

November 2, 2021

Dear Participants of PMPAsia 2021,

Thank you for your participation in the conference. We would like to inform you of the following notes.

1. How to ask questions for speakers

If you have a question(s) for a speaker during the Q&A session after each presentation, please open the "Q&A" window, type your question, and click "send". The chair will read out the question, and the speaker will answer it. Please be careful not to ask questions in "Chat".

The name of the questioner and the content of the question will be displayed to all participants.

Please note that, due to the time constraint of each presentation, the chair may not be able to take up all questions.

2. Automatic transcription (live transcript)

If you use the "Live Transcript" function, the presentation will be transcribed in English. Please use this function as needed.

When "Show Subtitles" is selected, subtitles will be displayed at the bottom of the screen.

When "View Full Transcript" is selected, the text will be displayed in the transcript window.

3. Prohibited items

Recording, transcribing, screenshotting, or live-streaming any contents of the meeting is strictly prohibited.

The registered participants can only use zoom webinar links and URLs. Please do not distribute them to others or make them open to the public.

The PDF file of the abstract book is distributed to the participants only. Please do not distribute it to others or make it open to the public.

4. Contacting the secretariat

If you need to contact the secretariat on and before/after the conference days, please send an e-mail to the following address:

pmpasia-office@kankyo.en.a.u-tokyo.ac.jp

For urgent matters during the conference, please use "Chat" in the webinar. Please note that it may take some time for us to reply due to the conference operation.

We look forward to meeting you soon.

