

Presentation Guideline

Tokyo Big Sight 20-23 May 2023

IAQVEC 2023

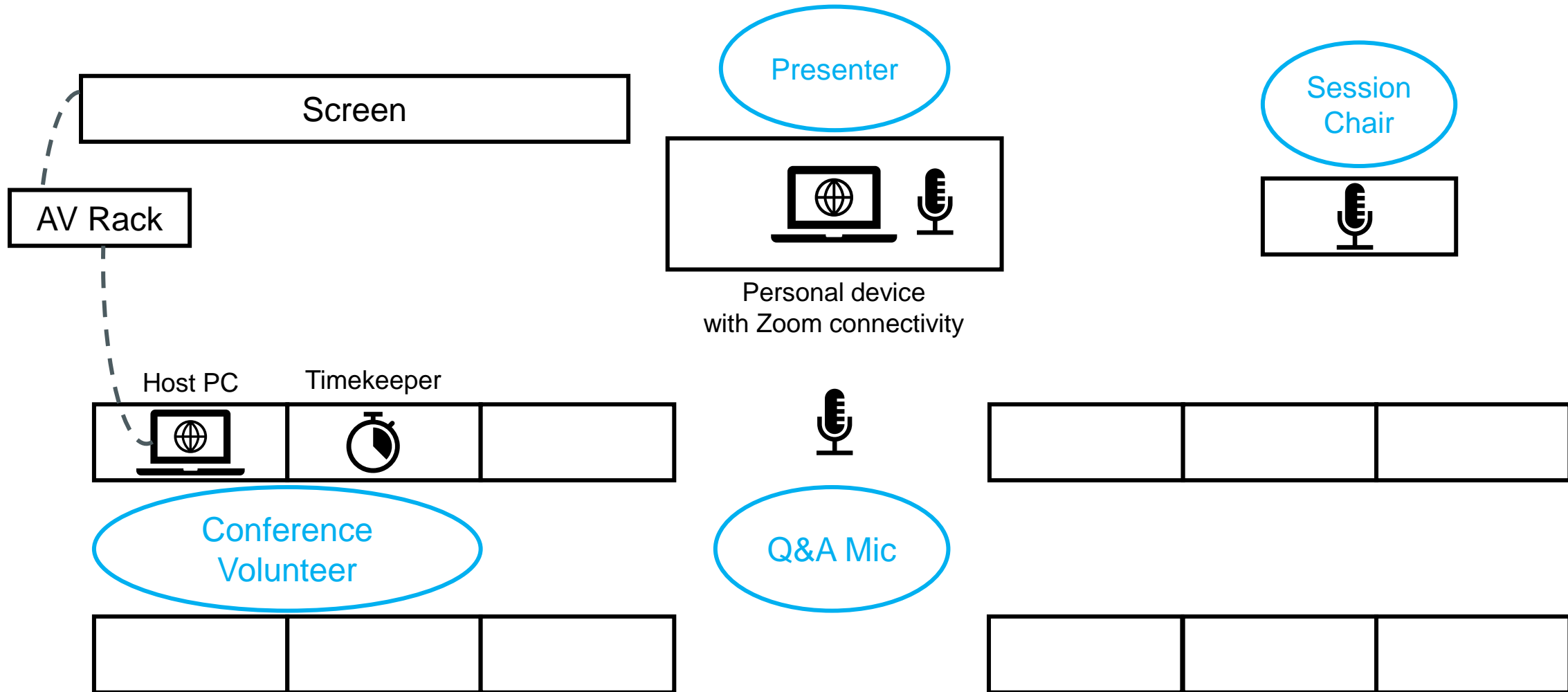
Indoor Air Quality Ventilation
and Energy Conservation



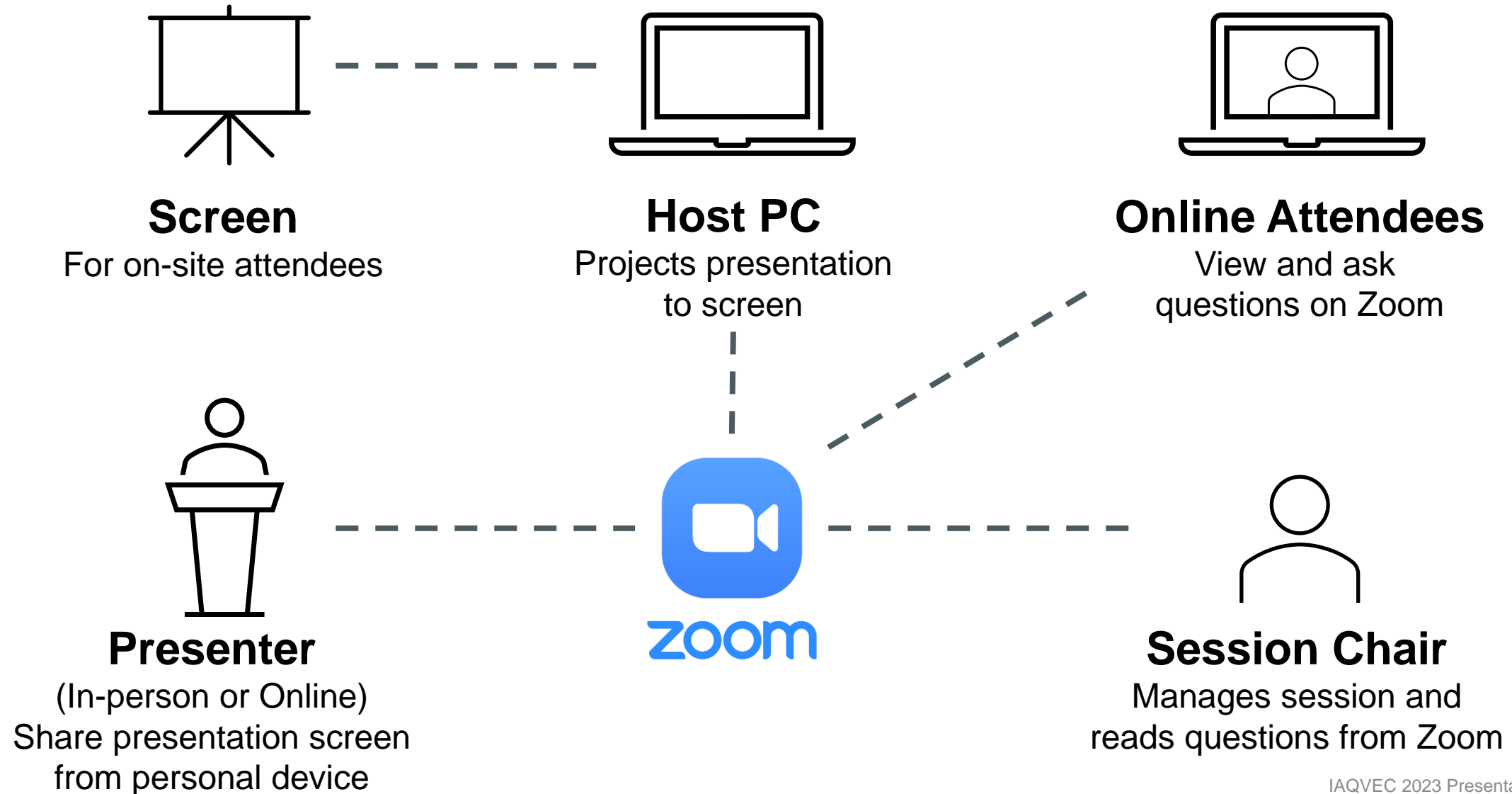


Oral Session Instructions

Oral Session Room Layout



Oral Presentation Format





Hybrid presentation format

- The oral presentations will be done in a hybrid format using Zoom.
- Each session room will have a dedicated Zoom meeting room that can be accessed from the conference website.
- Each presenter will share their presentation screen using Zoom’s “Screen Share” function from their own device when it is time for them to present.
 - Please note that we will not be collecting the presentations prior to the conference.
- The host PC will project the shared presentation to the screen for the audience.
- Online attendees may view the presentations from by entering the Zoom meeting room.



- The presentation time for oral presentations will be 10 minutes with an additional 4 minutes to answer questions from the participants. Be mindful of the allotted time for your presentation and be courteous to other presenters and the session chair.
- The following warning bells will indicate how much time you have left.
 - The first warning bell will ring 1 minute before you are out of time. Please consider wrapping up your presentation and summarizing your results.
 - The second warning bell will ring when your time is up.
 - The final warning bell will ring when the Q&A session is over.



- The format of the presentation slide is up to the presenter's discretion.
 - All text and figures should be easily visible from a distance.
 - Use visual aids such as graphs, charts, and images to help illustrate your points.
- If a sample presentation and format is needed, please download from the following link :
 - https://iaqvec2023.org/presenter_information.html
- IAQVEC 2023 logo should be included on the title slide.
 - Adobe Illustrator File (.ai): <https://iaqvec2023.org/Logo.ai>
 - Vector Graphic file (.svg): <https://iaqvec2023.org/Logo.svg>

Before your presentation



Arriving at the session room

- The presenters must arrive at the session room **no later than 5 minutes before** the session start time. Please note that the presentation order may be subject to change. If a speaker is late, an extension or change of presentation time will not be permitted.

Setting up for your presentation

- Please **bring your own personal device** that can connect to the conference Zoom meeting room unless prior arrangements have been made with the conference committee.
- Connect to the conference Wi-fi network on your device. From the conference website, enter the Zoom meeting room corresponding to the session and keep your mic muted.
- Change your Zoom display name to include your submission number with your name [ex. C000001 John Smith]

During the Presentation



Presenting

- When instructed by the session chair, bring your device to the podium and share your presentation screen on Zoom. Please keep your mic muted and use the provided mic.
 - **【Online Presenters】** : When instructed by the session chair, share your screen on Zoom and unmute your mic. It is highly recommended you turn on your camera during your presentation.
- Once your presentation is over, engage in the Q&A session and answer any questions from the audience.
- Be mindful of the allotted time for your presentation and be courteous to other presenters and the session chair.



Joining the Conference Zoom Meeting

The following slides contain instructions on how to join the Conference Zoom Meeting after logging in to the conference website.

Joining the Conference Zoom Meeting

IAQVEC 2023

Indoor Air Quality Ventilation
and Energy Conservation

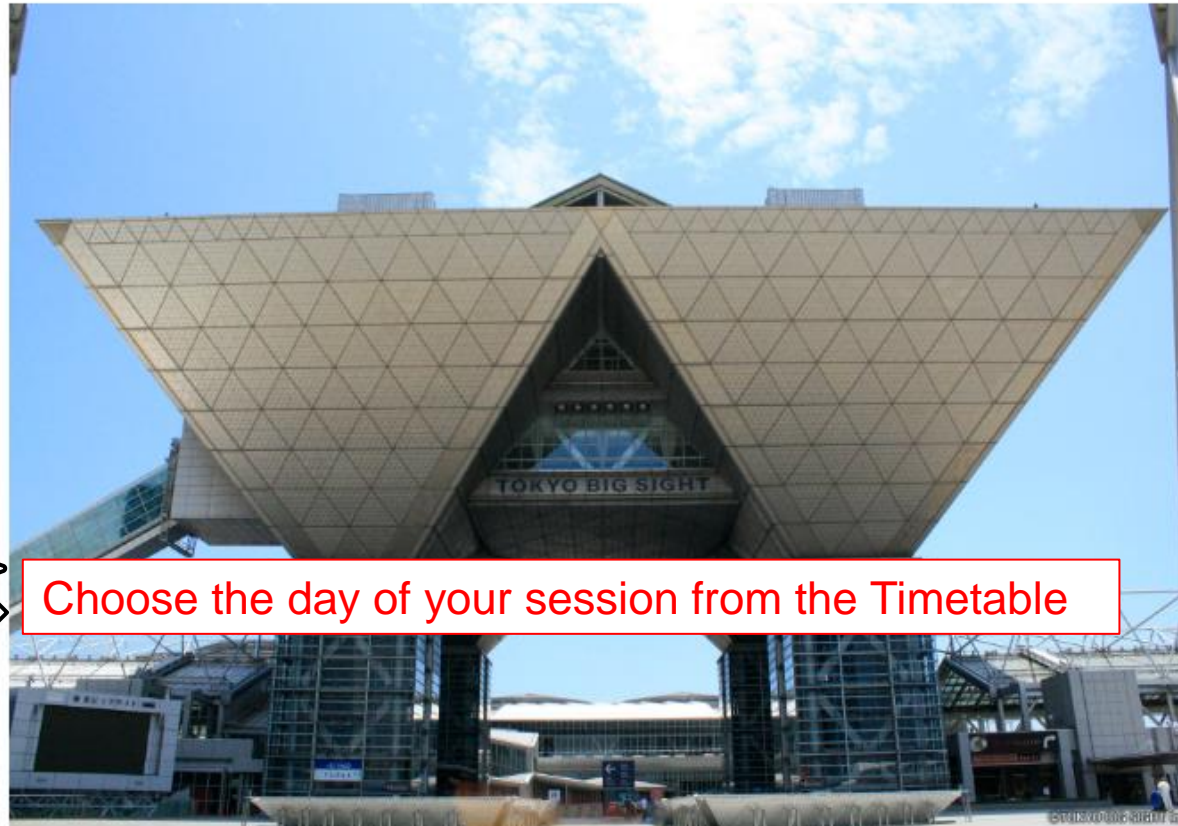


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IAQVEC 2023

20 – 23 May 2023, Tokyo Big Sight
Indoor Air Quality Ventilation and Energy Conservation



Choose the day of your session from the Timetable

Search for
presentations

Title, Speaker, etc.

Search

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IAQVEC 2023

Contact

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Welcome to IAQVEC 2023!

Joining the Conference Zoom Meeting



IAQVEC2023

Sun. May 21, 2023

Display switching

	International Conference Hall	605 Conference Tower	606 Conference Tower	607 Conference Tower	608 Conference Tower	609 Conference Tower	610 Conference Tower
8 am							
9 am	Opening						
	Opening_Ceremony						
	Event						
10 am	Plenary Speech						
	Plenary_Speech						
11 am	Event						
	Live Streaming (Zoom)						
12 pm	Oral Session	Oral Session	Oral Session	Oral Session	Oral Session	Oral Session	Oral Session
	Air Cleaner and Filtration (1)	AQ (1)	Building Material (1)	Ventilation (1)	IEQ (1)	ZEB (1)	
1 pm	1. Indoor Environmental Quality (IEQ), Human Health, Comfort and Productivity	1. Indoor Environmental Quality	3. Energy Efficient and Healthy HVAC	2. Ventilation and Airflow in Buildings	1. Indoor Environmental Quality	4. Nearly Zero Energy Buildings and Smart	
	Chair:						
2 pm	Live Streaming (Zoom)	Oral Session	Oral Session	Oral Session	Oral Session	Oral Session	Oral Session
		AQ (2)	Building Material (2)	Ventilation (2)	IEQ Lounge	ZEB (2)	

Legend

- Opening
- Plenary Speech

Find your session and click the Zoom icon

Joining the Conference Zoom Meeting



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Sessions

Category	Form	Date	Search
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Oral Session

85 results (1 - 10)

1 2 3 ... 8 9 [Next »](#)

Oral Session 1. Indoor Environmental Quality (IEQ), Human Health, Comfort and Productivity
Air Cleaner and Filtration (1)
Sun. May 21, 2023 11:30 AM - 12:30 PM 605 (Conference Tower 6F)
Chair: Chun Chen
Live Streaming (Zoom)
Oral Session 1. Indoor Environmental Quality (IEQ), Human Health, Comfort and Productivity
IAQ (1)
Sun. May 21, 2023 11:30 AM - 12:30 PM 606 (Conference Tower 6F)

The Zoom link can also be accessed from the "Sessions" page



Poster Session Instructions



- The poster size must be on an **A0 (841mm x 1189mm) paper size or smaller in portrait orientation**. Be sure all text and figures are easily visible from a distance.
- IAQVEC 2023 logo should be included on the poster
 - Adobe Illustrator File (.ai): <https://iaqvec2023.org/Logo.ai>
 - Vector Graphic file (.svg): <https://iaqvec2023.org/Logo.svg>
- Add your contact information on poster if you would like attendees to contact you for additional questions

Poster File Upload



- Please **upload your poster** to the following submission page using your submission number (ex. C000001) and email address

<https://confit-vas.atlas.jp/iaqvec2023/slides/login>

- Acceptable file formats: **.jpg, .jpeg, .png**
- Name your file to match your submission number (ex. C000001.png)



Poster Setup:

- Prior to the conference, **please be sure to come with your poster printed.**
Please note that we will not be printing posters for presenters.
- On the day of your poster presentation, lookup your submission number on the program to find your room and place your poster at the designated location by **9:00 AM.**

Poster Session

- During the poster session, be prepared to answer questions about your research and provide further explanation of your poster.
- For online poster presenters, attendees can access your poster from our conference page may ask you questions from the contact information on your poster.



IAQVEC 2023

Visit IAQVEC2023.org/ for more information
Email us at iaqvec2023@gmail.com for any questions