NICT / Tokyo Centre of the GPAI Expert Community

Asia Multilingual & Multicultural AI Workshop

— An international expert convening on multilingual and multicultural generative AI —

Logistical Information for Online Participants

1. General Information

■Event Name

NICT / Tokyo Centre of the GPAI Expert Community

Asia Multilingual & Multicultural AI Workshop

— An international expert convening on multilingual and multicultural generative AI —

■Date

Friday, October 30, 2026

■Key Schedule

Workshop: 9:00–17:15

Whole-Room Sessions: Online room opens at 8:30

Working Sessions: Online rooms are scheduled to open at around 10:15

*All times are shown in Japan Standard Time (JST, UTC+9).

■Platform

Microsoft Teams

■Working Language

The working language of the workshop is English.

■Latest Programme

The latest programme will be available on the workshop website:

https://asia-mm-ai-workshop2026.jp/program.html

Please check the website for the latest updates.

■Contact

For any questions regarding the workshop, please contact the Secretariat at:

nict-ai-ws2026@piic-inc.com

2. Online Participation Information

■Online Meeting Links

Please note that the Teams link differs depending on the session.

Please use the link designated for each session.

The same information will also be available on the password-protected Participants page of the workshop website.

Please do not share the Teams links or login information with anyone else.

Online Meeting Links

<table>
<tr><th>Session / Room</th><th>Time</th><th>Teams Link</th></tr>
<tr><td>Whole-Room Sessions</td><td>9:00–10:15
12:15–12:45
13:45–14:05
15:50–17:15</td><td rowspan="4">The Teams links are sent individually to registered online participants by e-mail.</td></tr>
<tr><td>Working Session: Policy & Economics</td><td rowspan="3">10:30–12:00
14:05–15:35</td></tr>
<tr><td>Working Session: Computer Science</td></tr>
<tr><td>Working Session: Linguistics & Culture</td></tr>
</table>

■Online Room Opening Times

Whole-Room Sessions: The online room is scheduled to open at 8:45.

Working Sessions: The online rooms are scheduled to open at around 10:15.

Please join the relevant online room in advance so that we can check your connection before the session starts.

■Participation Format

Online participants will join the workshop via Microsoft Teams.

Depending on the session format, online participants may be invited to listen, ask questions, or take part in discussions. Please follow the instructions of the moderator and the Secretariat during each session.

3. Microsoft Teams Access Guide

■Joining the Meeting

Please access the Microsoft Teams link designated for the session you will attend.
You may join either through the Microsoft Teams desktop app or through a web browser. We recommend using the Teams desktop app if available.
Before joining, please check your internet connection, microphone, speaker, and camera.

■Display Name

When joining the meeting, please display your name in the following format, if possible:
Given Name Family Name / Affiliation
Example: Taro Yamada / NICT

Important: Display Name Settings

Depending on your Microsoft Teams account or browser settings, the name registered to your Microsoft account may be displayed automatically and may not be editable before you join the meeting.
If you are able to join without signing in, or as a guest, Teams may allow you to enter your display name before joining. If you are unable to change your display name, please inform the Secretariat as necessary.

■Microphone and Camera

- Please keep your microphone muted when you are not speaking.
- Please turn on your camera when speaking, if possible.
- If you are in a noisy environment, please use headphones or a headset.

■Chat

Depending on the session, the chat function may be used for technical support and questions.
Please follow the moderator’s instructions on how to ask questions.

4. Practical Information for Online Participation

■Before the Workshop

Please prepare the following before joining:

- A stable internet connection
- A computer or tablet with access to Microsoft Teams
- A microphone and speaker, or a headset
- A camera, if available
- The latest programme from the workshop website

■Technical Check

Please join the online room early enough to check your connection.
If you experience any technical issues, please contact the Secretariat by e-mail.

■Recording

Please note that the workshop sessions, including discussions, may be recorded for the purpose of preparing internal records and minutes.
The recordings will be used only by the Secretariat for internal documentation and confirmation purposes.

■Confidentiality

Please do not record, capture, or share the Teams links, screen images, audio, video, chat messages, or discussion contents without permission from the Secretariat.

■Time Zone

All times in this document are shown in Japan Standard Time (JST, UTC+9).
Japan does not observe daylight saving time.

5. Contact

For any questions regarding online participation, please contact the Secretariat at:
nict-ai-ws2026@piic-inc.com

If you experience difficulty joining the Microsoft Teams meeting on the day of the workshop, please contact the Secretariat by e-mail.