

Presentations are conducted mainly in one of the two methods below.

(1) Deliver a presentation showing PDF and PowerPoint files using the share screen feature
(2) Deliver a presentation online while showing the image of the online speaker and the blackboard/ whiteboard, etc. using the camera of the speaker's PC

For details (e.g., how to use the share feature), **refer to the host manual**.

Online participants

Online Participants(all) pre-register following the instructions in the invitation email sent from the organizer and join an online joint research meeting by clicking the URL for the meeting room notified in a later email, etc. Join a meeting at an appropriate timing, referring to the program.
Register your real name when joining a meeting so that you are identified correctly.
In Q&A, click the (Raise Hand) button and wait before asking a question.

For details (e.g., how to join an online joint research meeting, how to register your name, how to use the Raise Hand feature when asking a question), **refer to the guest manual**.

<mark>**Rules that must be observed by all participants of an online joint research meeting**</mark>

- Do not share URLs, IDs, and passwords for hybrid joint research meetings with outsiders. It is also strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).

→ **Outsiders (third parties) may enter without permission and jeopardize the online joint research meetings by engaging in annoying behavior (e.g., activities irrelevant to joint research).**

→ **The use of an incorrect address may result in information leakage to third parties.**

- It is prohibited to record and store the videos and images of presentations, except for recording of presentations within the scope of personal use, etc. It is strictly prohibited to distribute such videos and images at locations that are accessible to many and unspecified third parties.
- Online speakers must exercise utmost care in handling of reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).

→ **Regarding handling of copyright, appropriate measures must be implemented in accordance with relevant laws and regulations.**

Finally, there are three requests to <mark>organizers</mark>.

1. Manage participants properly.
• **Note when inviting participants**
   Organizers must send an invitation email to prospective participants before a meeting. Please pay extra care not to send the emails to incorrect addresses. There have been many reports about incidents in which outsiders accessed online joint research meetings and disrupted administration.
   When sending invitation emails, make sure to ask participants not to share the information (e.g., URL, ID, password) with outsiders or via social media, etc.

• **Checking participants in the Waiting Room (to the extent possible)**
   Participants are sent temporarily to the Waiting Room at first when they click the URL for the joint research meeting (notified by an invitation email and a final email after pre-registration) until the organizer or a person with the host privileges admits them into the meeting room.
   The Waiting Room is set up to have chances to confirm those in the Waiting Room are actually the prospective participants, thus to prevent outsiders from entering the meeting room.
   When the number of participants is large (e.g., 50 or more), it may not be a practical task to identify each of them and give approval one by one. Although it is unlikely that outsiders could intrude the meetings when the standard pre-registration method of Zoom is taken, we advise to make the arrangements to the extent possible to have two or more co-managers [co-hosts] who have the privilege so that approvals are given properly to right participants, and thus intrusions of outsiders will be prevented.
   When there are many prospective participants (e.g., 50 or more), it will require considerable time to give approval to those in the Waiting Room. In such cases, the setting can be changed to the version in which participants are admitted directly without the Waiting Room feature. Consult with the Joint Research Support Section in advance.

• **Submitting a list of participants after an online joint research meeting**
   The organizer must submit a list of participants to the RIMS staff after the end of an online joint research meeting. (It is also necessary to identify and specify participants who are categorized as those from foreign institutes, young researchers, and female participants.) (The lists are to be reported to the Ministry of Education, Culture, Sports, Science and Technology.)

The organizer is asked to turn in the list of participants created referring the information of preregistered participants and on-the-day attendants (name, affiliation, position, email address,) provided by RIMS staff. The list must clearly specify participants who fall in the categories of 'Participants from foreign institutes,' 'Participants aged 35 or younger,' 'Participants aged 36 to 39,' and 'Female participants'. The list is to be submitted to the RIMS staff after the joint research meeting.

This does not require thorough surveys on the participants, and the judgements can be made based solely on the organizer's impressions.

2. Exercise utmost care in administration and be ready to cope with unexpected incidents properly.
The organizer are asked to give special consideration so that all relevant participants will observe the following points to prepare themselves for any possible contingencies in the hybrid meeting beforehand.

- **Do not share URLs, IDs, and passwords for meeting rooms** for hybrid joint research **with outsiders**. **It is also strictly prohibited to post** such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties **(e.g., websites, social media)**.
- If there is information leakage about the URL, etc. and outsiders log in during a hybrid joint research meeting, the organizer **must take appropriate action (e.g., remove such outsiders)**. Organizers **are expected to be familiarized with the Zoom features beforehand** to take actions promptly.
- It is prohibited to record and store the videos and images of presentations, except for recording of presentations within the scope of personal use, etc. It is strictly prohibited to distribute such videos and images at locations that are accessible to many and unspecified third parties.
- Online speakers must exercise utmost care in handling of reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).
- If a Zoom meeting is forcibly ended due to a problem, RIMS staff will open the meeting room again. Contact the RIMS staff immediately.
- RIMS is not held responsible for any problems that may arise during hybrid joint research meetings, except in cases where such problems are caused by failure of the Zoom account (paid version).

3. Consider and pay attention to the uniqueness of hybrid meetings .

Pay special attention to the followings on the day of the hybrid meeting:
- When participants at the venue also try to participate online using their note PCs during the hybrid meeting, it may cause technical troubles by creating howling sound. Please make sure the attending in-person participants are aware that they should not participate online at the venue. (Online presentations are planned to be projected on the sub screen)
- In-person presentations are captured by the rear camera and streamed on the Zoom. When it is desirable to have the visual materials with larger texts, charts and images, (writing on the black board as well), in order for the online viewer to have no trouble seeing them online on their screen.

* When an in-person speaker is only using his/her PC and not using the blackboard, he/she may access to Zoom in the internet and project their materials using the share screen feature of Zoom as the shared materials online may turn out more clearly to be viewed.

[Appendix 1]

Open Version and One-Way Version (Differences from the Closed Version)

◆ Open version and One-Way version are utilized with Zoom Webinar

Zoom Video Webinar (Webinar) is a feature of Zoom, which is customized to easily organize a Web Seminar (lectures). It is more like a lecture with a lecturer giving talk to the audience who attend to listen to the lectures than a seminar in which researchers interact with each other. Thus, it is easier to organize. Meetings in Open Version or in One-Way Version are conducted with Webinar.
In a Webinar meeting, participants are divided to panelists and audience. Audience are able to use only the limited features for participation and thus it is easier for the organizer to control the actions of the audience.
Moreover, with the preregistration feature of Zoom, organizers are able to collect information of the expected audience beforehand and thus be able to diminish the possibility of having irrelevant outsiders who may disrupt the online part of the meeting.
With these features, prevention of possible obstructions will be guaranteed to a certain extent, and it will enable the organizer to openly notify of the Joint Research Meeting by posting the information and the URLs on the websites. Thus, it is even possible to accept participants to join even on the day.
As explained above, Open Version enables for the organizers to conduct his/her Joint Research Meeting just as a regular Symposia which is open to public.
(Although we assume these operations to be adopted for RIMS Joint Research Meetings (Symposia), it can also be adoptable for workshops.

Webinar is also adopted in One-Way version, which is explained in the next section.

◆ In One-Way version, Q&A sessions are omitted and lectures are viewed only in one way. Thus, a hybrid meeting can be conducted without any knowledge of Zoom.

In One-Way version, images captured and streamed on Zoom are for view-only, and no special operations on Zoom is required to conduct a hybrid meeting. (No Zoom operators necessary)
Thus, the following tasks are NOT required.

➢ Managing online participants' admission (*When Waiting Room feature is available)
➢ Managing Q&A session for online participants (Checking the Raise-Hand feature and muting/unmuting the persons)
➢ Switching front and rear cameras (When switching between in-person and online talks)
➢ Switching co-hosts (Before and after an online talk)

Although One-Way version may be disadvantageous to online participants as they are not able to participate in Q&A sessions, it makes it easier for the organizer to conduct a hybrid meeting just like any regular in-person meetings.

*The followings are the only two additional tasks to be assumed;

➢ Switch to online when online talks start and switch back to venue camera images when done.
➢ Camera control tasks by the camera controller in the venue

(One-Way version is adoptable to both Symposias and workshops)

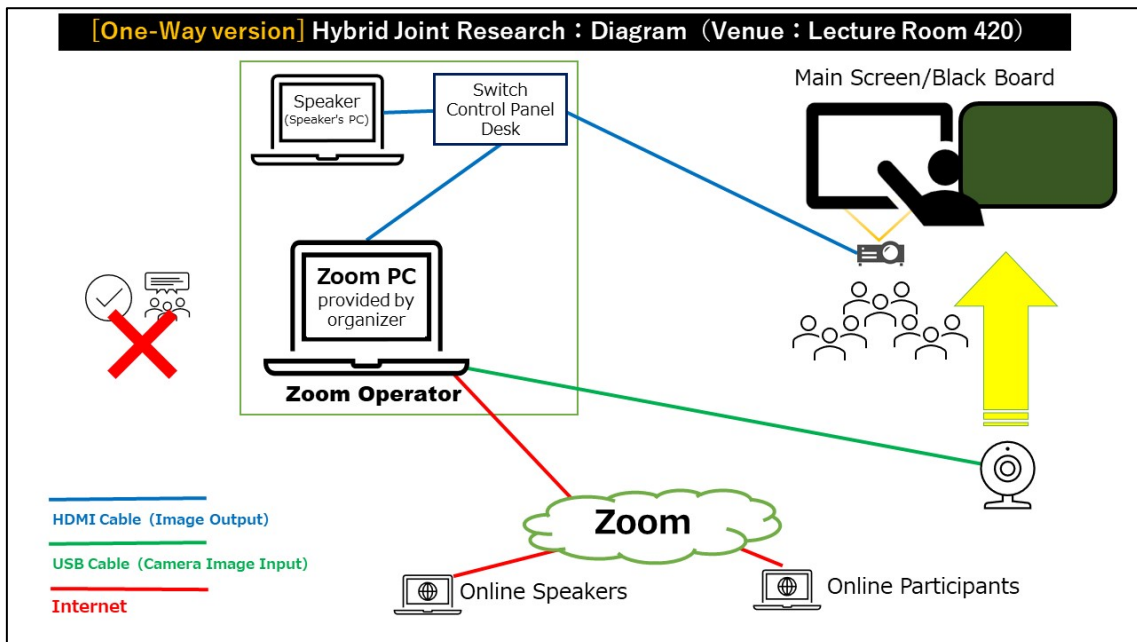See the diagram for One-Way version in Appendix 2.

[Appendix 2] **Differences: "Close /Open version" and "One-Way version"**

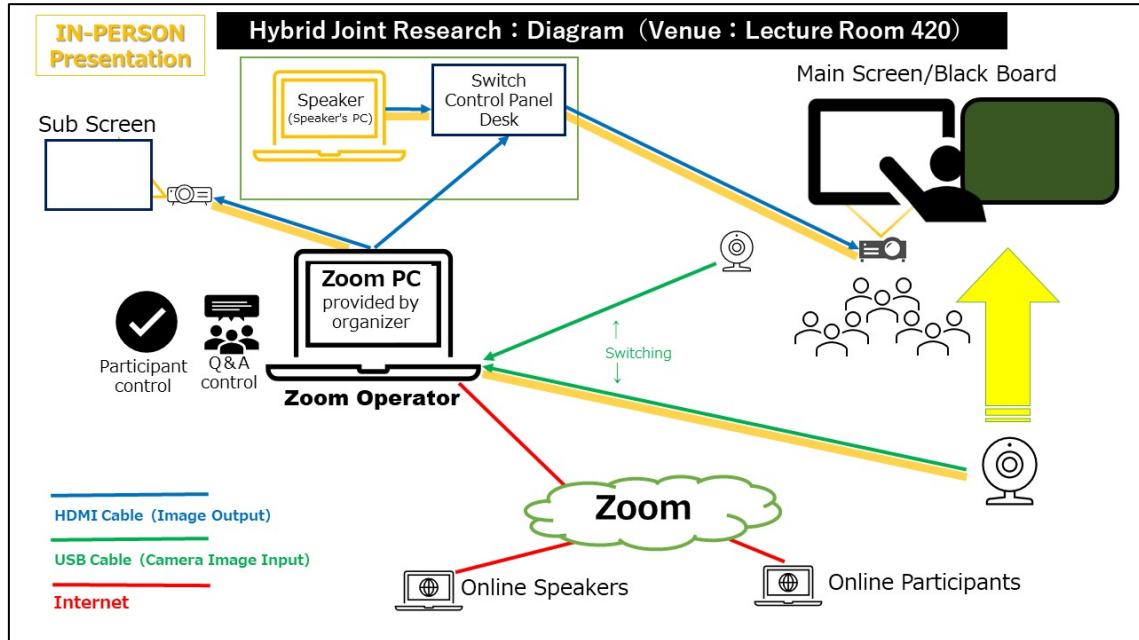● Close version/Open version
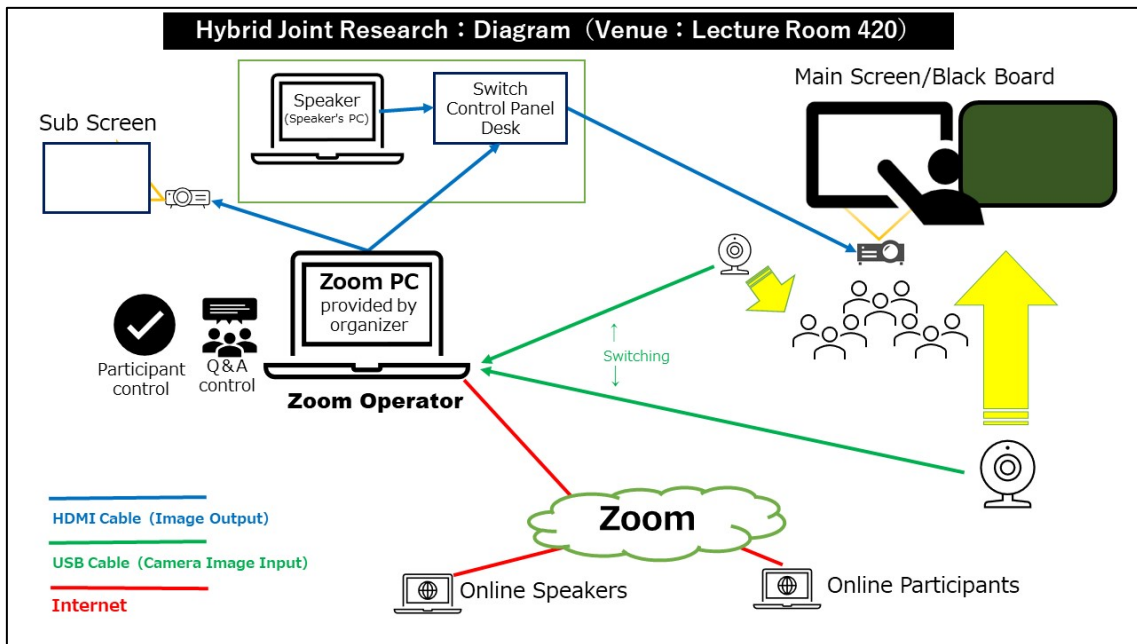
● "One-Way version"

(Zoom Webinar/ No Waiting Room/ No Q&A Sessions *No Zoom Controllers)

[Appendix 3]

Distribution of Presentation: "IN-PERSON" and "ONLINE" Presentations

- IN-PERSON Presentations

- ONLINE Presentations