IIW2022 International Conference on Welding and Joining
Instruction for Oral Presentation (Non-Physical)

1. Overview of the Conference
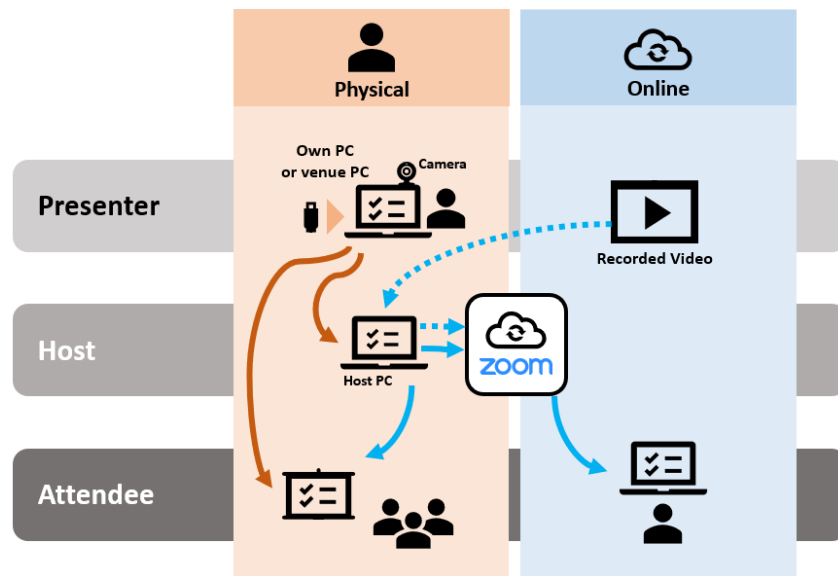
The Conference will be held in a hybrid format with both on-site and virtual.
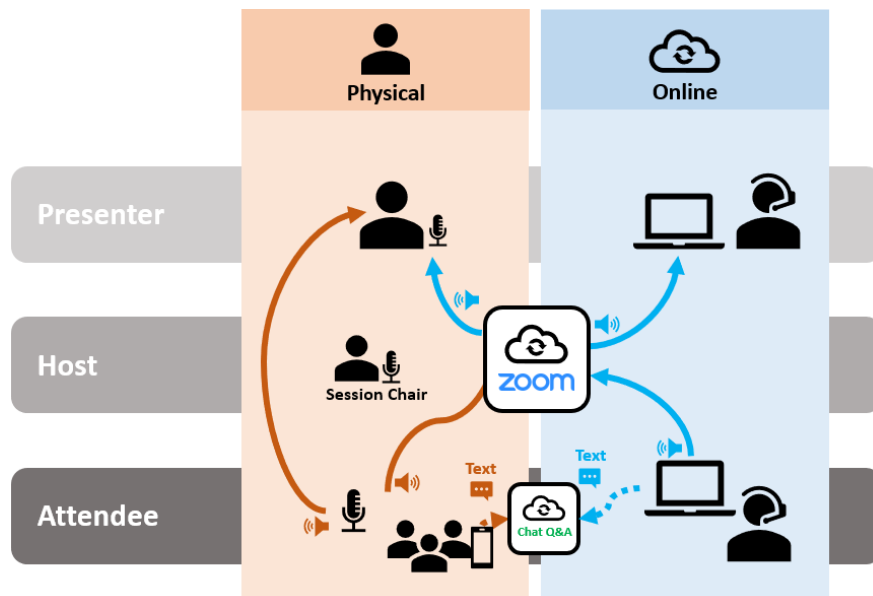
<Schedule>

17-18 July	International Conference in both venue and online live streaming.
After Conference	The recordings of the live streaming will be broadcast for about 1 week in the virtual platform.

- **Presentation:** Both in-person and remote presenters will attend lively.
The presentation at the venue will show both to the screen
in the room and shared to the Zoom meeting.

- **Live Q&A:** Both in-person and remote attendees will ask questions verbally
to both in-person and remote presenters. The Q&A will be streamed in Zoom.

2. Preparing for Presentation (before the Conference day)

- Please prepare the slides, record your presentation and upload the data online:

   Uploading data:

   ✧ <Video File>

   Format: MP4
   File size: 500 MB
   aspect ratio: either 4:3 or 16:9 is recommended
   Length: Same as the presentation time in "4. Time Allocation for Presentation"
   Naming rule: Session number_your name (given_middle_family)
      e.g. file name: A-1_John_M_Smith.mp4

   Upload place:

   Please upload the files to the virtual platform <millvi Portal>.

   1. When your uploading account is set up, the Secretariat will inform you with the uploading instruction.

   2. To access to the virtual platform, you need to complete the registration online.

   3. After registration, you will have access to the platform from the "my page" of the registration site.

   Submission Deadline: Monday 4 July 2022

   After Submission, the session chair will review the video. If any corrections are required, you will need to replace the video files by Monday 11 July 2022.

- Please install the latest Zoom application in your PC and make it available.

- Please check on your camera and microphone in your PC.

- Zoom access information will be informed to the speakers in July.

3. On the Presentation Day

- All speakers are requested to connect to the Zoom meeting 30 minutes before the session starts and inform the conference staff.
  Our conference staff will explain the background procedures during the session.

- The technical operator will play your pre-recorded presentation video. (You do not need to present online.)

- After the presentation video, during the Q&A, you will speak up and answer the questions.

4. Time Allocation for Presentation

- Keynote Lectures are allocated 30 minutes including 30 minutes presentation and no Q&A/discussion.

- Oral Presentations including invited lectures are allocated 25 minutes including 20 minutes presentation and 5 minutes Q&A/Discussion.

	Presentation	Q&A/Discussion	Total
Keynote Lecture	30 minutes	No	30 minutes
Invited Lecture	20 minutes	5 minutes	25 minutes
Oral Presentation	20 minutes	5 minutes	25 minutes

5. After Presentation

- Questions from the remote attendees will be posted online in the chat system, which is accessible in the virtual platform. Please access to the virtual platform page and answer the questions.