Participants, Presenters and Chairs' Manual ver. 2.0
as of November 11, 2021

Hybrid and Online Conference

2021 SCAR SC-HASS Biennial Conference will be held partially in a hybrid format on November 18. Hybrid part of the conference will consist of sessions broadcast live using the Online Portal, in which presenters being both at the physical venue at Kobe University and through ZOOM online and simultaneously interacting with the audience both at the venue and via online.

Most of the conference will be held entirely online also using the same Online Portal. There are three live stream channels for online presentations.

There will also be several poster and PowerPoint presentations as well as video presentations uploaded onto the Portal which are available for on-demand viewing and in-text commenting and feedbacks, starting from the conference opening on November 18 until December 3, 2021.

COVID-19 Related Information

Although the domestic spreading of COVID-19 in Japan has been easing, there are still demanding restrictions to enter Japan, such as submission of inspection certificate, mandatory 14-day isolation (which can be shortened with certain documentation) after entry, etc (www.mhlw.go.jp/stf/covid-19/bordercontrol.html). It is thus not advisable for presenters and participants currently living outside of Japan to try to enter Japan and to arrive at the venue by the start of the Symposium. The organizers will not support any procedures related to the border control.

Preventive Measures at the Venue

For those intending to participate in-person at the venue on November 18, the conference venue is a large hall with capacity of 350+, in which we expect a maximum of 75 in-person participants. All preventive measures are implemented at the venue. Presenters and participants currently residing in Japan are welcomed to attend the conference in-person.

In order to precisely monitor the expected number of in-person participants, please update your plans to visit the venue by editing your personal profile from your My Page site in the Online Participant Portal.

Conference Registration and Presentation information

For all participants, both in-person and online, registration is required to access the Portal. The online registration is now open and please access it: <scarschass-pls2021.jp/home>

For the registration, those with the accepted abstracts must use the same email address
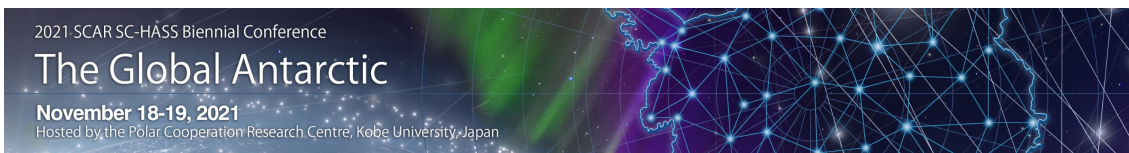
that was used to receive the acceptance letter from the Secretariat.

If you are a Representative Presenter, from My Page site in the Online Participant Portal, please click "Confirm/Edit Information" of your relevant abstract and enter the relevant information regarding your presentation and/or your panel proposal. Please confirm/update the title of your individual/panel presentation, then enter all author(s) of that presentation.

If you are accepted as live presentation, under the section "Information on live oral presentation", please enter the names of those who will be actually presenting live during the session in the order of their appearance. If available, you may also enter the individual titles of their presentations. This information will be used to produce the official program.

This information can be entered only by the Representative Presenter of the accepted abstract. Other authors and presenters under a co-authored and/or panel proposal should request their Representative Presenter to enter their relevant information.

**Uploading of Pre-Recorded Videos or poster/PowerPoint Presentations**

In the "Confirm/Edit Information" of your relevant abstract, at the bottom of the page, there is the section to upload the presentation material related to that specific abstract. For those of you with accepted abstracts as "pre-recorded presentation", please upload the material by November 12, in order for them to be ready for on-demand viewing from the start of the Symposium on 18 November. Please note that, if there are no uploaded material relevant to your accepted abstract by the closure of the Symposium on 19 November, the information will be deleted from the final official program.

For those of you with accepted abstracts as "live presentation", AFTER your live presentation is completed, you MAY (optional) also upload your presentation material which will be available for on-demand viewing on the Online Portal. Please note that, for all live presentations during the Symposium, the Secretariat will be recording the sessions and their videos will be available for on-demand viewing on the Online Portal.

All uploading from My Page must be done by the Representative Presenter of the particular abstract. Other authors and presenters under a co-authored and/or panel proposal should request their Representative Presenter to upload their material.

Technical requirements for uploading video or PDF presentation:
- The length of the recorded video should be 20 minutes maximum for the individual presentation and 60 minutes for the panel proposals in total.
- The video must be in mp4 format and its maximum data size is 500MB.
- Due to technical reasons, all presentation files being uploaded to the system must be under 500MB each.
- Poster and PowerPoint presentations must be converted into PDF for uploading.
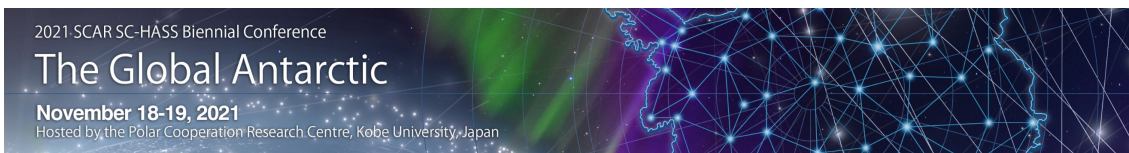
Online Live Presentations and the Role of Chair

The time allocation for presentations should be consulted with the Chair. The Chair assumes other technical and logistical responsibilities for ZOOM MTG operations during the session.

All presenters and the Chairs must access the ZOOM MTG 20 minutes before their session starts, with their full names as registered to the Secretariat.

Our Japanese ZOOM Operator will try to identify the Chair with her/his name from the ZOOM participant list, and give her/him the Co-Host role. Then, it is the Chair's role to identify and confirm all expected oral presenters are "present" in the ZOOM MTG so as to start the session. Unless the Chair is designated as ZOOM co-host, that session cannot start technically.

For online presenters, please prepare to display their presentation material using the ZOOM Screen-Share function. A good internet connection is essential for online presentations. It is important for all online live presenters to inform their names to their Representative Presenters and the Chair of the session in advance. The Chair will need to identify the oral presenters from the ZOOM MTG participants in order to proceed with the live session.

All live presentations will be recorded by the Secretariat and made available for later on-demand viewing and in-text comments and feedback on the Portal. All speakers/participants are considered to have agreed to this recording and uploading