# ICFD2025 Participant Guidelines

ICFD2025 will be held in a hybrid format. Please note that all presenters are required to join the Zoom meeting for their presentation, even if they are presenting on-site. Some sessions may not allow online-only presentations, so please check with the session organizers in advance.

### 1. Sign in with your ID < https://www3.e-kenkyu.com/icfd/signin>

If you have already made a registration fee payment, you can see "QR code" and "View Program & Zoom Links" on the "Status View page" by the beginning of November.

If you cannot find the button, please first check whether you have completed the registration fee payment.

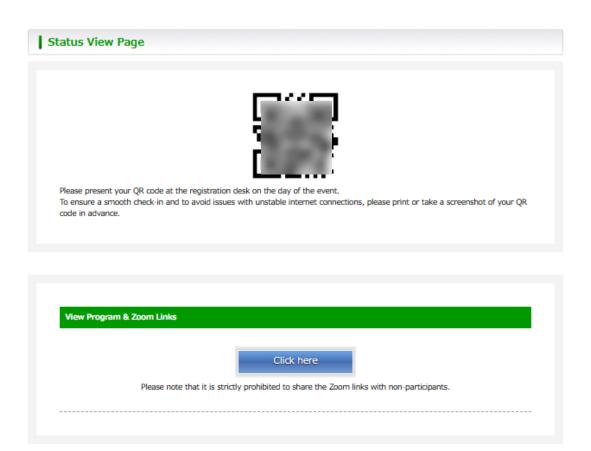
## <Registration>

Please present your QR code at the registration desk on the day of the event.

To ensure a smooth check-in and to avoid issues with unstable internet connections, please printing or take a screenshot of your QR code in advance.

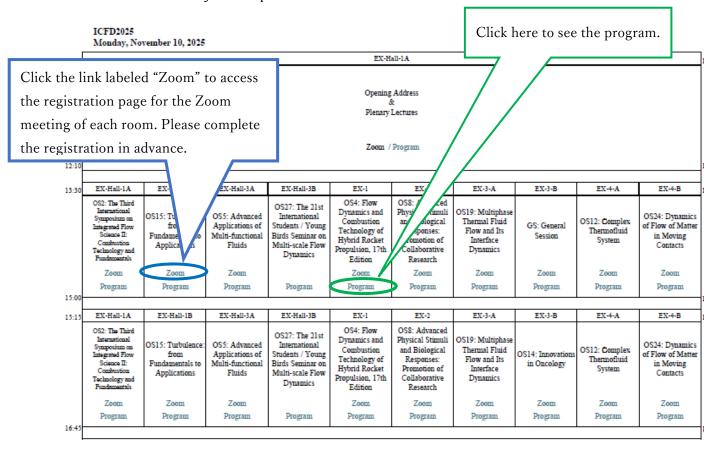
### <Accessing the hybrid meeting>

Please click the blue Click here button below View Program & Zoom Link.

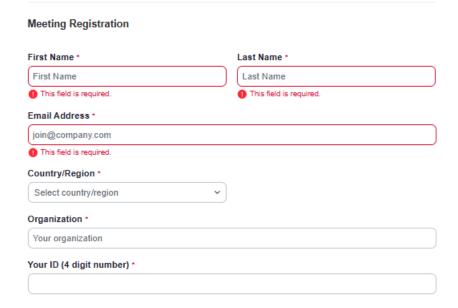


2. You will find the timetable with the hyperlinks to Zoom. Please click on "Zoom" to access the meeting registration page.

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

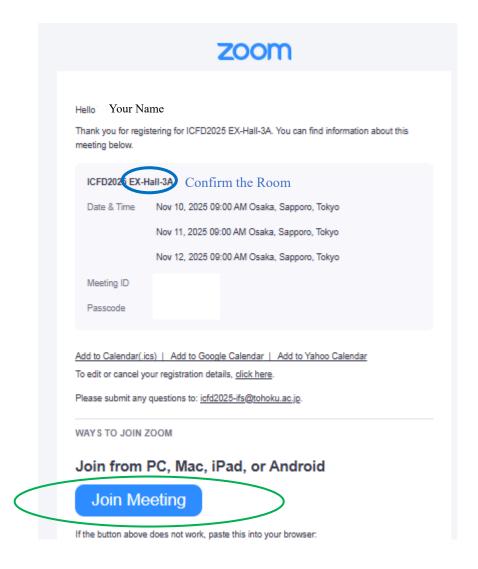


3. After clicking the Zoom link, the registration page shown below will appear. Please complete the registration in advance.



4. 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.

Title: ICFD2025 <Name of the Room> Confirmation



Providing the links to others is prohibited.

Recording is prohibited under any circumstances.

Please do not enter multiple rooms at the same time.

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

#### < For Presenters >

All presenters are required to connect to the Zoom meeting during their presentation for hybrid online Broadcasting, except for OS27 / OS28 (AFI).

Please connect your PC to the Zoom meeting as your presentation time approaches. If you want to share sound from your computer, please also toggle on "Include computer sound".

#### <On-site>

Please bring your own PC, as we cannot provide PCs on site. You may connect a LAN cable if you wish; wired LAN will be available for a stable connection. Please bring a conversion adapter in case it is needed. Please turn off your microphone and turn on your camera during your presentation.

If you have a presentation at OS28, you will not be able to use your own PC. For more details, please refer to the email sent on October 23, 2025.

For OS27, please read the following general information.

https://www.ifs.tohoku.ac.jp/icfd/2025/sessions/OS/%E2%91%A1General\_Information.pdf

#### <Online>

When it is your turn to present, please turn on your microphone and camera and start your presentation following the chair's instructions.

\*\*X Please note that some sessions may be in-person only. \*\*X

### <For Audiences >

Participants can attend the session via zoom. So please turn off or mute your microphone / audio to prevent audio feedback in the conference room. Since the session will be projected on the screen in the conference room, there is no need to join Zoom to view the session in person.



## <The Conference Materials>

The proceedings will be available to participants on and after November 10, 2025 (JST). The URL, ID, and password to access the proceedings will be sent to participants by e-mail on the morning of November 10, 2025.

Please download the proceedings by December 31, 2025.