

# 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 : <a href="https://meeting.jsap.or.jp/template/index.html">https://meeting.jsap.or.jp/template/index.html</a> 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 <b>below 5MB</b> . 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 <b>below 30MB</b> .

## • 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 -- 検索

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.

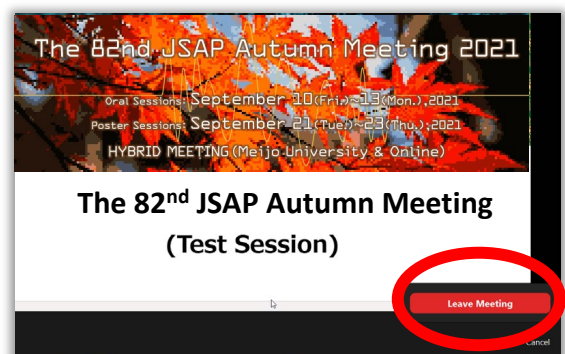
## Leave a Session Room

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

Click “Leave” then “Leave Meeting”.



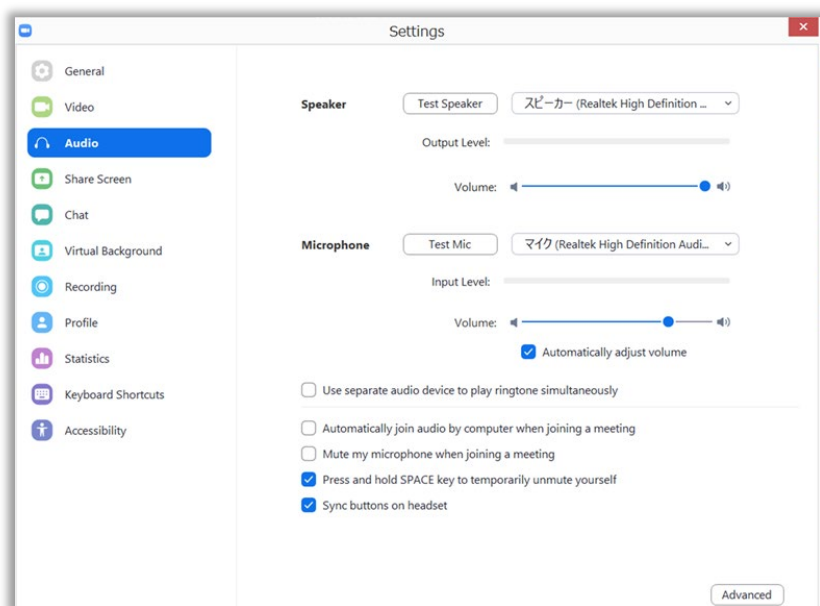
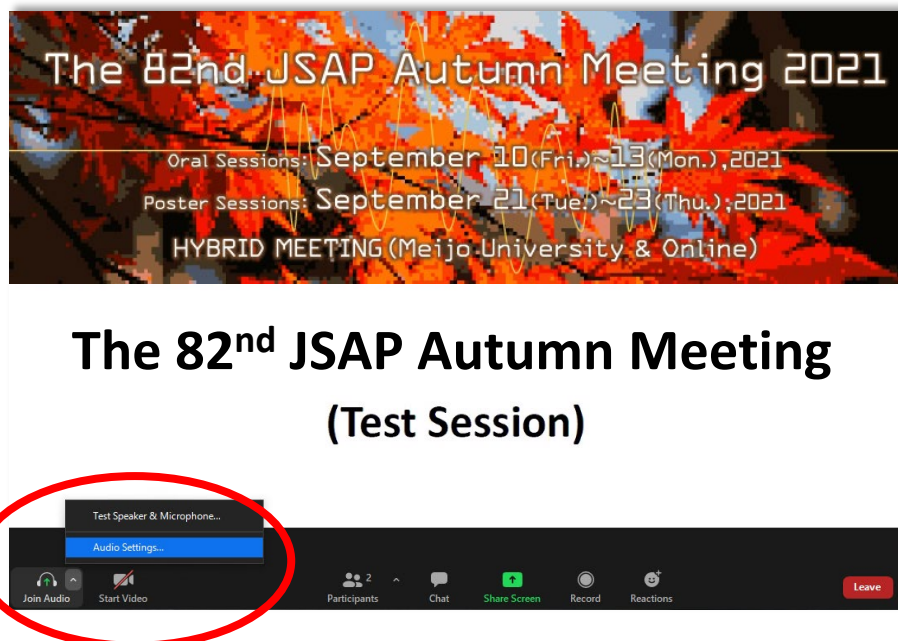
If you wish to attend another session, go back to the Online Conference Platform.  
(Please see Audience Guidelines for more details.)



# 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.

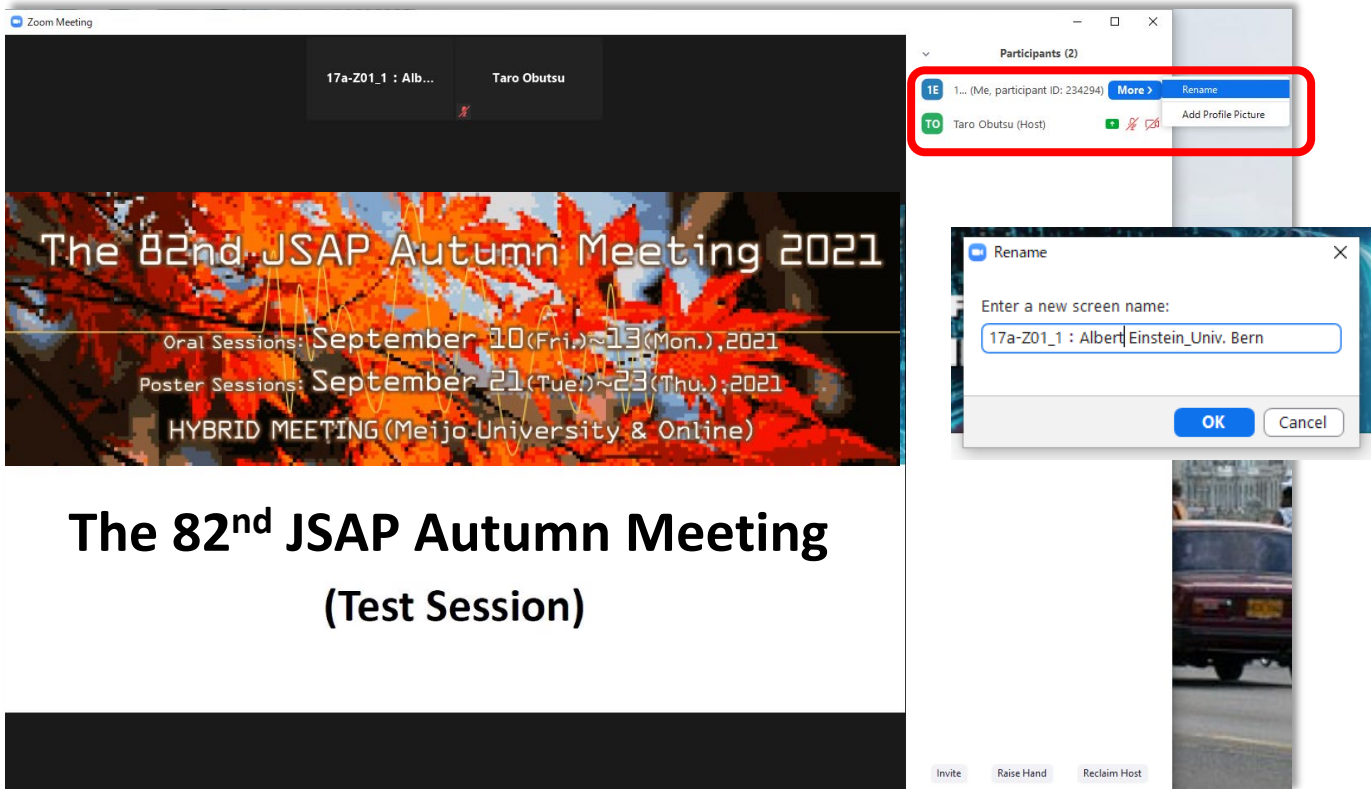
If you move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name.

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 Sessions (September 10-13, 2021) and Poster Sessions (September 21-23, 2021). Below the banner, the text 'The 82nd JSAP Autumn Meeting (Test Session)' is visible. On the right, the 'Participants (2)' list is shown, with a red box highlighting the 'More' button next to the user '17a-Z01\_1 : Albert Einstein (Univ. of Tokyo)'. A 'Rename' dialog box is open, showing the current name '17a-Z01\_1 : Albert Einstein Univ. Bern' and 'OK' and 'Cancel' buttons.

# 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.