Online Presenter Manual (Oral Sessions)

(Regular Sessions)

Click "Zoom" on the timetable and enter the Zoom meeting room before the session starts.

(Symposium)

Symposium will be held using Zoom webinar and speakers in a symposium will attend as "Panelist".

JSAP secretariat will send you a unique link to enter as a panelist.

Click the Webinar URL provided in the email.

Dear Mr./Ms. XXXX

We are looking forward to your participation in the 81nd JSAP Autumn Meeting.

Session：Novel photonics using quantum materials and terahertz-infrared electric fields
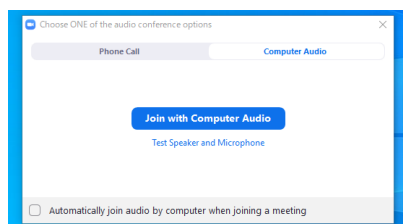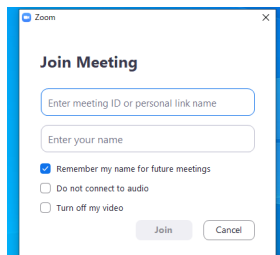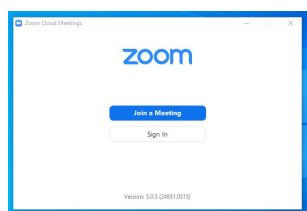Session Date/Hour：2021年9月12日 04:00 PM 大阪、札幌、東京

※Please make sure to enter the session room during the break time before your presentation.
Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.

Follow the prompts to download and install the Zoom desktop application.

Online Presenter Manual (Oral Sessions)

Q&A

(Regular Sessions)

Regular sessions will be held using Zoom meeting.
Although participants (both speakers and audience) have control over their microphones, DO NOT unmute your microphone unless you are selected as a questioner by a session chair.

If you wish to ask questions during the session, click "Raise Hand".
Unmute your microphone only if you are selected as a questioner.

The 82nd JSAP Autumn Meeting
(Test Session)

If you click on "Participants," you will see the list of participants, with your name at the top on the "Panelists" column.
"Raise Hand" button is on the bottom of the column.

(Symposium)

Symposium will be held using Zoom webinar.
Participants cannot mute/unmute their microphones.
If you wish to ask questions during the session, click "Raise Hand".
The chair will select the questioner and give them control to mute/unmute their microphone. Then unmute your microphone and ask questions.

Panelists (speakers of the symposium) cannot use "Raise Hand" options. If you are a panelist and wish to ask questions, send a chat to the chair, unmute your microphone by yourself and ask a question.

The 82nd JSAP Autumn Meeting
(Test Session)

If you have administrative questions, use the chat function.
If you click on "Chat," a chat screen appears on the lower right side.
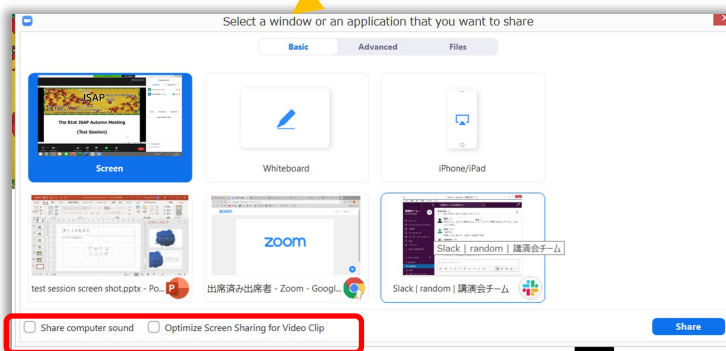Select "Host (Secretariat)" and enter your message.

Online Presenter Manual (Oral Sessions)

Starting the Video

Turn on the video and microphone when your turn comes.
Do not transmit video unless you are making a presentation.

Sharing the Screen

Please share your screen when your turn comes. **Never share your screen until your turn comes. If you do so, the screen being shared by a person who is making a presentation will be interrupted.** PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be able to see them easily. Stop sharing the screen when your presentation is over.

One way to share the sound when playing a video clip is to tick the following two boxes:
☐Share computer sound
☐Optimize for full-screen video clip
If you check both boxes, you can share the sound of a video clip with the other participants.

*Playing a video clip could be troublesome. Make sure to test it beforehand. The sound and the image may become distorted in many cases.

After the Presentation

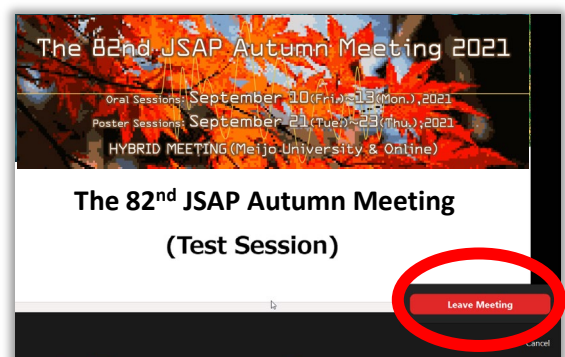Stop sharing the screen and unmute your microphone.

Leave a Session Room

Click "Leave" then "Leave Meeting".

If you wish to attend another session, go back the timetable on the Participant Portal.
(Please see Audience Guidelines for more details.)

Online Presenter Manual (Poster Sessions)

・**Presentation Time**

Each poster presenters is allotted 100 minutes including 50 minutes core time. There is a 20-minute break between presentations.

(Core time)
- Speakers of an odd program numbers : first 50 minutes
- Speakers of an even program number

・**Materials to Prepare**

Prepare the following materials and upload them on the submission site and on the Participant Portal by the following due dates.

Material to Prepare	Due Date	Important Notes
Extended Abstracts (*mandatory)	June 22 (Tue.), 2021 (5:00pm JST)	Template：https://meeting.jsap.or.jp/template/index.html Need to upload the extended abstract on the submission site.
Poster Image Data (*mandatory)	September 3 (Fri.), 2021 (5:00pm JST)	A data file must be in PNG or JPEG format, and **below 5MB**. Make your poster in a LANDSCAPE (horizontal) configuration. Recommended size is from A0 to A4. Need to upload the poster image data to the Participant Portal
Short Presentation (*optional)	September 3 (Fri.), 2021 (5:00pm JST)	You can upload a short presentation of approx. 2 min. A data file must be in MP4 format, and **below 30MB.**

・**Presentation/Q&A**

Each speaker is required to be present in their allocated Zoom meeting room during their presentation time to answer questions from participants.

Speakers should vacate the Zoom meeting room for the next speaker when their presentation time is up.

・**Young Scientists Presentation Award**

A poster presentation is NOT eligible for the Young Scientist Presentation Award in this autumn meeting. If you wish to apply for the award, please make sure to choose "Oral presentation" as your preferred presentation type when submitting your abstract.

・**Poster Award**

Poster Award winners will be decided and announced AFTER the meeting.
Nominees for the award will be informed of their nomination before the meeting.

Poster Sessions

Each speaker is allocated their Zoom meeting room during their presentation time. Enter your Zoom meeting by 10 minutes before your presentation time.

A short presentation data can be uploaded from your MyPage of the Participant Portal.

Click "Zoom" button below your poster and enter your Zoom meeting room.

Follow the prompts to download and install the Zoom desktop application.

Online Presenter Manual (Poster Sessions)

Q&A

There are no chairpersons in the poster sessions.
If participants enter your meeting room, present your research or answer their questions.
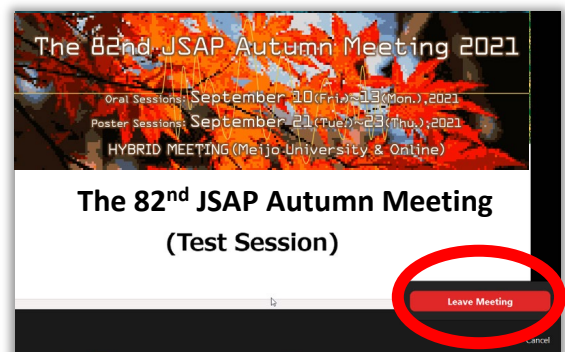You can share additional presentation materials on the screen.

Leave a Session Room

Speakers should vacate the Zoom meeting room for the next speaker when their presentation time is up.
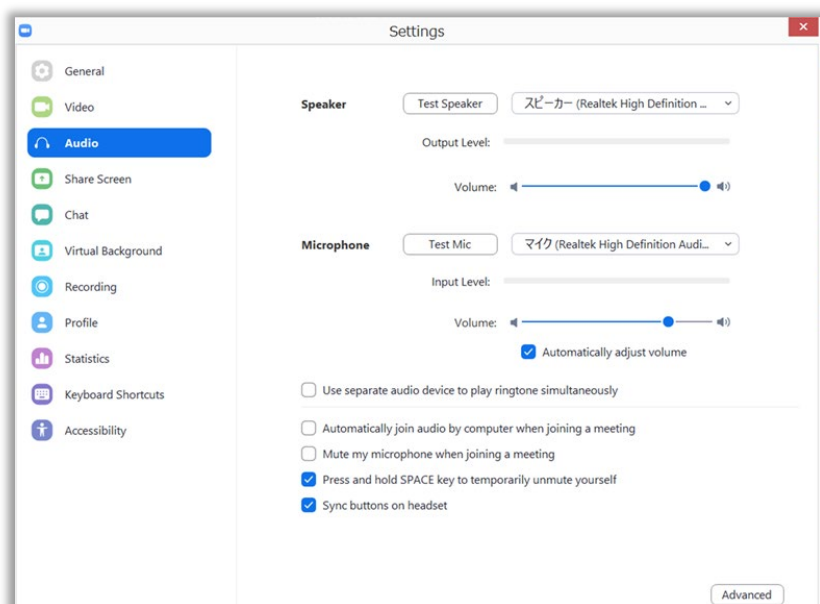Click "Leave" then "Leave Meeting".

If you wish to attend another session, go back to the Online Conference Platform.
(Please see Audience Guidelines for more details.)

Online Presenter Manual

Adjust Audio Settings

Click the Audio Settings button in the lower left to check your speaker settings.
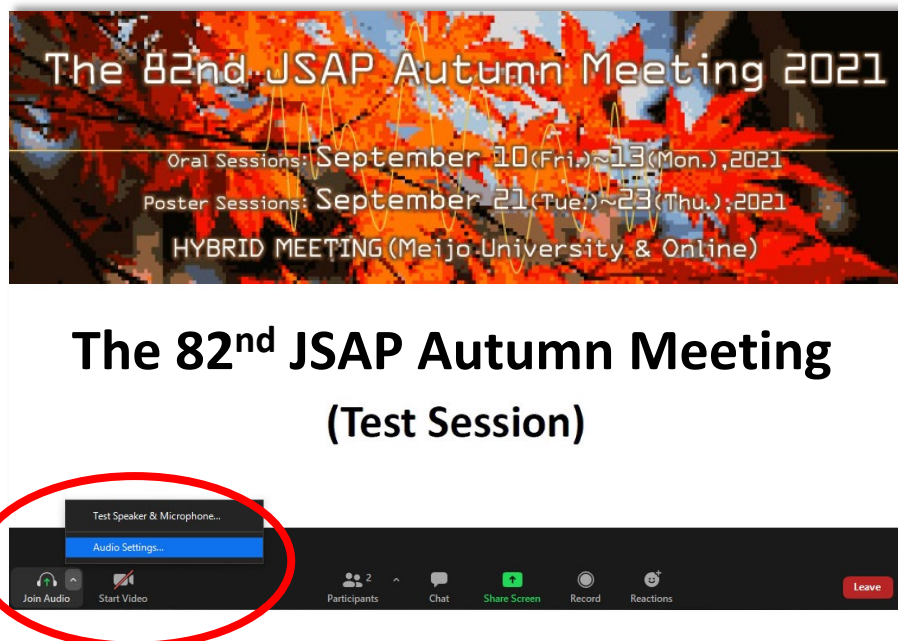
If you are informed that your remarks are not audible, check your audio settings to see if you have selected an appropriate speaker or microphone.
If the problem persists after you have confirmed that all the settings are correct, find out if the system is muted or the headset is turned off.

Online Presenter Manual

Rename

 If you click on "Participants," you will see the list of participants, with your name at the top on the "Panelists" column. There, you can check your microphone and video status.
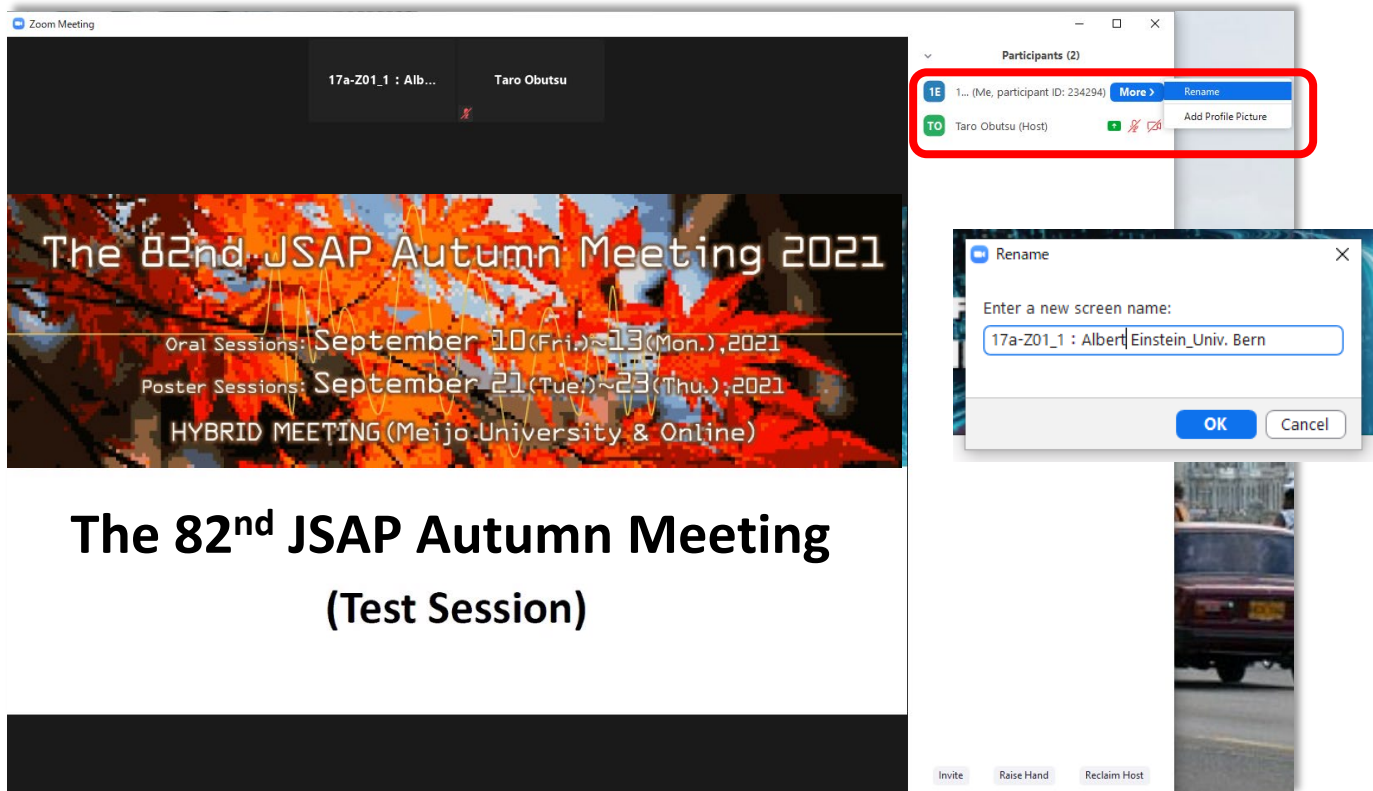
   If you move your cursor to your name, and click on "More ," "Rename " will appear. This will let you change your name.

   The Japan Society of Applied Physics requests that the speakers change their names according to the following format so that the chairperson will be able to identify them more easily.

Please indicate your Zoom username (display name) as below.

- ➢ Speaker：*program number_name (affiliation)*
    e.g.) 10a-N101-2_Albert Einstein (Univ. of Tokyo)
- ➢ Session Chair：[Session Chair] *name(affiliation)*
    e.g.) [Session Chair] Max Prank (AIST)
- ➢ Audience：*your name*
    e.g.) Erwin Schrödinger (NTT)

*put "program number" if you present a paper at the session,
  or "Session Chair" if you preside the session.

Online Presenter Manual

Notes

a) Secure a place
Secure a place where you will not be distracted by people's conversation or interrupted by telephone calls.
As a large amount of power is required, ensure that the battery does not run out during the session.

b) Check the situation throughout your presentation
When speaking for a prolonged period of time, it is advisable that you regularly check the participants' reaction and their chat messages to make sure that the network is working properly and that you are being heard. Be extra careful when taking questions during your presentation.
 In addition, changing video images may take a long time when you are sharing your screen on a weak network, and your oral presentation may not match the video on the receiving end. Be careful and avoid such a situation.

c) Mute the microphone
When you verbally interact with other participants, such as during a question-and-answer session, you may inadvertently produce an echo while someone else is speaking if there is a problem with your sound system. Be sure to mute your microphone when you are not speaking.

d) Check video transmission
It is preferable that you use video so that you can more effectively convey your presentation to other participants. However, the communication may become unstable if participants are using a narrow bandwidth. You should respond to such a situation flexibly. Stop transmitting the video and see if this improves the situation.

e) Handle shared material carefully
 Cite your sources clearly to avoid unauthorized use of other people's work. In addition, check your content beforehand, as an online presentation at an academic conference is regarded as a re-transmission through automatic public transmission .
 A speaker from a corporation or university who has obtained prior permission through contract or joint research regarding the format and the scope of the audience must obtain fresh permission if the presentation switches to an online format. In particular, permission might not be given for any content that could conflict with the Export Trade Control Order. The speaker must be fully aware of the issue.

Online Presenter Manual

f) Sharing your screen
● Zoom lets you share your PC screen with other participants when making a presentation. Launch the app you want to use before you begin to share. If you need authorization to share your screen, make a request to the host.
  (JSAP allows all speakers at an online conference to share their screen.]
● Depending on the environment, you can share either an entire screen or the window of a specific app. Thus, you should alternate depending on the situation. If you share an entire screen, be careful that sensitive information will not be shown. For example, other participants may be able to see your e-mails or social media messages. Therefore, turn them off beforehand.
● The mouse pointer may not work in some cases (the mouse pointer may not be displayed on other participants' screens). However, some software programs let you add notes on the screen (temporarily). Check this issue in advance.
● Stop sharing immediately when you finish your presentation.

g) Sharing material beforehand
   If there is material to be distributed, it may be helpful to share the download link via Zoom's chat function. However, the copyright issues discussed earlier should be examined further.