Guide for Chair
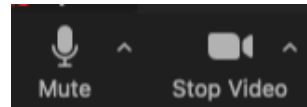
☐ **Please join the Zoom meeting/arrive at your session room no later than 15 minutes prior to the starting time of the session.**
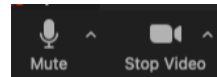
☐ **When to activate/deactivate your video and microphone?**

Chair:

☐ Please keep your video on

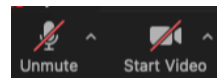☐ Please switch mute/unmute at your own timing.

Remote oral speaker:

☐ Before starting
Start Video/ Unmute

Start the video and unmute your microphone when the chair start introducing your presentation

☐ After finishing
Stop Video/ Turn on Mute

When you finish your presentation, stop the video and mute your microphone.

☐ **Starting the session**

- Upon starting the session, please communicate with Zoom operation staff so that the staff can smoothly close the interlude slideshow.

☐ **Q&A**

- For onsite attendees, make sure to use microphones, otherwise the remote attendees will not hear the discussions.

- For remote attendees, use chat or reaction ("Raise Hand") to ask questions. Video can be turned on during the Q&A session.

[MEMO]

☐ In case of speaker's absence

- Announce the cancellation of the presentation.
- Display a slide of cancellation on the screen (done by the Zoom operation staff), then announce the time to resume.
- Start the next presentation on time as scheduled in the program.
- If there is a technical problem with the online/remote connection, try to recover the connection, but no extension is allowed for the speaker's time slot.

☐ Time Keeping

CLEO-PR 2022

	Tutorial	Invited	Contributed	PDP	Work Shop	
1st (Preliminary bell)	50 min	20 min	5 min	5 min	15 min	20 min
2nd (End of presentation)	55 min	25 min	10 min	10 min	20 min	25 min
Last (End of Q&A)	60 min	30 min	15 min	15 min	25 min	30 min

ISOM 22

	Keynote	Special Invited	Invited	Invited (ISOM/ODF Joint Session)	Contributed	PDP
1st (Preliminary bell)	None	None	20 min	15 min	10 min	10 min
2nd (End of presentation)	None	None	25 min	20 min	12 min	12 min
Last (End of Q&A)	35 min	30 min	30 min	25 min	15 min	15 min

ODF'22

	Invited	Contributed
1st (Preliminary bell)	15 min	10 min
2nd (End of presentation)	20 min	12 min
Last (End of Q&A)	25 min	15 min

1st Preliminary bell 🔔
2nd (End of presentation) 🔔🔔
Last (End of Q&A) 🔔🔔🔔

☐ **How to know which talk will be delivered live-virtual or in-person**

- The information is available on the online program.

Oral Session
CLEO-PR2022 » New Technology

[CMP15A] New Technology

Mon. Aug 1, 2022 1:30 PM - 3:00 PM Mid-sized Hall A (1F)
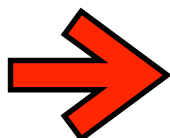
Session Chair: Takashi Katagiri (Univ. of Toyama)

1:30 PM - 2:00 PM

[CMP15A-01 (Invited)] Minimally-Invasive Lensless Computational Microendoscopy(TBD)

*Mark A. Foster[1] (1. Johns Hopkins University (United States of America))

[Presentation Style] Online

2:00 PM - 2:15 PM

- A printed program listing the title, author, and presentation style of each talk will also be handed to the session chair onsite.

☐ **How to know the attendance of speakers(s)**

Participant list

Presentation ID and names are displayed together.