

For Chairs:

The Zoom webinar is used in PTM2022. Session chairs will join as “**Panelist**”, who can check “Q&A”, Panelists, Participants.

Before the Session:

1. A Zoom link for session chairs will be sent to you by e-mail before the meeting (This session chair link is only valid for the session which you will chair). By this way, you can directly enter the Zoom meeting room as a Panelist.
2. Please join the session room at least **15 minutes** prior to the starting time of this session and change you name in Zoom to “**Chair: Name**” (e.g. **Chair: Jie Yao**)

During the Session

1. Please keep the panel of “**Participants**” and “**Q&A**” window open, so that you can manage the meeting.
2. Volunteers (named as “**Volunteer**”) will help you check if the speakers are in the meeting. When it is time for a presentation, but the speaker is absent and did not upload VCR in advance, please call his/her name and wait for 1~2 mins. This lecture should be skipped if the speaker is still absent. Please take a break and start the next talk on time.
3. Please briefly introduce the speaker before his/her presentation, e. g. only introducing the speaker by his/her name and affiliation. Volunteers will help play the recorded VCR if it is submitted.
4. **The schedule for PTM2022 is tight, so please strictly control the time.**
Presentation time (discussion included)
Plenary: 60 mins
Invited: 30 mins
Contributed: 15 mins
5. After the presentation, the audience can use **Raise Hand** or type his/her comments/questions in the “**Q&A**” of Zoom for discussion. Please choose one/some audiences by unmuting his/her microphone, or reading comments/questions in the “**Q&A**” window. **If the speaker dose not present in the meeting, the discussion should be cancelled.**
6. If there is an unexpected trouble, e. g. network problems, please help maintain the order of the talks. Please contact the volunteer/organizer if you need any help.

For Speakers:

1. A Zoom link will be sent to you by e-mail before the meeting (**This link is only valid for the session in which you will give the presentation**). By this way, you can directly enter the Zoom meeting room as a Panelist.
2. Please join the session room at least **15 minutes** prior to the time of your lecture and change you name in Zoom to “Name @ your affiliation” (e. g. Jie Yao @ Tsinghua University)
3. Please **share your slides, turn on your microphone and camera** during the presentation. Please do not give the presentation by a smart phone or tablet PC.
4. If you have submitted the recorded video, the volunteer will help you play it. Then you need to wait for questions.
5. **The schedule for PTM2022 is tight, so please strictly control the time.**
Presentation time (discussion included)
Plenary: 60 mins
Invited: 30 mins
Contributed: 15 mins

For Audiences:

1. Audiences should change his/her name in Zoom to “Name @ affiliation”
2. Screen recording/shotting during the presentation/discussion are strictly prohibited.
3. The audience can use **Raise Hand** or type comments/questions in the “**Q&A**” of Zoom for discussions. The audience can use his/her microphone for discussion only when authorized by session chairs. Session chairs may also read the comments/questions in the “**Q&A**” for discussion