**【IWMST 2021 Implementation Guidelines】**

IWMST 2021 will be held on Wednesday, September 29, 2021.

IWMST 2021 will be held online to allow both presenters and participants to present and ask questions.

**【IWMST Opening Ceremony and Keynote Speech (Webex)】**

Time: Wednesday, September 29, 2021, 08:00 AM – 09:00 AM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/onstage/g.php?MTID=e5114d0406249e944e49e287ca90a31cf>

Event ID: 165 028 2700

Passcode: fgCinfZK342

**【Session Information (Webex)】**

Session Program: <https://www.kitami-it.ac.jp/iwmst2021/program.html>

**Session 1**

Time: Wednesday, September 29, 2021, 09:30 AM – 13:00 PM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=mfdf54e10d3e76460f6041ab5b0cfbf86>

Meeting ID: 165 519 5501

Passcode: CKePkVpJ255

**Session 2-1**

Time: Wednesday, September 29, 2021, 09:30 AM – 11:00 AM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=m6ca4ea9826616e0e66972387929212b7>

Meeting ID: 165 310 3422

Passcode: 9dAx2wgWgZ3

**Session 2-2**

Time: Wednesday, September 29, 2021, 09:30 AM – 11:00 AM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=ma38a874cd50abac8601f00d3acb89618>

Meeting ID: 165 122 6182

Passcode: CEm3qxmtB37

**Session 3-1**

Time: Wednesday, September 29, 2021, 09:30 AM – 13:00 PM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=m957c9c73edd6735223b6f357822c32a9>

Meeting ID: 165 814 3323

Passcode: YYmQtUSJ735

**Session 3-2**

Time: Wednesday, September 29, 2021, 09:30 AM – 13:00 PM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=m2e8d6d33ff3ce148738af17154b1d84a>

Meeting ID: 165 885 4294

Passcode: DxMQH3cTw54

**Session 3-3**

Time: Wednesday, September 29, 2021, 09:30 AM – 13:00 PM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=mbdd4bd6f7a854b9006776cd4941c8252>

Meeting ID: 165 544 6256

Passcode: XGxJsEqx989

**Session 4**

Time: Wednesday, September 29, 2021, 09:30 AM – 11:00 AM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=md8b29d9729590259d1a37e1e54820273>

Meeting ID: 165 607 9669

Passcode: SAeQRQag476

**Session 5**

Time: Wednesday, September 29, 2021, 09:30 AM – 11:00 AM Beijing Time

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=mef7feb420fd28f038492072a638b090d>

Meeting ID: 165 536 0635

Passcode: BFqk94468Dx

**【Oral Presentation Procedure】**

**For presenters and attendees:**

□If you are a presenter or an attendee, please connect to the Webex meeting at least 10 minutes before the session starts.

□When you first access the Webex meeting, both your sound and video are turned off (muted). Please do not change them until you need to speak.

**For presenters:**

□Please set your display name according to your status in the meeting.

 Presenter: Presenter Paper Number, Name, University Initials (e.g. Presenter 1-1, Mamoru Suzuki, KIT)

□All presenters should use PowerPoint or documents.

□Documents should be shown by using the screen-sharing function of Webex.

□Please enter the session at least 10 minutes before the session starts.

□The presentation order follows the program order.

□Presenters should open their PPT files in advance.

□The chairperson will introduce a presenter just before the presentation starts. After being introduced,

the presenter shares his/her screen and starts his/her presentation.

□Each presenter will have 10 minutes to present, followed by 5 minutes for questions and answers,

for a total of 15 minutes. It is not necessary to change your screen.

□When the discussion ends, presenters should stop the screen-sharing function.

**Connection test (if necessary):**

You can test your network connection. If you need to, please enter the session and check it.

**Connection Test 1 (Session1, 2-1, 2-2, 3-1)**

Date and Time: Wednesday, September 22, 08:00-12:00 (Beijing Time)

08:00-09:00 Session 1

09:00-10:00 Session 2-1

10:00-11:00 Session 2-2

11:00-12:00 Session 3-1

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=m5254e48149fe2d05e5909fcabb363b46>

Meeting ID: 2650 150 1647

Passcode: QUmFR3ieV23

**Connection Test 2 (Session3-2, 3-3, 4, 5)**

Date and Time: Friday, September 24, 08:00-12:00 (Beijing Time)

08:00-09:00 Session 3-2

09:00-10:00 Session 3-3

10:00-11:00 Session 4

11:00-12:00 Session 5

URL: <https://kit-edu.webex.com/kit-edu/j.php?MTID=m28c611d74557dbeb0e170b4bfe4c6479>

Meeting ID: 2650 824 6241

Passcode: cJUgeSuR263

**For Attendees:**

□Please set your display name according to your status in the meeting. If your display name is unclear, neither your questions nor comments will be accepted.

 Attendee: Name, University Initials (e.g. Mamoru Suzuki, KIT)

□Each presentation will be followed by a discussion. If you have any questions or comments, please click the "raise hand" button.

□Please ask your question after the chairperson designates you.

□You should activate your microphone and video while speaking.

□Once you have finished the discussion, please mute your microphone and turn off the video again.

□Please follow these guidelines so that the sessions will proceed smoothly.

【**Poster Presentations】**

**About IWMST 2021 Poster Presentations:**

Posters will be available on the IWMST website on Wednesday, September 29, 2021. The posters will be listed under each research field. If you have any questions for the presenters, please email them directly. Their email address will be listed on their poster. Posters will be posted for one week from September 29th (Wed) to October 5th (Tue).

**For Poster Presenters:**

Accepted posters will be available on the website on Wednesday, September 29, 2021. The posters will be listed under each research field. As questions from the attendees will be sent directly to the presenter by email, please reply to them. Posters will be posted for one week from September 29th (Wed) to October 5th (Tue).

**【About e-Proceedings】**

The proceedings of this workshop will be available on the following website from September 29th (Wed):

URL:

**【Contact information during the conference】**

If you have any trouble (e.g. unable to join the meeting), please send an email to the following address:

Email: iwmst2021@desk.kitami-it.ac.jp

**【IWMST 2021 Website】**

<https://www.kitami-it.ac.jp/iwmst2021/index.html>