



Important note for Participants

Main computer has 4 microphones in the session room, **all other computers** (speakers, chairs, facilitator, and all audients) inside the session room **must mute**. Otherwise, howling sound occurs.

Scenario of session

Step 1: Facilitator invite session chair

Good morning, everyone. First, I'd like to welcome you all and thank everyone for coming. I am "Xxx" the facilitator of this session "Session 1.1 Sendai Landslide Partnerships".

This is the hybrid session of on-site, on-line and pre-recorded presentation. The on-site and on-line speakers will get the announcement two minutes before the finishing time.

Now it is my pleasure to introduce the Chairperson, *who is also the Professor ofetc.* Dr. Yyy, please.

Step 2: Chairperson announce the start of session.

Thank you Mr. Xxx. I am Yyy. Welcome to today's session. It's a great pleasure for me to introduce our speaker today.

Step 3: Chairperson invite speakers (onsite/online/pre-recorded)

Now, I would like to call Mr./Ms. *Speaker* to deliver his talk on topic

Step 4: Discussion and close the session

Thank you very much Mr./Ms. *Speaker*

The role of chairperson (onsite/online)

- 1) Greeting for the session
- 2) Invite speakers one by one
- 3) Discussion and close the session

The role of facilitator

- 1) Invite the chairperson
- 2) Time keeping (to announce two minutes before finishing time + to ask finish)
- 3) Solve possible stuck of session

The role of supporting staff

- 1) Management of Zoom
- 2) Start pre-recorded video
- 3) Support to chairperson