THE 68TH
JSAP SPRING MEETING
2021
DATES: MARCH 16 (TUE.) - 19 (FRI.), 2021
ONLINE VIRTUAL MEETING

Online Conference Guidelines

(Updated on January 19)

Table of contents

General Information

1．Programs and Events

Oral Sessions	・Regular sessions will be presented live via Zoom meeting. ・Symposium will be presented live via Zoom webinar. ・Symposiums will be recorded if we get approval from the organizers, and make available for the participants to watch during March 26 to April 1, 2021. ・No other sessions except symposia will be recorded. ・Speakers residing out side of Japan may submit their presentations recorded beforehand. Our conference staff will play the clips on the scheduled time.
Poster Sessions	・8 session slots per day. Each session is 50 minutes long. ・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 will be posted from March 12 and throughout the meeting. ・A poster presentation is NOT eligible for the Young Scientist Presentation Award in this spring meeting. ・Poster Award winners will be decided and announced AFTER the meeting.
Exhibition	Will be held online. Sponsored seminar will also be held online.
Welcome Reception	Will be held on March 16 using Zoom meeting.
Career Consultation Meeting	Will be held on March 17 using Zoom breakout rooms tool.

2．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

3．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 attendees can only view, chat, and ask questions (via text messages). Attendees can ask questions (verbally) only when the host allows to unmute their microphones.
A symposium will be held using a Zoom webinar. The speakers participate as panelists, while the audience will participate as attendees.

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.

General Information

4. Items you need to prepare

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. 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 3G/4G mobile phone network could also be used. There may be cases in which a connection cannot be established, such as if the network has an internet proxy or restricts the use of streaming services. It is important to make sure that the system works properly. In addition, users should be aware that they may face data restrictions on a 3G/4G network or additional payments under a pay-as-you-go system after using the network for a prolonged period of time.

c) Peripheral devices
Microphone and speaker
The use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented. Zoom allows users to send and receive sounds played on a personal computer (by ticking the lower-left box that says "Share computer sound" when the user is sharing a screen). However, make sure to test the function before the Zoom call because there may be certain restrictions placed on the network environment.

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.
The built-in camera of a personal computer allows participants to easily transmit video. However, it would be more desirable to use an external USB camera (a wide-angle model) to capture a wider angle or change the camera direction more easily.
Prepare a video-capturing system if you need to transmit video from an external device.

5. Prior preparations

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*
    e.g.) 9a-Z21-2_Albert Einstein
➢ Session Chair：[Session Chair] *name*
    e.g.) Session Chair：Max Prank
➢ Audience：*your name*
    e.g.) Erwin Schrödinger
*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.

Participant Portal

Create an Account

All the participants (except invitees exempted from payment) need to create an account from below.
https://jsap2021s.jp/en/registration/

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

Navigation

Click here to oral session venue

Click here to poster session venue

You can download a receipt and a certificate of participation on MyPage.

You can exchange chat messages with other participants.

Audience Guidelines (Oral Sessions)

Watch Oral Sessions

1. Click "Zoom" button on the time table of "Oral Session" page.

You can search by category or by room.

Click "Zoom" inside the session box.

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

Audience Guidelines (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.
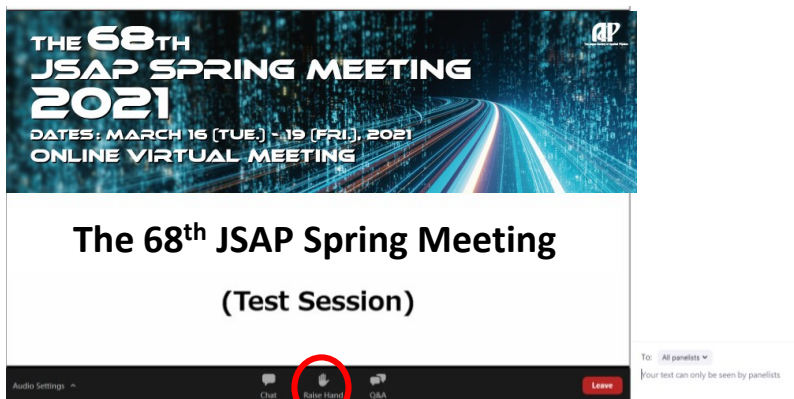
(Symposium)

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.

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.

Audience Guidelines (Poster Sessions)

Watch Poster Sessions

Go to the "Poster Session" page.

Q&A

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

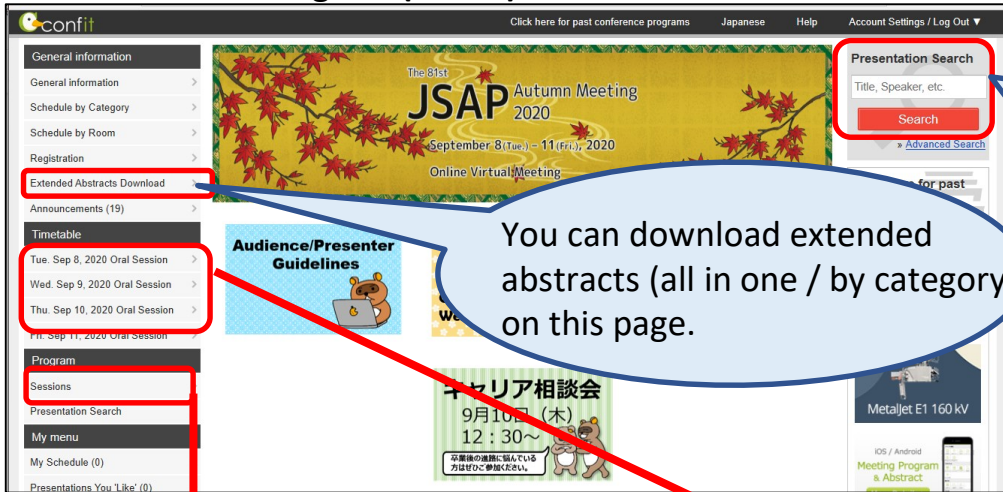Each speaker will be present in their allocated Zoom meeting room during their presentation time.
If you wish to ask questions, enter the Zoom meeting room, unmute your microphone and ask questions.
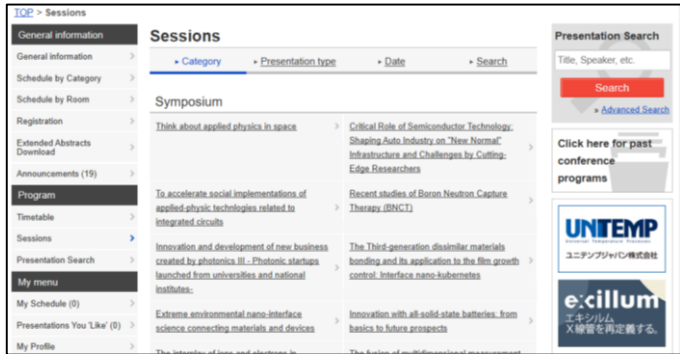
Audience Guidelines

View Extended Abstracts

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

Conference Web Program (Confit)

You can search a presentation by title, speaker or keywords

You can download extended abstracts (all in one / by category) on this page.

（Sessions）
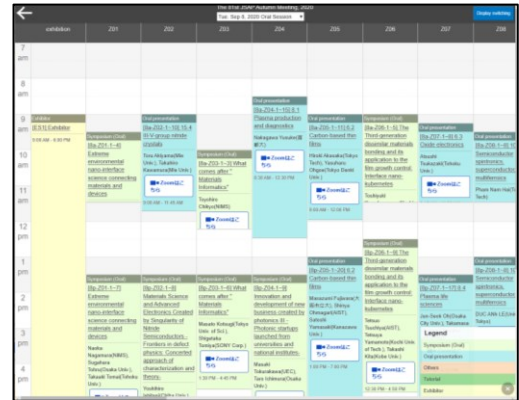
（Timetable）

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

All the abstracts of the session can be downloaded from here.

An abstract of each presentation can be downloaded from here.
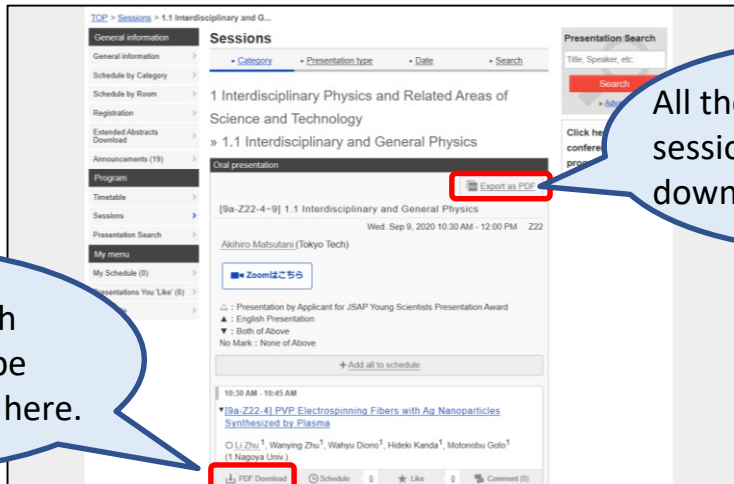
Oral Sessions

(Regular Sessions)

Click "Zoom" on the time table and enter the Zoom meeting room by at least 15 minutes before your presentation time.

(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 68th JSAP Spring Meeting.
>
> Session：Novel photonics using quantum materials and terahertz-infrared electric fields
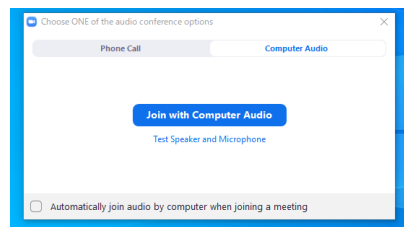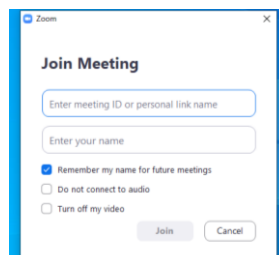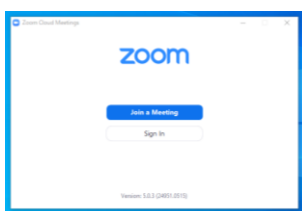> Session Date/Hour：2020年3月18日 04:00 PM 大阪、札幌、東京
>
> ※Please make sure to enter the session room during the break time before your presentation.
> Join from a PC, Mac, iPad, iPhone or Android device:
> Click Here to Join
> Note: This link should not be shared with others; it is unique to you.

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

Presenter Guidelines (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.

Presenter Guidelines (Oral Sessions)

Starting the Video

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

Sharing the Screen

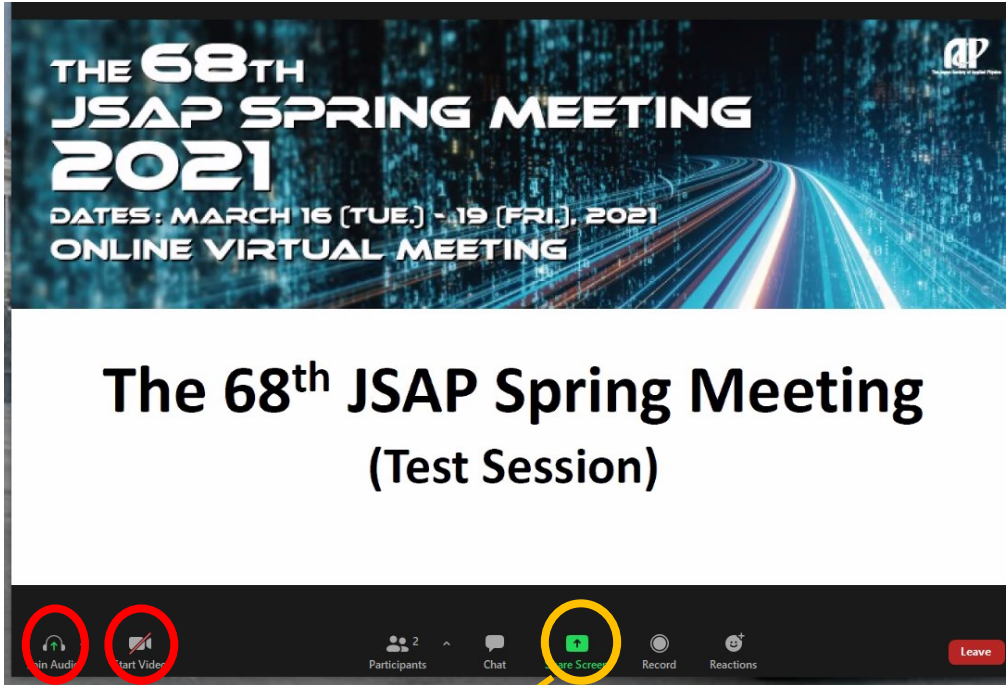Please share your screen when your turn comes. **Never share your screen until your turn comes. If you do so, the screen being shared by a person who is making a presentation will be interrupted.** PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be 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 time table on the Participant Portal.
(Please see Audience Guidelines for more details.)

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.

Presenter Guidelines (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.)

The 68th JSAP Sprig Meeting
(Test Session)
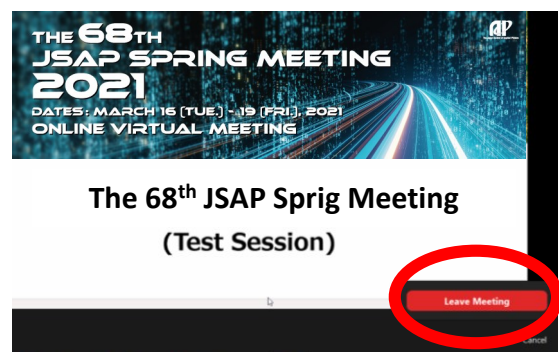
Presenter Guidelines

Adjust Audio Settings

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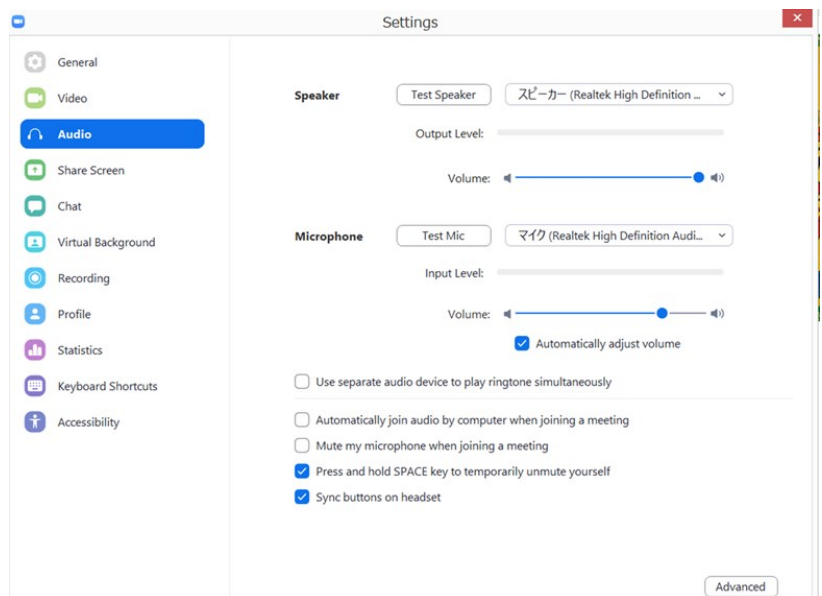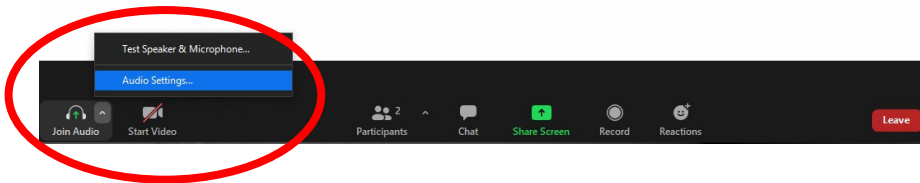
If you are informed that your remarks are not audible, check your audio settings to see if you have selected an appropriate speaker or microphone.
If the problem persists after you have confirmed that all the settings are correct, find out if the system is muted or the headset is turned off.

Presenter Guidelines

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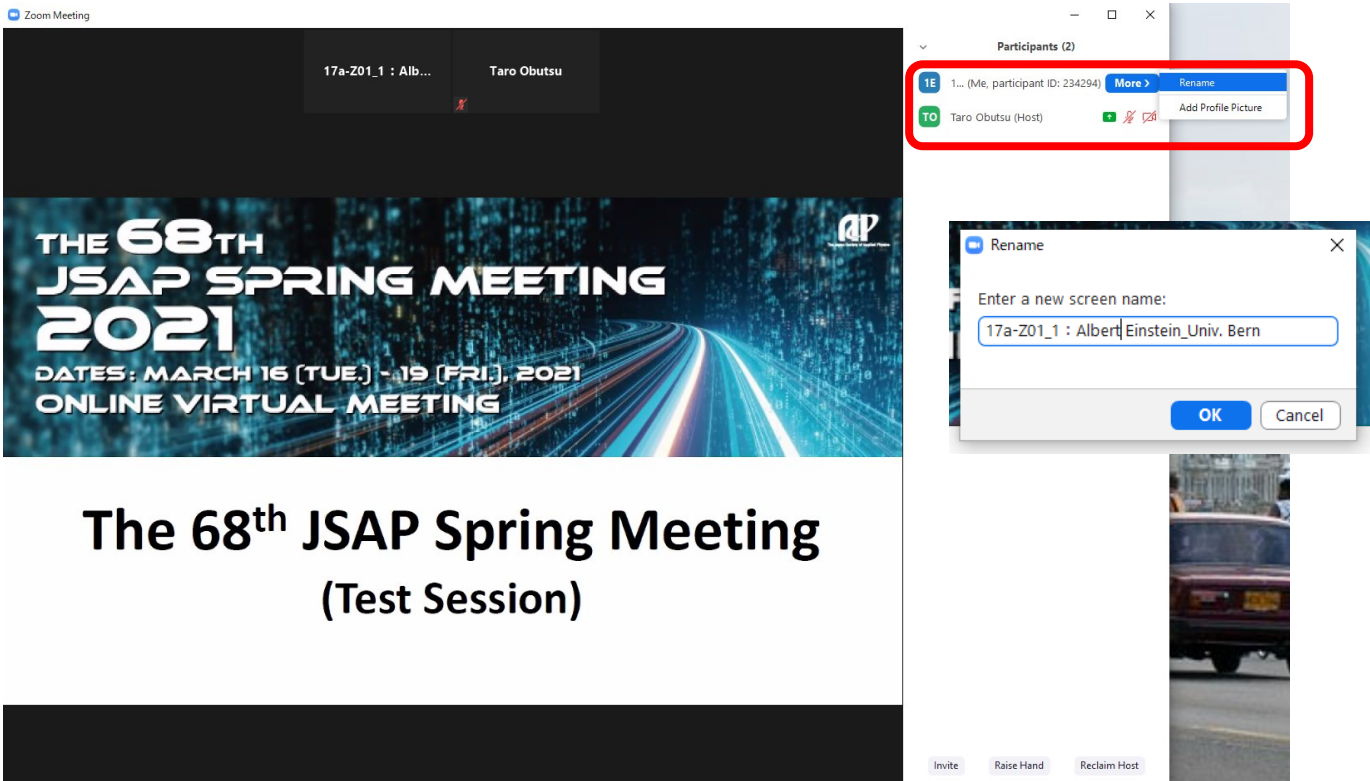
   If you move your cursor to your name, and click on "More ," "Rename " will appear. This will let you change your name.

   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*
    e.g.) 9a-Z21-2_Albert Einstein
- ➢ Session Chair：[Session Chair] *name*
    e.g.) Session Chair：Max Prank
- ➢ Audience：*your name*
    e.g.) Erwin Schrödinger

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

Presenter Guidelines

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.

Presenter Guidelines

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

<div style="border:2px solid red;">

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.

</div>

<u>The copyrights of submitted extended abstracts belong to the Japan Society of Applied Physics.</u>
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.

Session Chair Guidelines

One student staff will be assigned to a session room and participate as a host. Student staff will be assisting a session chair with running the session; time keeping, and so on.

Responsibilities of the Session Chair

- Moderating the session
  Announces the start and the end of the session to all participants.
- Handling questions
  Questions should be handled as below.
  (Regular Sessions)
    Select a participant who "raise hand" and ask them to turn on the microphone and speak.
  (Symposium)
    Select a participant who "raise hand"
  ⇒Host (Secretariat) will give control to a questioner
  Ask the questioners to turn on the microphone and speak.
- Review presentations by the applicants of JSAP Young Scientist Presentation Award. (in case you are asked to serve as a award reviewer)

Zoom Test Room (from March 1-5, 8-12)

We will set up a Zoom test room during March 1 (Mon.) to 5 (Fri.) , and March 8 (Mon.) to 12 (Fri).
Please make sure to test your audio and camera connections beforehand.

【Dates】 March 1 (Mon.）- 5 (Fri.), 8 (Mon.) -12 (Fri.)
【Hours】 10:00-12:00, 14:00-16:00 (*Some rooms will be open 24 hours.)
  *JSAP secretariat staff will be available for help in one room during March 1-5 (10:00-12:00, 14:00-16:00).

Session Chair Guidelines

Before the session

Please make sure to enter the webinar room 15 minutes prior to the starting time.
If you have connection troubles and cannot enter 30 minutes before the session starts, please call us at 080-6258-9700 (Secretariat).

（How to enter the webinar room）
If you chair a symposium, click the Webinar URL provided by the host (JSAP Secretariat) to enter the session room.

> Dear Mr./Ms. XXXX
>
> We are looking forward to your participation in the 81st JSAP Autumn Meeting.
>
> Session：Novel photonics using quantum materials and terahertz-infrared electric fields
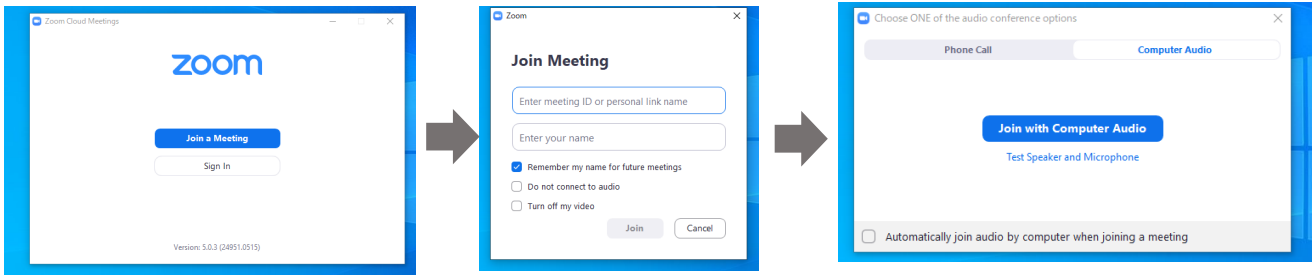> Session Date/Hour：2020年7月3日 04:00 PM 大阪、札幌、東京
>
> ※Please make sure to enter the session room during the break time before your presentation.
> Join from a PC, Mac, iPad, iPhone or Android device:
> Click Here to Join
> Note: This link should not be shared with others; it is unique to you.

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

	To Do	
1	15 minutes prior to the starting time	Enter the session room. Make sure to rename your displayed name as "Chair: *your name*". Student staff will inform you if there are absent speakers. Please take notes their program number.
2	a few minutes before the session starts.	Please announce below. - Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited. - Turn off cameras and microphones except when they are giving presentations.

Session Chair Guidelines

During the session

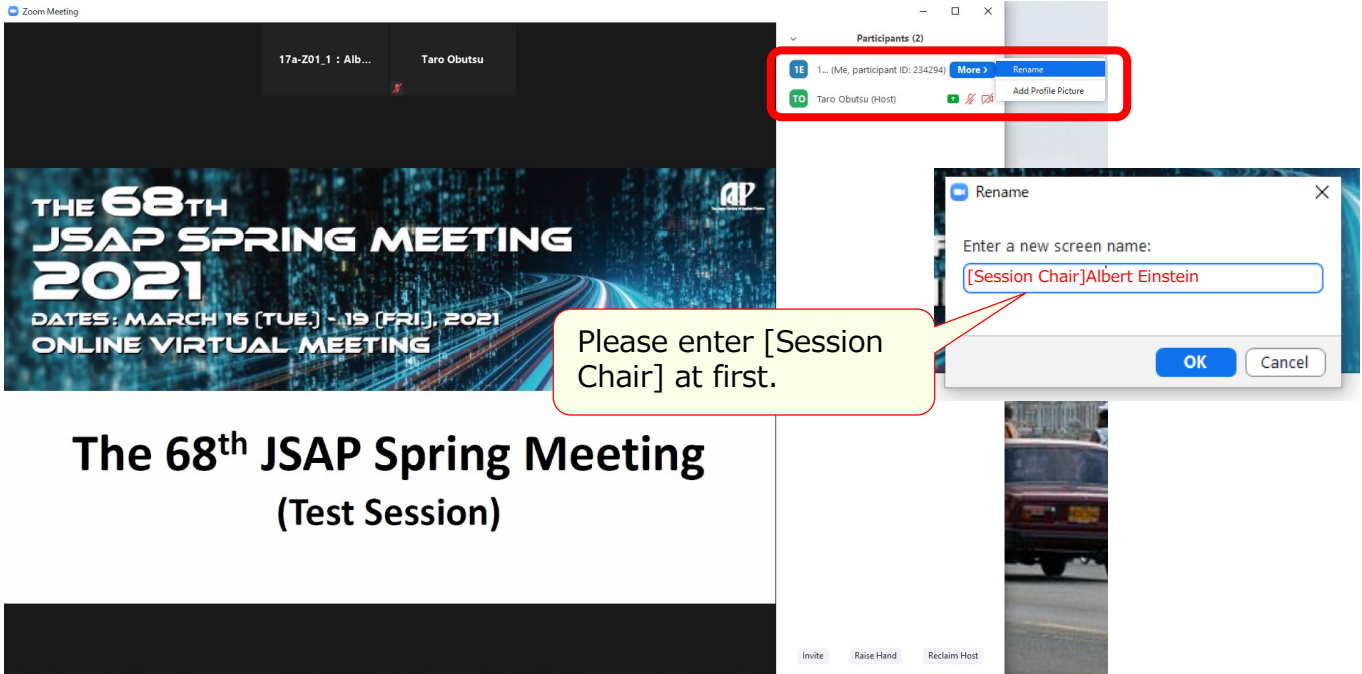|		To Do
3	At the beginning	Start the session by giving a few remarks and introducing your self.
4	During Presentation	Time keeping is handled by our student staff. (Presentation Time) 1st Bell : 10 min. remaining (including 5 min. for Q&A) 2nd Bell : 5 min. remaining (end of presentation, Q&A starts) 3rd Bell : End of presentation time
5	Q&A	Handle questions in the following. (Regular Session) - Session Chairs will select a participant who "raise their hand" and ask them to unmute their microphone. (Symposium) - Session Chairs will select a participant who "raise their hand". Host will give them control to unmute their microphone. Tell them to unmute their microphone and ask questions. *Panelists in a symposium (presenters) cannot use the "Raise Hand" option. Ask the panelists if there are any questions.
6	End of Presentation	Announce the end of the presentation time after the 3rd bell.
		Repeat 3〜6
7	Break	Announce the start of a break and the restart of the session.
8	End of Session	Announce the end of the session by giving a few remarks.
9		Leave the Zoom meeting/webinar room. ※Student staff will end the zoom.

Notes

・Turn off your camera and microphone during the presentation.

・Make sure to check your chat box for any messages from student staff.

・If you have a "no-show", do not rearrange the schedule. Use the open time slot for discussion, review or a break.

・In case we have received recorded presentations from invited speakers from abroad, student staff will play the video after your introduction.

Session Chair Guidelines

Rename

If you click on "Participants," you will see the list of participants, with your name at the top on the column. Move your cursor to your name, and click on "More ," "Rename " will appear. This will let you change your name.
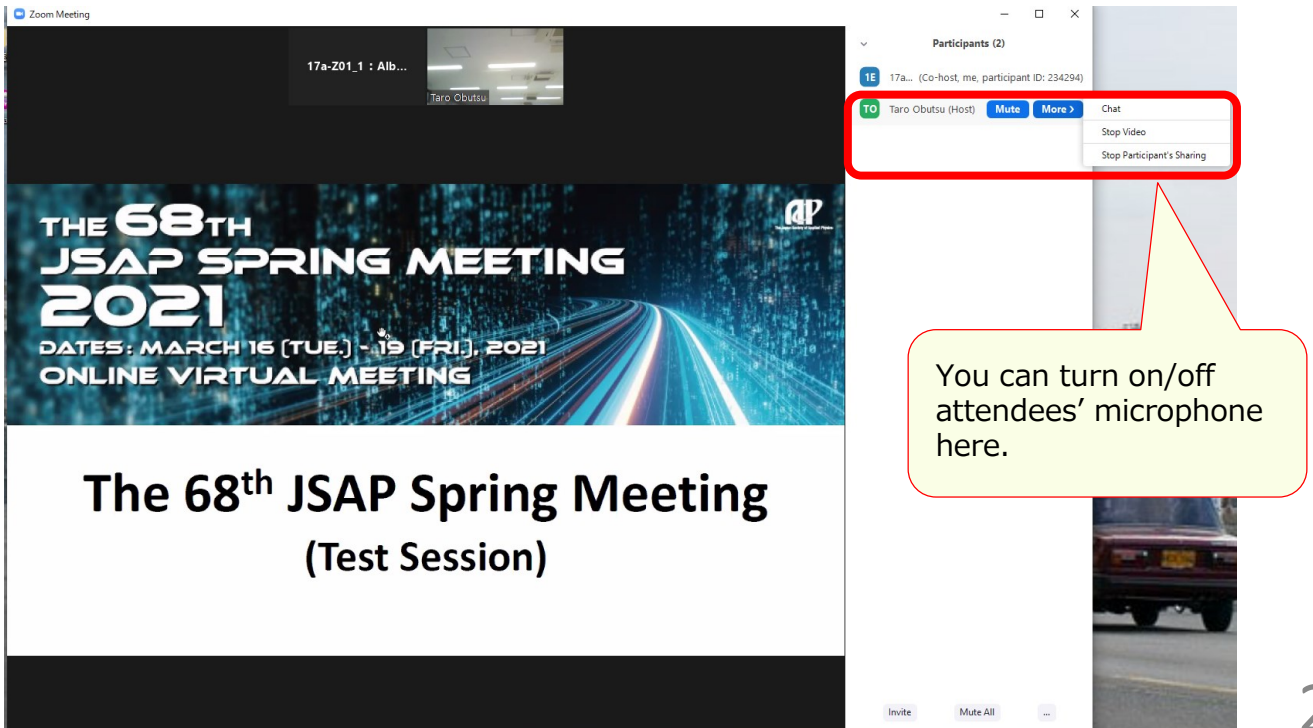
Please enter [Session Chair] at first.

Tuning on/off the microphone

If you let the questioners ask their questions, find the questioner on the participants list and turn on their microphone.

If you cannot find them on the list, ask them to raise their hand. If they "raise hand, a hand icon will appear on the right of their name.

You can turn on/off attendees' microphone here.

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Session Chair Guidelines

How to submit evaluation sheets of the Young Scientist Presentation Award
（*In case that you will also serve as a award reviewer of the Young Scientist Presentation Award）

Submit the evaluation sheets by attaching scanned copies in an email to
JSAP secretariat (meeting@jsap.or.jp).

Submission Due : March 29 (Mon.), 2021