

**The 10th "Advanced Lasers and Photon Sources Conference" (ALPS2021)  
Online virtual conference Manual**

**19-21. Apr. 2021  
Zoom**

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# – Oral –

## How to hold

- The meeting will use "Zoom".
- The Zoom conference will be held in two rooms.
- Please access the Zoom room link from the Confit program to enter the room.
- There will be a "host" in each room. Please contact us if you need any help.
- Presenters must sign in to the conference room 10 minutes before the start of the session.
- **After signing in, presenters should add the presentation number to their name, such as "[ALPS1-01] ~".**
- **please mute your microphone.**



## Presentation

- On-time presentation will be made by sharing the presenter's screen.
- For video presentations, the video will be played on the screen of the host.
- Presentation time is 25 minutes for invited talks and 10 minutes for oral talks.  
Bell announcement: (invited) 20, 25, 30 min. (oral) 7, 10, 15 min.



**No screenshots, no smart phone photography, no recording!**



## Question and answer

- Questions will be asked via voice or chat.  
The time for questions is 5 minutes for invited and oral presentations.
- For questions of voice, please use the "raise hand" in Zoom.
- The respondent is assigned by the "chairperson". Please do not unmute until you are assigned.
- Questions in the chat will be selected and read out by the chairperson. Presenters are requested to respond orally.

# – Poster –

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## How to hold

- The poster session will be held on 4/20 (Day 2) 3:00 PM-5:09 PM.
- Please access the Zoom room (Room1) from the Confit program and enter the room.
- **Presenters should add the presentation number to their name as "[ALPS-P-01] ~ "**
- Short 3-minute video presentations will be given from 3:00 PM to 4:09 PM. (There will be no time for questions here.)
- **During the poster session, there will be a discussion area in the Zoom breakout room for each poster.**
- One hour after the end of the short presentations, 4:09PM-5:09PM, is for Q&A. Presenters should wait in the breakout room.
- Pre-uploaded poster PDFs can be viewed as e-posters in the Confit program.

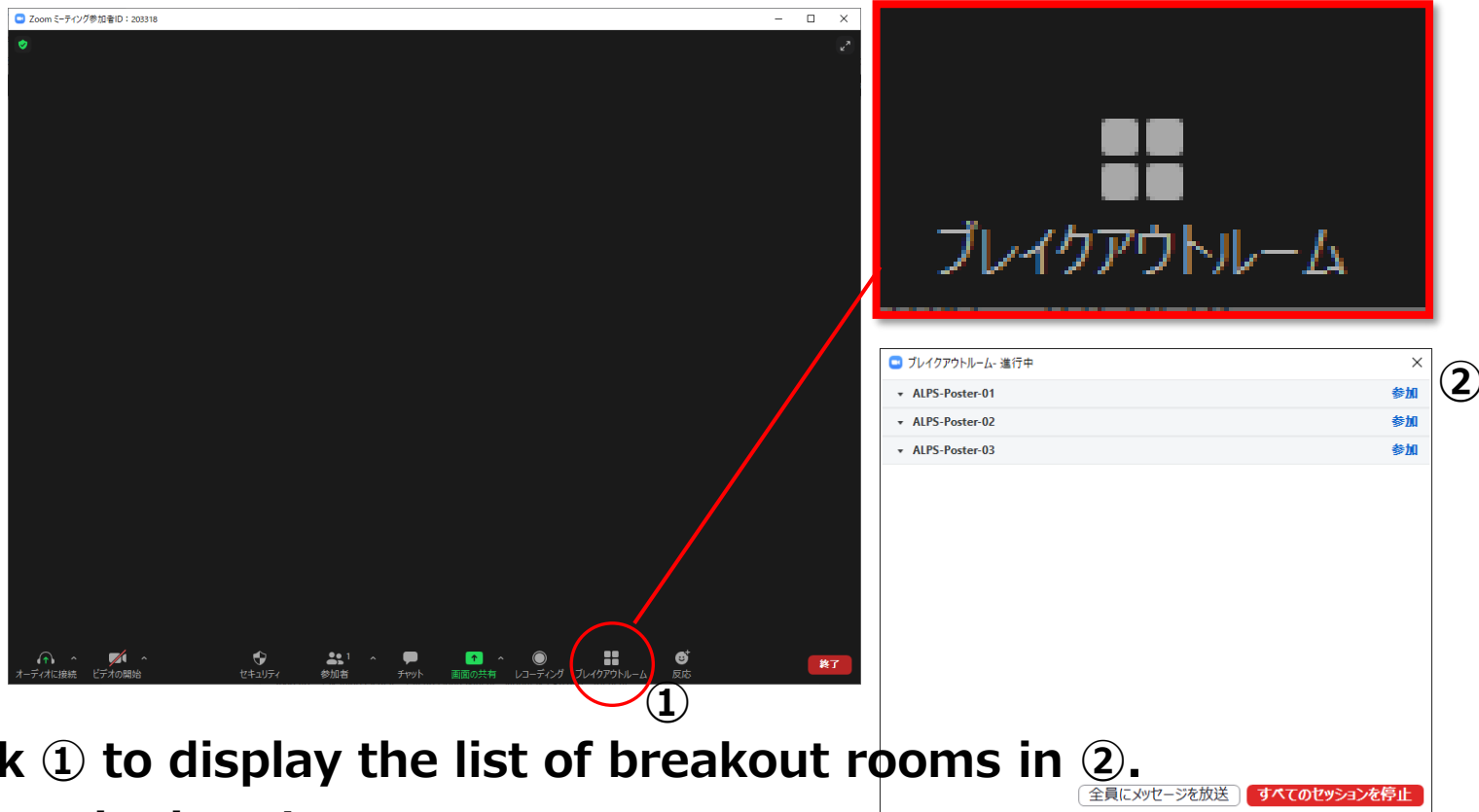


**No screenshots, no smart phone photography, no recording!**



- If you have any questions for presenters about the poster, please visit the respective breakout room.
- Presenters are asked to answer questions if there are people in their breakout room.

# How to use the Zoom breakout room



Click ① to display the list of breakout rooms in ②.

Select the breakout room

Click on ▼ to see how many people are signed in.

# Sponsor

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