

The 82nd JSAP Autumn Meeting 2021

Oral Sessions: September 10(Fri.)~13(Mon.),2021

Poster Sessions: September 21(Tue.)~23(Thu.);2021

HYBRID MEETING (Meijo University & Online)

Presentation & Participation Manual

(Updated on July 19)

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General Information

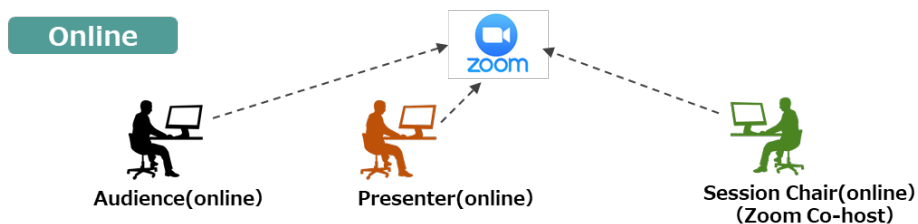
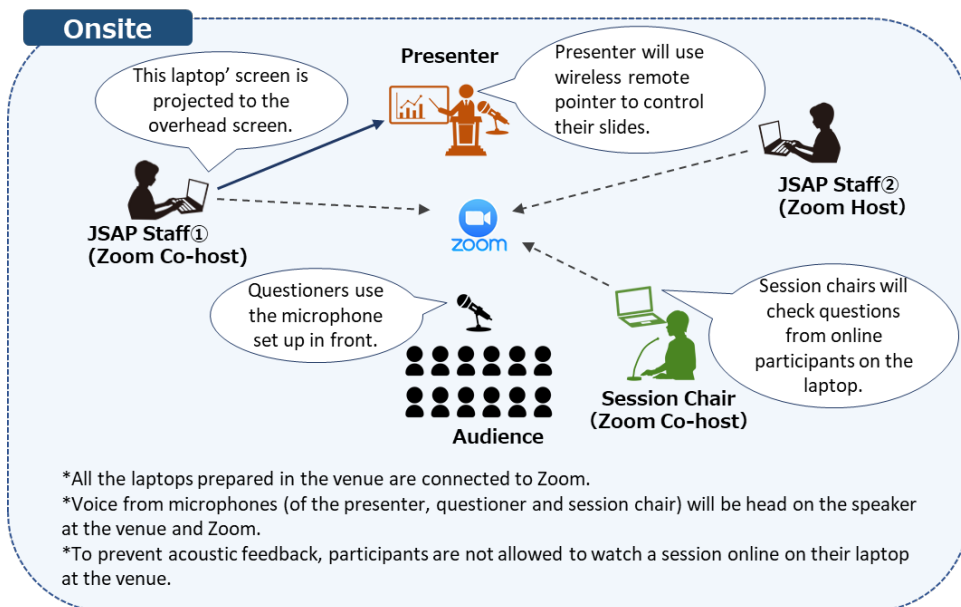
Programs and Events

Oral Sessions	<p>Dates: September 10(Fri.)-13(Mon.)</p> <ul style="list-style-type: none">▪ Speakers can choose if they speak at the venue or online.▪ Regular sessions will be presented live via <u>Zoom meeting</u>.▪ Symposiums will be presented live via <u>Zoom webinar</u>.▪ Live presentations of some symposia will be recorded and make available for the participants to watch during September 21(Tue.) to 27(Mon.), 2021.▪ No other sessions except symposia will be recorded.▪ Speakers residing outside of Japan can submit their presentations recorded beforehand. Our conference staff will play the clips on the scheduled time.
Poster Sessions	<p>Dates: September 21(Tue.)-23(Thu.)</p> <ul style="list-style-type: none">▪ 4-5 session slots per day. Each session is 100 minutes long including 50 minutes core time.▪ Each speaker are required to be present in their allocated Zoom meeting room during their presentation time to answer questions from participants.▪ Poster image data (mandatory) and short presentations (optional) will be posted on the Participant Portal throughout the meeting.▪ A poster presentation is NOT eligible for the Young Scientist Presentation Award.▪ Poster Award winners will be decided and announced AFTER the meeting.
Exhibition	Will be held both onsite and online.
Welcome Reception	Will NOT be held either at the venue nor online.
Career Consultation Meeting	Will be held online from 13 : 00-17 : 00, September 23 (Thu.)

For Onsite Participants

Entering the Venue

- Participants will be asked to have their temperature taken and will be asked to disinfect their hands at the entrance of each building.
- To record the onsite participants, participants will be also asked to have the QR code on their meeting badge read upon entering each building. The meeting badge can be downloaded from your MyPage on the Participant Portal.
- If you feel unwell, please refrain from attending onsite. You can switch to online participation without prior notice.



Making Presentations

- Participants are required to present via Zoom, using the laptop prepared in the session room. The screen on the speaker's laptop will be projected to the session room screen.
- Participants are not allowed to make a presentation using their own laptop. Please bring your presentation files in USB devices and ask our staff to copy the file to the speaker's laptop before the session starts.
- Questions can be received both from online and onsite participants. Session chairs will choose questioners.

Attending the Sessions

- To prevent acoustic feedback, participants are not allowed to watch session online on their laptop during the session.
- We limit the number of people for each session room to avoid 3C's.
- We will prepare rooms with Wifi connection for participants who cannot enter a session room due to the above limitation of the room capacity.

For Onsite Participants

COVID-19 Countermeasures

To help protect meeting participants and operations staff of the meeting, the JSAP will implement the following COVID-19 countermeasures.

- If participants feel unwell or suspect that they are infected(*), they must refrain from attending the meeting onsite.
- Participants must check their temperature every day before leaving for the venue.
- Participants will have their temperature taken and will be asked to disinfect their hands at the entrance of each building. If they have a fever of 37.2 degrees or higher or cold symptoms such as a cough, sneeze, sore throat, they will be asked to refrain from attending.
- To record the onsite participants, they will be asked to have the QR code on their meeting badge read upon entering each building.
- The above safety check at the entrance might cause congestion. Participants are recommended to arrive the venue in plenty of time.
- Participants are required to wear a face mask and asked to refrain from having loud conversations.
- Participants are asked to sit one seat apart to maintain social distancing.
- The entrance door of the session room must remain open all during the session.
- Participants are expected to disinfect their hands carefully and thoroughly.
- Participants are asked to refrain from drinking eating in a large group after meeting hours.
- If participants test positive for COVID-19 during and after the meeting, they must report to the JSAP secretariat as soon as possible. (during the meeting: 090-6528-9700 , after the meeting: 03-3828-7724, Email: meeting@jsap.or.jp)

(*) If participants experienced any of the following,

- a fever
- cold symptoms, such as a cough or sore throat
- fatigue or shortness of breath
- partial loss of smell or taste
- feeling of exhaustion
- close contact with someone who has tested positive for COVID-19
- close contact with a family member or someone they reside with or close friends or acquaintances who are suspected of being infected
- travel to, or close contact with a resident of, a country or region in respect of which Government of Japan has imposed travel restrictions or requires an observation period after entry

Others

- Participants are asked to refrain from drinking and eating in a large group after meeting hours.

ref) [Prevention at Dining and Drinking Occasions](#)

- JSAP will notify any case of infection promptly to the participants, while respecting the privacy of those infected.
- We cannot answer questions on who will be attending onsite.

JSAP will only disclose the personal information provided upon registration in the cases given below.

- When JSAP is required to disclose the information based on the laws and regulations
- When there is a request with justifiable reasons from a public institution such as a public health center

Zoom Tips

1. What is “zoom”?

- Zoom <https://zoom.us/>
- Creating a free Zoom Account <https://zoom.us/signup>
- Zoom help center <https://support.zoom.us/hc/en-us>

2. Terms

Meeting

Meeting lets all the participants share screens and control over their camera and microphones.

Webinar

Webinar let hosts and panelists share screens, control over their camera and microphones, while audience can only view, chat, and ask questions (via text messages). Attendees can ask questions (verbally) only when the host allows to unmute their microphones.

Host

The administrator of a meeting or a webinar. JSAP secretariat staff including student assistants will be the host of each session room.

Co-host

Session chairs will be assigned as a co-host role, after they enter the session room.

3. Items you need to prepare (if you will be attending online)

a) Terminal

Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.), and iOS (iPad, iPhone, etc.). Please check if your terminal (OS version, etc.) is supported. A video conference requires high CPU performance. If the performance is low, the video and audio may be interrupted, and the system may slow down

You can participate using a web browser without installing the Zoom app. However, some functions are restricted depending on the browser. We recommend using Google Chrome.

b) Network

It would be desirable to have a cable or high-speed Wi-Fi connection to ensure network stability, but a reliable mobile phone network could also be used. Please make sure to check if the system works properly.

c) Microphone and speaker

The use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented.

d) Camera

It is advisable that participants (other than the speaker, the chairperson, and those asking questions during a Q&A session) refrain from transmitting video and save the bandwidth.

Zoom Tips

4. Prior preparations (if you will be attending online)

a) Prior installation, testing the system

To use the Zoom video conferencing system for the first time, you must download and install the app. If you plan to participate in a video conference from an outside location (outside your home, office, etc.), you may not be able to download the app in time for the conference depending on your network condition. Therefore, it is recommended that you test the system beforehand in a strong network environment. Make sure also that audio messages can be sent and received without any problem.

Some Zoom functions are available only through the latest version. Thus, even if you have already installed the app, it would be advisable to install the latest version before a Zoom call.

b) Confirming that the system recognizes devices

When connecting an external speaker/microphone or a webcam, confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. Even if you cannot confirm beforehand whether the video conferencing function will work, it is recommended that you test the system by yourself using the control panel, etc. For testing, use a Zoom testing service (as discussed earlier).

c) Settings for participants' names

Participants are requested to include their names, as well as information regarding their affiliation, so that the chairperson will be able to easily identify the speaker. Information can be updated after the participants have already been connected to the conference room.

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.

d) Multiple people in the same room

Echoes and howling sounds may occur if multiple participants in the same physical location access a video conference using their own terminals and if their microphones or speakers are enabled on these terminals. Therefore, use only a single main terminal for handling audio. Make sure to mute microphone-speaker units for all other devices.

e) Maximum number of participants allowed in a conference room

The maximum number of participants allowed to join a single Zoom webinar is 500 and 1,000 (depending on the contract) and that for a single Zoom meeting is 300.

How to Participate Online

Create an Account on the Participant Portal

All the participants (except invitees exempted from payment) need to create an account from below.

<https://jsap2021a.jp/en/registration/>

Once the payment is completed, you will be able to view the restricted pages for the participants

Navigation

The screenshot shows the 'The 82nd JSAP AUTUMN MEETING 2021 PARTICIPANT PORTAL' website. The navigation bar includes links for TOP, Oral Session, Poster Session, Exhibition, Event, MyPage, and Login. Three callouts are present: a red one pointing to 'Oral Session' with the text 'Click here to oral session venue', a blue one pointing to 'Poster Session' with the text 'Click here to poster session venue', and a green one pointing to 'MyPage' with the text 'You can download a receipt and a certificate of participation on MyPage.' The main content area features a video player and a list of abstracts. A 'Chat (2)' button is visible in the bottom right corner, with a callout pointing to it.

You can exchange chat messages with other participants.

How to Participate Online

Watch Oral Sessions

1. Click “Zoom” button on the timetable of “Oral Session” page.

The screenshot shows the 'Oral Session' page with a navigation bar at the top containing 'TOP', 'Oral Session', 'Poster Session', 'Exhibition', 'Event', 'Registration', and 'Login'. The 'Oral Session' tab is circled in red. Below the navigation bar, there are two tabs: 'Timetable(by Category)' and 'Timetable(by Room)'. The main content is a timetable for March 16 (Tue.), 2021, with columns for 08:00, 09:00, 10:00, 14:00, and 15:00. A yellow box highlights a session from 9:00-12:00 in Room Z23, with a 'Zoom' link below it. A red callout bubble points to this 'Zoom' link with the text 'Click “Zoom” inside the session box.' Another red callout bubble points to the 'Timetable(by Room)' tab with the text 'You can search by category or by room.' On the right side, there is an 'ACCESS RANKING' section with a list of sessions and their details.

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

The first screenshot shows the Zoom Cloud Meetings homepage with a 'Join a Meeting' button and a 'Sign In' button. The second screenshot shows the 'Join Meeting' dialog box with fields for 'Enter meeting ID or personal link name' and 'Enter your name', and checkboxes for 'Remember my name for future meetings', 'Do not connect to audio', and 'Turn off my video'. The third screenshot shows the 'Choose ONE of the audio conference options' dialog box with 'Phone Call' and 'Computer Audio' options, and a 'Join with Computer Audio' button.

How to Participate Online

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.



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.



For administrative questions, use the chat function.
If you click on “Chat,” a chat screen appears on the lower right side. If you want to send a message to a host, select “Host (Secretariat)” and enter your message.

How to Participate Online

Watch Poster Sessions

Go to the “Poster Session” page.

The screenshot shows the 'Poster Session' interface. At the top, there is a search bar with 'Keyword Search' and a dropdown menu for 'category not selected'. Below this, there are filters for dates (3/16 (火), 3/17 Wed, 3/18 Thu, 3/19 Fri) and time slots (09:30-11:30, 13:30-15:00, 11:00-11:50, 13:00-13:50, 14:00-14:50, 15:00-15:50, 16:00-16:50, 17:00-17:50). The selected session is '3/16 (火) 09:30-11:30'. Underneath, there are category filters: '1.1 Interdisciplinary and General Physics (1件)', '1.5 Instrumentation, measurement and Metrology (1件)', '12.1 Fabrications and Structure Controls (1件)', and '13.5 Semiconductor devices/ Interconnect/ Integration technologies (2件)'. Two posters are displayed: '12a-PB4-1' and '12a-PB4-2'. Below the posters are buttons for 'Zoom', 'Abstract', and 'Short Presentation'. A callout bubble points to the 'Zoom' button, stating: 'Click “Zoom” button below a poster and enter the Zoom meeting room.' Another callout bubble points to the 'Abstract' button, stating: 'You can view an extended abstract(PDF) of the presentation here.' A third callout bubble points to the 'Short Presentation' button, stating: 'You can view a short presentation if provided by a presenter.'

Q&A

Q&A will be using Zoom meeting. Click “Zoom” button below the poster of your interest to discuss and ask questions.

Each speaker will be present in their allocated Zoom meeting room during their presentation time.

If you wish to ask questions, enter the Zoom meeting room, unmute your microphone and ask questions.

Each session is 100 minutes including 50 minutes core time.

(Core time)

- Speakers of an odd program numbers : first 50 minutes
- Speakers of an even program number

How to Participate Online

View Extended Abstracts

Click “View Conference Program” button and move to the conference web program page (confit).

Conference Web Program (Confit)

(Sessions)

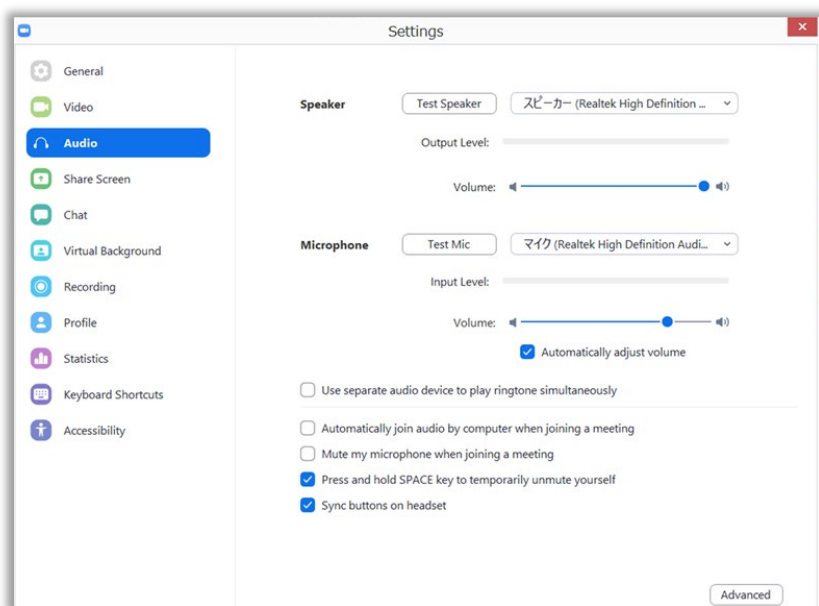
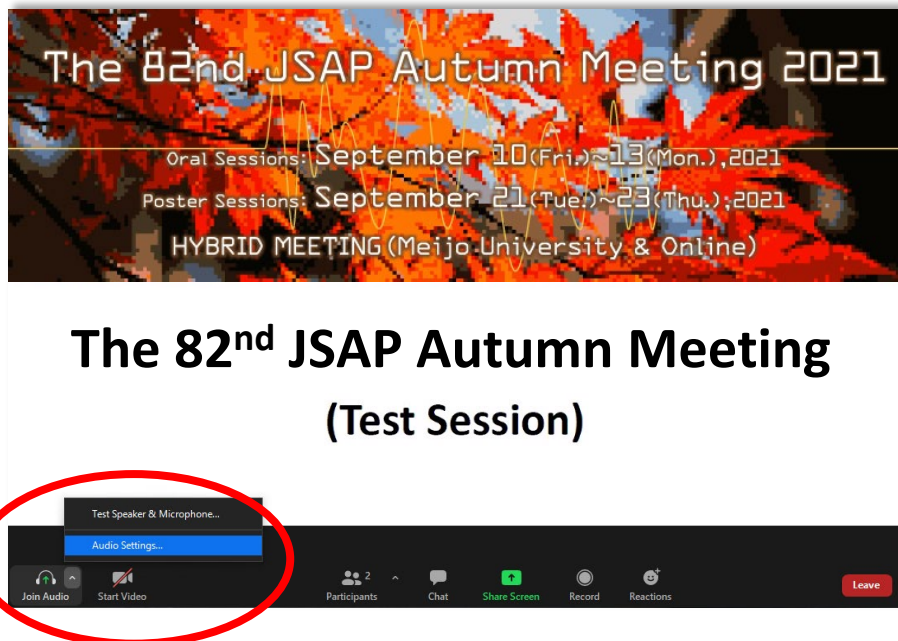
(Timetable)

Select the presentation/session you wish to view on the “sessions” page or “Timetable” page.

How to Participate Online

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.

How to Participate Online

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.

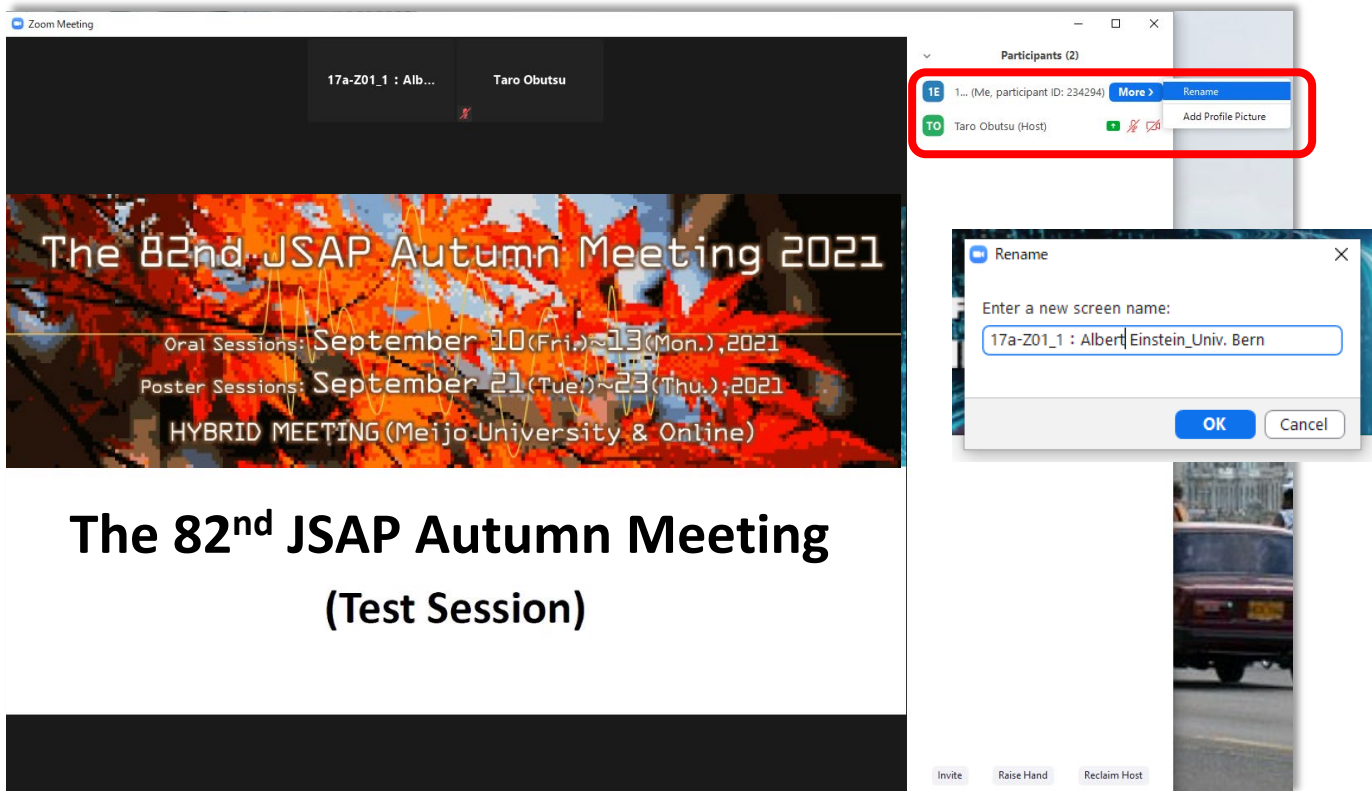
If you move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name.

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.



The image shows a Zoom meeting interface. At the top, the meeting title is "17a-Z01_1 : Alb..." and the host is "Taro Obutsu". Below the title is a banner for "The 82nd JSAP Autumn Meeting 2021" with details: "Oral Sessions: September 10 (Fri.) ~ 13 (Mon.), 2021" and "Poster Sessions: September 21 (Tue.) ~ 23 (Thu.), 2021". Below the banner is the text "The 82nd JSAP Autumn Meeting (Test Session)". On the right, the "Participants (2)" list shows "1... (Me, participant ID: 234294)" and "Taro Obutsu (Host)". A red box highlights the "More" button next to the first participant, which has opened a "Rename" dialog box. The dialog box prompts "Enter a new screen name:" and the input field contains "17a-Z01_1 : Albert Einstein Univ. Bern". There are "OK" and "Cancel" buttons at the bottom of the dialog box.

Online Presenter Manual (Oral Sessions)

(Regular Sessions)

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

Oral Session

Timetable(by Category) | Timetable(by Room)

分科

分科	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00
3.1 Basic optics and frontier of optics								
3.2 Equipment optics and materials								
3.3 Information photonics and image engineering								
3.4 Biomedical optics								
3.5 Laser system and materials								
3.6 Ultrashort-pulse and high-intensity lasers								

9:00-12:00 Room Z23
Zoom

Click “Zoom” inside the session box.

You can search by category or by room.

ACCESS RANKING

現在 過去1時間 過去1日
*(仮データ)ランダム表示

- 12p-PAC-1 490
(日本語) 配向性分子インプリンティングによる偏極ターカニカルタンパク質センシング空間の創製
森澤 貴裕¹, 松本 大樹¹, 高野 崇史¹, 砂山 博文¹, 北山 謙己¹, 竹内 俊文¹
- 13p-PA3-1 372
(日本語) DSSC におけるポリピロール-炭素複合電極の機能評価
○(M) 高見 賢¹, 熊野 浩太¹, 賀重 真栄¹, 大谷 優太¹, 星 暉¹
- 14a-PB3-1 255
(日本語) Multiconfiguration method applied to electronuclear dynamics of H2
○(P) Yang Li¹, Takeshi Sato¹, Kenichi Ishikawa¹
- 13a-PA7-2 183

(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

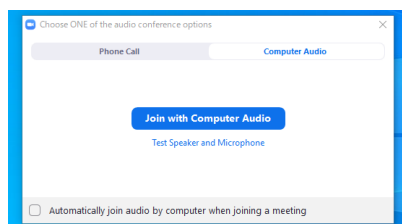
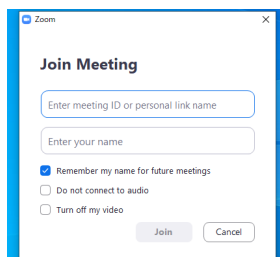
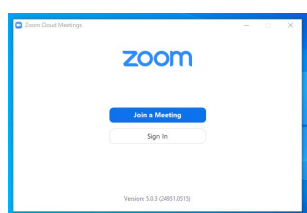
※Please make sure to enter the session room during the break time before your presentation.

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.



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.



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.

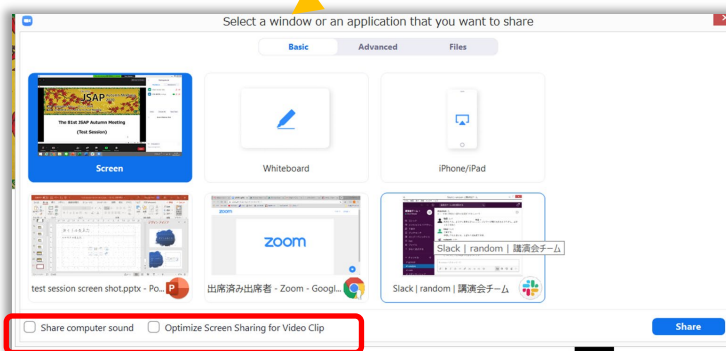
Online Presenter Manual (Oral Sessions)

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



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.

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.

Online Presenter Manual (Oral Sessions)

After the Presentation

Stop sharing the screen and unmute your microphone.

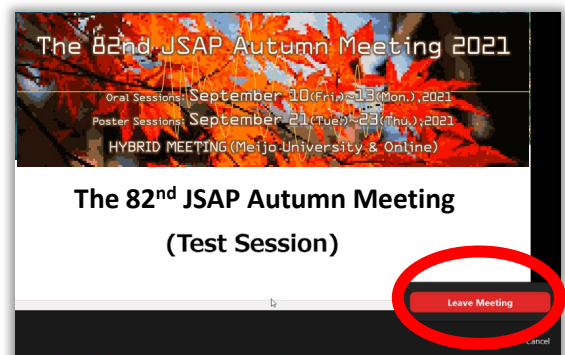
Leave a Session Room

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.

Online Presenter Manual (Poster Sessions)

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.

Poster Session

Keyword Search -- category not selected --

Poster Id with ★ Is nominated as Poster Award.

3/16 (火) 3/17 Wed 3/18 Thu 3/19 Fri

09:30-11:30 13:30-15:00 11:00-11:50 13:00-13:50 14:00-14:50 15:00-15:50 16:00-16:50 17:00-17:50

3/16 (火) 09:30-11:30

- 1.1 Interdisciplinary and General Physics (1件)
- 1.5 Instrumentation, measurement and Metrology (1件)
- 12.1 Fabrications and Structure Controls (1件)
- 13.5 Semiconductor devices/ Interconnect/ Integration technologies (2件)

12a-PB4-1 0人参加中

12a-PB4-2 0人参加中

Zoom Abstract Short Presentation

Zoom Abstract Short Presentation

Sample 2

Albert Einstein Univ. Bern

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

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

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

Zoom Cloud Meetings

zoom

Join a Meeting

Sign In

Version: 5.0.3 (24951.0515)

Zoom

Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

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.

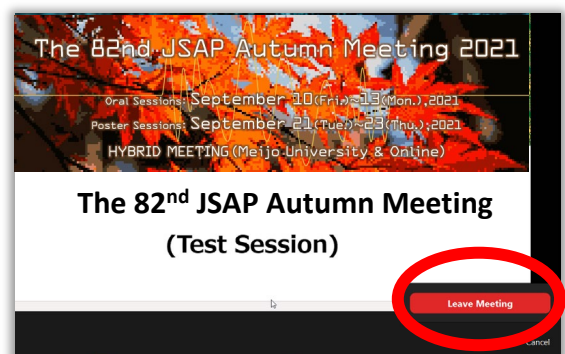
Leave a Session Room

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

Click “Leave” then “Leave Meeting”.



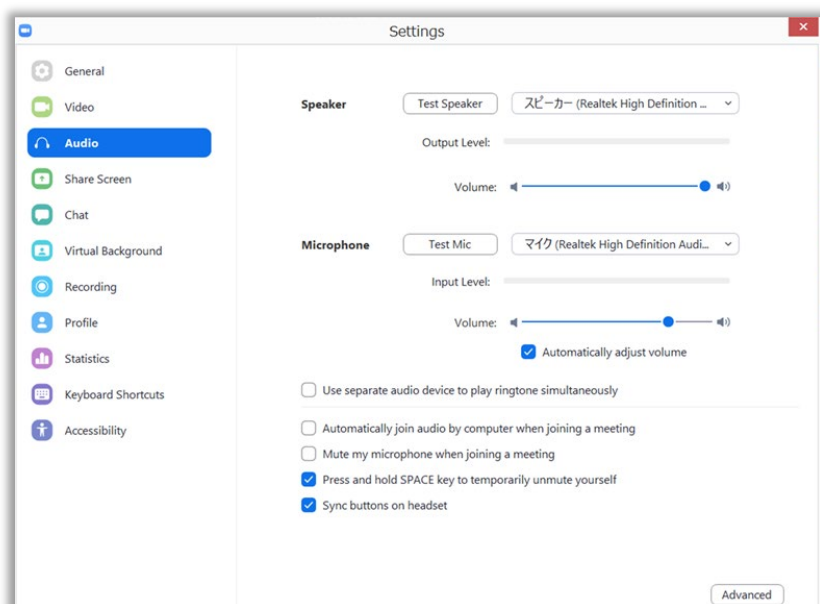
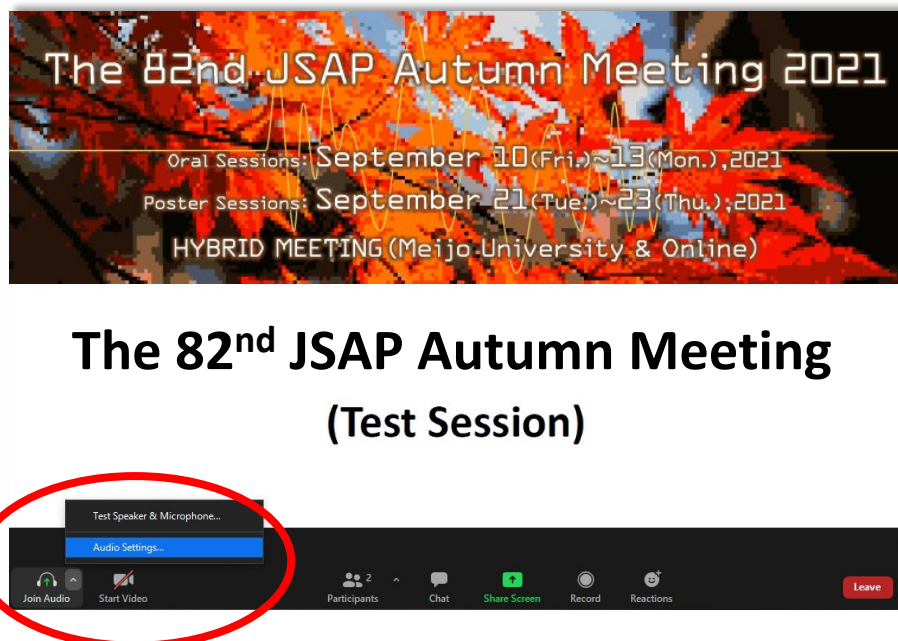
If you wish to attend another session, go back to the Online Conference Platform.
(Please see Audience Guidelines for more details.)



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.

The image shows a Zoom meeting interface. On the left, a banner for 'The 82nd JSAP Autumn Meeting 2021' is displayed, with details for oral and poster sessions and a hybrid meeting format. The main meeting area shows a participant list with '17a-Z01_1 : Alb...' and 'Taro Obutsu'. A red box highlights the 'More' button next to the first participant, which has opened a 'Rename' dialog box. The dialog box prompts the user to 'Enter a new screen name:' and shows the current name '17a-Z01_1 : Albert Einstein Univ. Bern' in the input field. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

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.

Copyrights/Citation Instructions

Attention

You are prohibited from saving (including capturing), sound-recording, video-recording, and redistributing the transmitted videos and released material.

If you need to save those data, please obtain permission from all relevant parties in advance, such as the speaker and the organizer.

The copyrights of submitted extended abstracts belong to the Japan Society of Applied Physics.

The submitted extended abstracts will be published in the conference web program and the extended abstracts DVD.

*The extended abstracts DVD will not be distributed to the participants. The extended abstracts DVD will be published in a small volume and available for purchase.

Citation/Reuse

The method of citation and reuse is the same whether the event is held online or at a physical location.

●Citation

A citation refers to, for example, a case in which a person, to bolster their argument, uses another person's writing and explains that writing. Citations can be made without permission of the author provided that certain legal requirements are met

These legal requirements are as follows:

- [1] The material cited has already been made public.
- [2] The citation is compatible with "fair practices "
- [3] The use is within a scope "justified for the purpose of news reporting, critique, study, or other place in which the work is quoted ."
- [4] "The master-servant" relation between the citation and other parts is clear.
- [5] The citation is made clear with the use of square brackets (Japanese-style quotation marks).
- [6] A citation is necessary.
- [7] A clear indication of the source is necessary. (There is an established practice to indicate a source, although the issue is not applicable to the production of duplicates .) (Article 48)

Copyrights

The above (on the previous page) requirements must be satisfied (Article 32, Paragraph 1).

Regarding requirements [2] and [3], the minimum requirements are that it has been clarified in judicial precedents, that one's own work and the work of another are clearly distinguished (clarification of the citation), that one's own work is the primary constituent part, and the cited work is subservient (the master–servant relation), and that there is a considerable reason why citation is necessary (the necessity).

- It is our belief that the Japan Society of Applied Physics is not subject to Article 35 of the Copyright Act, as we are not an educational institution, and our presentations are not intended for teaching.

- Portrait Rights, Publicity Rights, Ownership Rights, Site Management Rights

When posting a photo of a person, obtain the person's permission, or process the person's face in such a way that the person cannot be identified (portrait rights).

Never use a photo of an entertainer or a celebrity (publicity rights).

Do not use photos or video clips of shrines, temples, works of art, etc. even if you have taken them yourself (ownership rights/site management rights).

- Please be careful when using figures and tables taken directly from a book, instead of an academic paper. There are many cases in which publishers hold copyrights to figures and tables that they have created themselves. For this reason, you may not be able to disseminate such figures and tables even if you have obtained permission from the author.

- As for the cover page and pictures of a book, consult the publisher and abide by their proposed conditions.