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 of ....etc. Dr. Yyy, please.

Step 2: Chairperson announce the start of session.

Thank you Mr. Xxxx. 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