

## Guideline for Invited Speakers

Dear Invited Speakers,

Greetings from the NEUTRINO 2022 Secretariat.

We deeply appreciate the valuable time and effort you are putting in for NEUTRINO 2022.

Below, we have summarized your talk information as well as how to proceed in the Live Talk and Q&A sessions on Zoom. Kindly confirm the essential information below to help us prepare an active and smooth online talk and Q&A session.

If you have any questions, please contact the secretariat by email ([sci@neutrino2022.org](mailto:sci@neutrino2022.org)).

### 1. Talk Submission and Zoom Link

- **Please check your talk title and time on the detailed program page below:** [https://neutrino2022.org/program/detail\\_program](https://neutrino2022.org/program/detail_program)  
If any information is incorrect in the program, please contact the secretariat office.  
**Please be aware of the time difference. The NEUTRINO 2022 program is based on KST (GMT+9).**
- **Talk Submission Page:** [https://neutrino2022.org/poster/talk\\_step1](https://neutrino2022.org/poster/talk_step1)  
**All speakers have to submit their talk materials (.pdf) to the page above up until 24 hours before the start of their sessions. If your talk contains new results which should not be exposed earlier than your talk, then send it to secretariat (sci@neutrino2022.org) 24 hours before your session starts.**  
For more details on the talk submission:  
<https://neutrino2022.org/poster/guideline#talkGuidelines>
- **Zoom Link for Speakers**
  - Zoom link for speakers is shared via email. Please do not share this Zoom link with other participants since it is reserved only for speakers, session chairs and organizers.
  - **To ensure the smooth management of sessions, Zoom test will be held during the long break times. It is recommended that you access Zoom and check the conditions at that time. Please check the Zoom test timetable for each session which is provided further down.** If you are not available for the Zoom test, please enter your session via Zoom in advance. **The stand-by must be completed 30 minutes before the session time.** Please let us know if any difficulty comes from the Zoom test. We will conduct a simple test during this period.
  - When you enter Zoom, please change your user name to <session name\_Last name>. **ex) S1\_Pauli**
- **Download the Zoom Background:** <https://neutrino2022.org/>
  - We attached the Zoom background image to this mail as well. We recommend you to use this background during your talk.

### 2. Zoom Meeting

We will create two Zoom rooms to deliver the talks to ensure a smooth operation. The first room is to host speaker, session chairs, and organizers while the second room is to host participants watching live talks.

During your talks, please be careful not to create unnecessary noise.

### 3. Zoom Test

Before the session, we will test your microphone volume and screen. **Zoom test will be held during the long break times. It is recommended that you access Zoom and check your microphone volume and screen at the Zoom test time. Please check the Zoom test timetable for each session below:**

Session No.	Zoom Test Time (KST)	Session No.	Zoom Test Time (KST)
Opening Session S1: Sterile Nu I	May 30 (Mon) 19:30 ~ 20:30	S12: Atmospheric Nu Public Talk	June 2 (Thu) 13:30~14:30
S2: Sterile Nu II S3: Sterile Nu III	May 31 (Tue) 7:30 ~ 8:30	S13: Solar/DSNB Nu	June 2 (Thu) 20:00~21:00
S4: Onbb I	May 31 (Tue) 15:30~16:30	S14: Astrophysical Nu I S15: Astrophysical Nu II	June 3 (Fri) 7:30 ~ 8:30
S5: Onbb II	May 31 (Tue) 20:00~21:00	S16: Heavy Nu, R&D	June 3 (Fri) 15:30~16:30
S6: Reactor Nu I S7: Reactor Nu II	June 1 (Wed) 7:30 ~ 8:30	S17: Nu Interactions I	June 3 (Fri) 20:00~21:00
S8: Nu Mass	June 1 (Wed) 15:30~16:30	S18: Nu Interactions II S19: New Nu Tech.	June 4 (Sat) 7:30 ~ 8:30
S9: Accelerator Nu I	June 1 (Wed) 20:00~21:00	S20: Nu and Cosmology	June 4 (Sat) 14:30~15:30
S10: Accelerator Nu II S11: Accelerator Nu III	June 2 (Thu) 7:30 ~ 8:30	S21: BSM Nu Closing Session	June 4 (Sat) 18:30~19:30

If you are not available for the Zoom test, please enter your session via Zoom in advance. **The stand-by must be completed 30 minutes before start of your session.** Please let us know if any difficulty comes from the Zoom test. We will conduct a simple test during this period.

Please connect with a PC or laptop in an environment with good network connections.

Below are the checklists for the session:

- If possible, please **use headsets** when chairing sessions to improve audio quality.
- Turn off your phone ringer and/or any audible email reminders.
- Please mute while waiting for your turn to speak.
- **Please do not connect to the ZEP Metaverse and Live Session Room on the website during your session. The audio may overlap.**

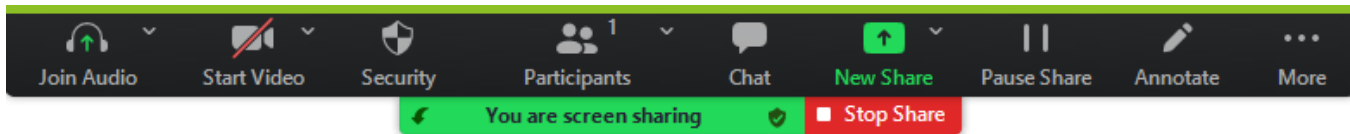
After the Zoom test, please mute the microphone until you need to speak. Please turn it on when you can see your face on the streaming screen. For more details, please check the following.

#### 4. Zoom Controls (for Reference)

Control Box:



- ① Mute/Un-mute: Toggles your microphone on and off
- ② Start/Stop Video: Toggles your video on and off
- ③ Invite: Lets you copy the invitation
- ④ Participants: Lets you see who is in the meeting
- ⑤ **Share Screen**: Lets you choose a window on your computer to share **Please open your slides in advance before you enter the Zoom meeting room.** When you want to share your screen, click the 'Share Screen' button. Choose the screen with the slides you need to share, and click the 'Share' button. After sharing your screen, you can see a mini-screen on top of your screen shown below.

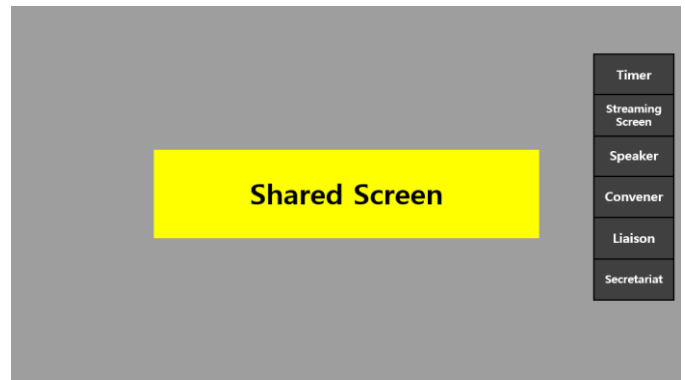
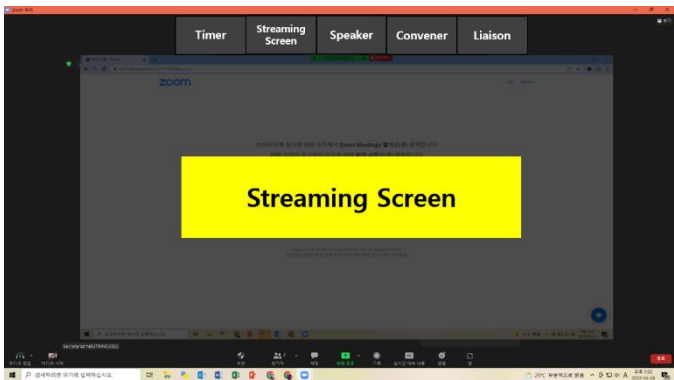


Make your presentation file in 'Full Screen' mode by pressing the **F5** button on your keyboard for Window machines, and start your presentation. When you want to stop sharing your screen, please click the 'Stop Share' button.

- ⑥ Chat: Opens the Chat tool
- ⑦ Record: Starts or stops the recording
- ⑧ Leave Meeting: Allows you to leave the meeting

## 5. During the Session

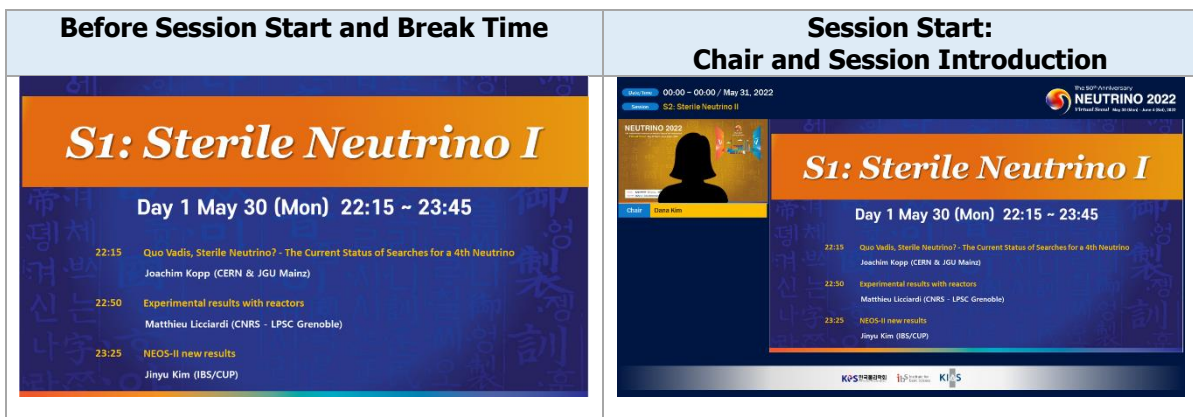
First of all, when you enter Zoom, you can see the other participants' screens at the top. The left cartoon below shows your screen before your screen is shared, and when the screen is shared, the top mini-screens move to the right side (right cartoon below).



If you click 'Streaming Screen', you can see the way it is being broadcast to the participants. Until it's your turn to present, click on 'Streaming Screen' to watch the progress.

### 1. Session Beginning

Until the session starts, you will see the session promotional video as shown in the left image below. When the session starts, the session chair's face appears as shown as shown in the right image below, and the session begins.



### 2. Speaker Introduction and Presentation Start

A session chair will introduce the session and speakers. Please turn on the screen sharing while you (speaker) are being introduced. You can start your presentation right after the session chair's introduction.





### 3. Q&A Session

Right after your talk is given, the Q&A session will proceed. Questions will be asked to the speaker through the session chair. Please refer to the detailed program for your Q&A time. **When your Q&A is over, please turn off the screen share** so that the next speaker can share his/her screen.



We firmly believe that your contribution will make NEUTRINO 2022 even more successful. We greatly appreciate your continued interest in NEUTRINO 2022, and look forward to seeing you online.

Sincerely yours,  
NEUTRINO 2022 Secretariat

#### NEUTRINO 2022 Secretariat

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