

## To Oral Presenters

### The Agricultural Economics Society of Japan Annual Conference 2021 (Ibaraki University, Online Conference)

Please read the followings and prepare for your presentation.

- 1) An oral presenter must have completed the registration of participation and payment of the participation fee on the "Registration of Participation" page on the "special website for the annual conference". Otherwise, the presenter cannot enter the "Conference Program" page on the site and cannot give a presentation. If you selected "bank transfer" as a method of payment, please do not forget to transfer the fee.  
A presenter needs to have paid the annual membership fee for 2020 as well.
- 2) The link to access Zoom meeting room of each venue will be posted on the "Conference Program" page on the "special website for the annual conference" on the day of the conference.
- 3) On the day of your presentation, enter the venue (Zoom meeting room) 10 minutes before your presentation time and wait.
- 4) When you enter the venue, mute the microphone and turn off the video.
- 5) Change your name on the screen to "Name (Affiliation)" [e.g. Taro Nokei (Tozai Univ.)]. (How to change your name: Click on "Participants." Find your name in the list of participants on the right side of the screen. Click on "Details" of your name. Select "Change Name", and write "Name (Affiliation)").
- 6) Turn on the microphone and video when it is your turn to make a presentation.
- 7) Use the Zoom screen sharing function on the presenter's computer.
- 8) Start your presentation according to the chair's direction.
- 9) Each presentation is allocated 25 minutes; 17 minutes for speech, 7 minutes for Q&A session, and 1 minute for changing presenters. The details are as follows:  
Each presentation is allocated 25 minutes:
  - 15 minutes after the start, you will hear "15 minutes".
  - 17 minutes after the start, you will hear "17 minutes". (End of speech)
  - 7 minutes for Q&A session
  - 24 minutes after the start, you will hear "24 minutes". (End of Q&A session)
  - 1 minute for changing presenters
- 10) A presenter must strictly adhere to the time allocated to your presentations. The chair is going to provide a warning when the presentation is not running on time.  
A presenter may not be entitled to submit to Japanese Journal of Agricultural Economics (JJAE) as "Research Letters" if he/she does not obey chairs' directions or make a presentation inappropriately.

11) When your presentation time (including Q&A) is over, stop screen sharing and turn off the microphone and video.

- It is not necessary to submit the presentation file in advance. If you want to distribute materials to the participants, please use the file attachment function of chat in Zoom or prepare for the file sharing from cloud storage such as Google drive and show the URL to the participants.
- The contact point for inquiries regarding troubles will be announced on the AESJ web page later.