

## The 75th IIW Annual Assembly and International Conference Instruction for Working Units (Non-Physical)

### 1. Overview of the Working Units

The Working Units will be held in a hybrid format with both on-site and virtual.

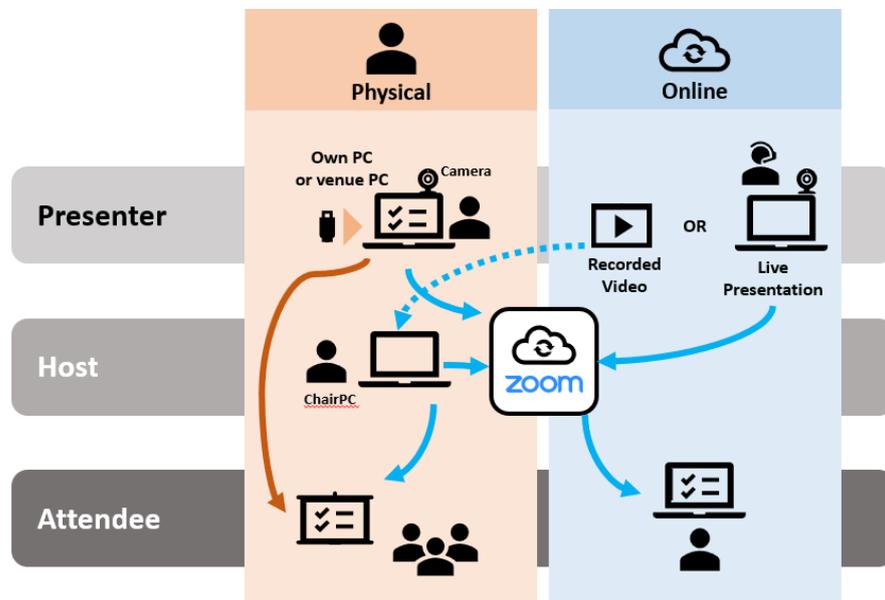
<Schedule>

**19-21 July**  
**After Session**

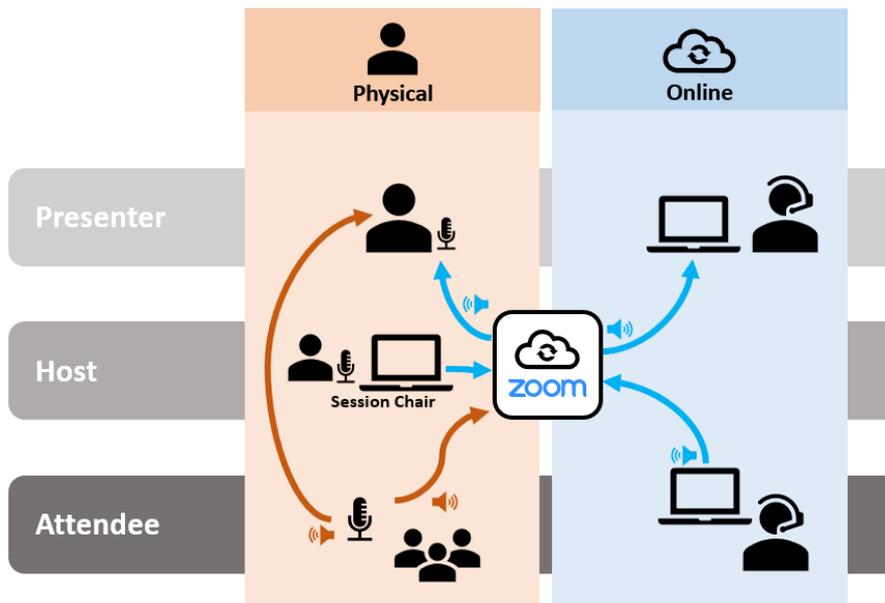
Working Units in both venue and online live streaming.  
The recordings of sessions will be broadcast for about 1 week in the virtual platform.

- **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.  
You can either present live in Zoom, or submit the pre-recorded video.



- **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 session day)

The Commission Chairman can select your presentation method from either live presentation or pre-recorded presentation. The Commission Chairman will inform you which presentation method is selected for you.

### - **For Live Presentation**

You will need to access Zoom and present online. Please prepare and share the slide by yourself.

Secretariat will provide the Commission Chairman with the Zoom meeting (the waiting room) URL in July, and the Commission Chairman will forward you the URL.

### - **For Pre-Recorded Presentation**

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

Naming rule: IIV2022\_Working Unit\_your name (given\_middle\_family)\_01

e.g. file name: IIV2022\_CXII\_John\_M\_Smith\_01.mp4

If you have another slide for your presentation at the same Working Unit, each slide should be identified by the different number as follows;

e.g. file name: IIV2022\_CXII\_John\_M\_Smith\_02.mp4

#### **Upload place:**

Please upload the files to <Prime Drive > by yourself.

◇ <Prime Drive >

The Secretariat will inform the Commission Chairman the uploading URL and Password, and then the Commission Chairman will forward you the uploading information.

**Upload Deadline:** Friday 8<sup>th</sup> July 2022

## 3. Equipment for Presentation

- 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.

## 4. 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.
- The technical staff will play your pre-recorded presentation video. (Basically, you do not need to present online.)
- After the presentation video, during the Q&A, you will speak up and answer the questions.



## 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.