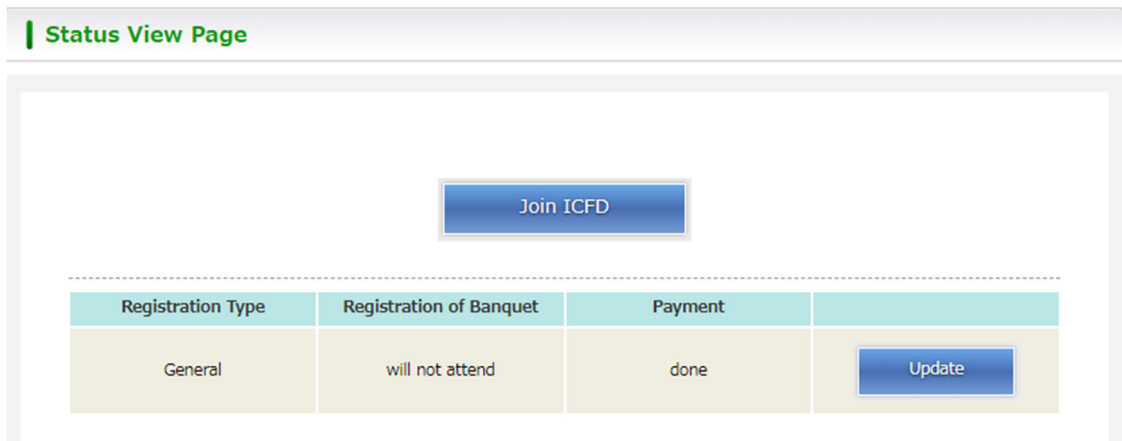# Manual for ICFD2024

ICFD2024 will take place in a hybrid fashion -both in-person and online. We will use Zoom.

1. Sign in

   If you have already made a registration fee payment, you can see the button "Join ICFD" on the "Status View page" after November 1, 2024(JST).

   If you cannot find the button, please make the payment first.

2. Click the button "Join ICFD". You will find Timetable with the hyperlinks to Zoom and on-demand broadcasting. Please click a session to attend.

   *Please note that you need to make a register for each room in advance. There is limit to the number of participants in each room. Please do not join several rooms at the same time.

3. After the registration, you will receive the confirmation e-mail with a link to join the Zoom meeting on a room-by-room basis. Please click "Join Meeting" on the day.

[ICFD2024] Confirmation

Providing the link to other is prohibited.
Recording is prohibited whatever the reason.
Please don't enter the several rooms at the same time.

When system dialog prompts, you can join the meeting by clicking "Open Zoom Meetings".
Please use hard-wired, high-speed internet as Wi-Fi may drop during the presentation.

< **For Presenter** >

All presenters are required to connect Zoom meeting during their presentation for hybrid online broadcasting except for OS23 / OS24 (AFI).
Please connect your PC to the Zoom meeting when the presentation is approaching. If you want to share sound from your computer, please toggle on "Include computer sound" as well.

<On-site >

Please bring your own PC. We can not offer our PCs. You can connect LAN cable if you want. We will prepare wired LAN for the stable connection on site. Please bring a conversion connector in case you need.
Please turn off your microphone and turn on your camera.

If you make a presentation at OS23/OS24, you can not use your own PC. For more details, we have already informed you by e-mail.
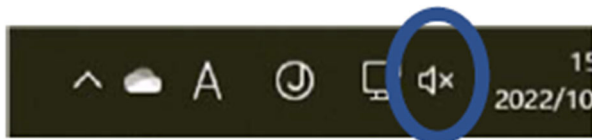For OS23, please read the following general information.
https://www.ifs.tohoku.ac.jp/icfd/2024/sessions/General_information_SS__20240912_rv2.pdf

<Online>

Please turn on your microphone and camera to start the presentation.

<**For Audience** >

Participants can view zoom on the screen onsite. So please turn off / mute your microphone / audio to prevent feedback in a sound system at the conference room.

<The Conference Materials>

The proceedings will be available for the participants on and after November 18, 2024 (JST). The URL, ID, and password to get the proceedings will be informed the participants by e-mail on the morning of November 18, 2024.
Please download the proceedings by **December 31, 2024**.

< On-demand Broadcasting for Plenary Lectures>

It is available from November 18 to November 25, 2024.