

 The 83rd

JSAP Autumn Meeting 2022

September 20 (Tue.) - 23 (Fri.), 2022

Kawauchi-Kita Campus, Tohoku University & Online

Presentation & Participation Manual

(Updated on May 26)

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General Information

<p>Dates</p>	<p>Dates: September 20(Tue.)-23(Fri.), 2022</p> <p>*Oral sessions and poster sessions will be held during the same period. *The video recordings of symposium will be available to watch online for 2 weeks from October 4.</p>
<p>Oral Sessions</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 October 4 (Tue.) to 17 (Mon.), 2022. ▪ 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.
<p>Poster Sessions</p>	<ul style="list-style-type: none"> ▪ Poster sessions will be held only at the onsite venue. Poster presenters are required to attend onsite. ▪ 3 session slots per day. Each session is 120 minutes long including 60 minutes core time. ▪ Each speaker are required to be present in front of their poster during their presentation time to answer questions from participants.
<p>Exhibition</p>	<p>Will be held both onsite and online.</p>
<p>Welcome Reception</p>	<p>Will NOT be held either at the venue nor online.</p>
<p>Registration</p>	<p><u>Early Registration (until August 23 (Tue.))</u> Non-student (JSAP Regular Member/ Partner Society Member): 12,000 JPY, Non-student (Non-member: 23,000 JPY), JSAP Senior Member/ JSAP Life Member: 4,000 JPY, Student (Speaker/Onsite Participant): 3,000 JPY, Student (Onsite Participant): 0 JPY</p> <p>*Students who will be attending without presenting are waived from the registration fee. Must be registered during early bird registration period.</p> <p><u>Late Registration (September 1 (Thu.) to October 17 (Mon.))</u> Non-student (JSAP Regular Member/ Partner Society Member): 18,000 JPY, Non-student (Non-member: 30,000 JPY), JSAP Senior Member/ JSAP Life Member: 7,000 JPY, Student (Speaker/Onsite Participant): 5,000 JPY</p>

General Information

Possibility of Change of Meeting Format

The meeting will go fully online on the following condition.

- 1) The state of emergency or the quasi-emergency measure is in effect in Miyagi prefecture as of August 20 .
- 2) Tohoku University decides they cannot rent their campus for the meeting as of August 20.

*The meeting might go fully online when emergencies such as a steep spread of the COVID-19 occur.

*In case that the state of emergency is declared for other prefectures, we will ask those living and working in the prefectures concerned to refrain from attending onsite.

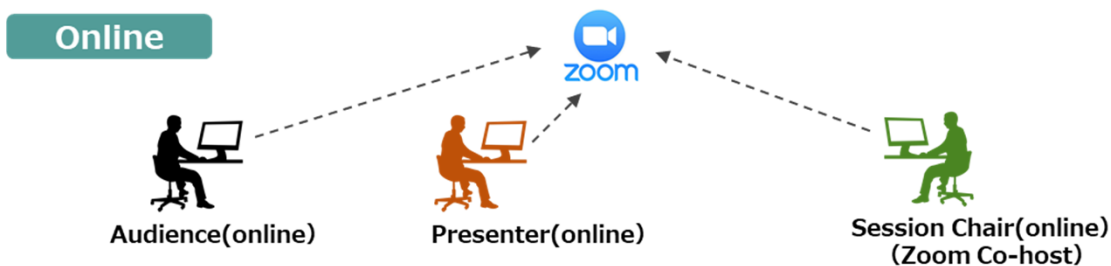
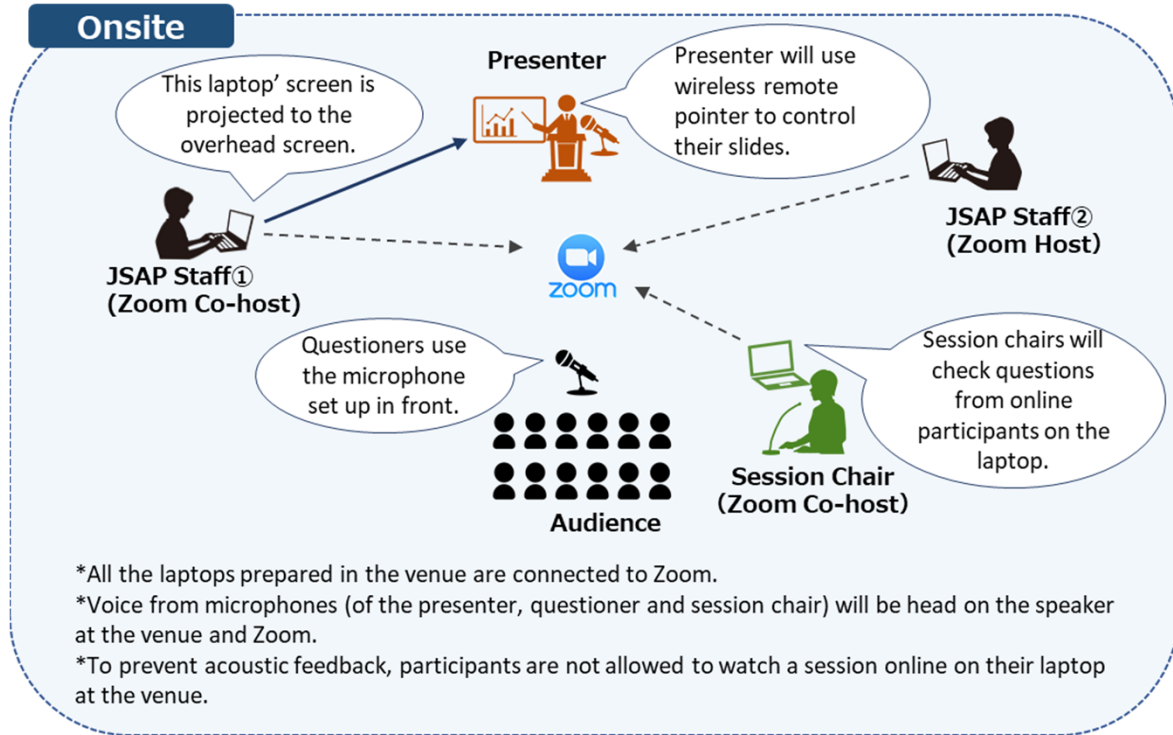
If the meeting goes fully online, we will organize the meeting as follows.

- The dates and program will not be changed.
- Oral sessions will be presented live via Zoom meeting.
- Poster speakers will give a short presentation (approx. 2-3 minutes per person) via Zoom meeting, then have Q&A in a Zoom breakout room allocated to each speaker.

For Onsite Participants

Entering the Venue

- Make sure to download and print out your name badge on the registration website.
- 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 overhead screen.
- Participants are not allowed to make a presentation using their own laptop. Make sure to 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 participants for each session room to avoid 3C's.
- In case the number of participants reaches the limit, we will prepare another room for participants to watch the session via internet.

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 are required to wear a face mask and asked to refrain from having loud conversations.
- 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 disclosed 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

How to Participate Online

Login to the Online Conference Platform

The 83rd JSAP Autumn Meeting
Online Conference Platform

Participants for the 81st JSAP Autumn Meeting can log in to this site.
If you haven't registered for the meeting, please register [from here](#).

Log-in ID and Password
Early Registrants: will be sent by email on August 26 (Wed).
Late Registrants: will be sent by email upon payment.

Mobile App

App Store Android

Log In

Participant ID *

Password *

Keep me logged in

[\[Conference Participation – Terms and Conditions \]](#)
[Terms of Service](#)

Agree to the terms and log in

[\[Forgot your password?\]](#)

Participant ID and Password will be sent by email.
Please note that you cannot login with your JSAP ID and Password.

(Early-bird Registrants)

Participant ID and password will be sent on August 26 (Fri.) The email subject line is: [The 83rd JSAP Autumn Meeting 2022] Online Conference Platform Account

(Late Registrants)

Participant ID and password will be sent after completing the payment of the registration fee.

The email subject line is:[jsap2022a] Your Login Information

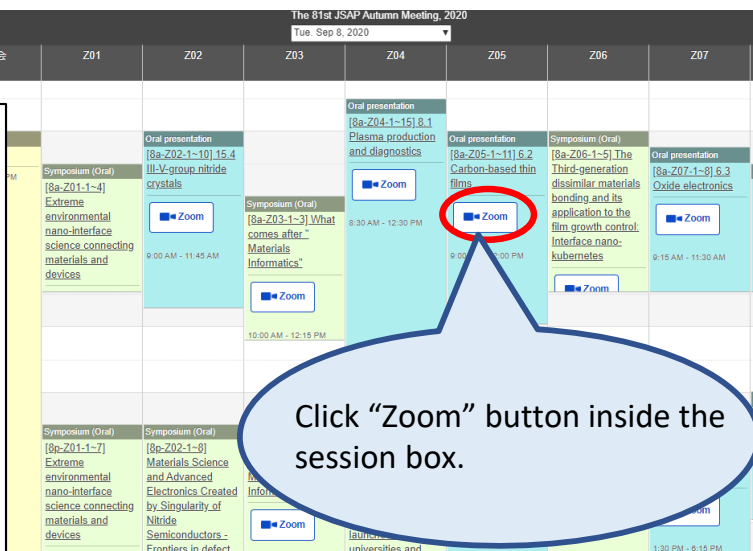
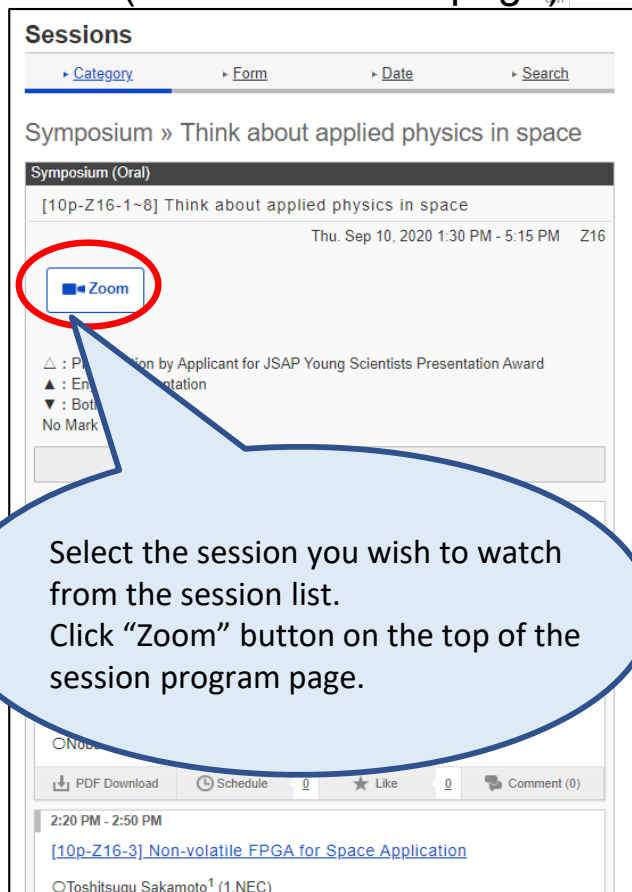
How to Participate Online

Watch Sessions

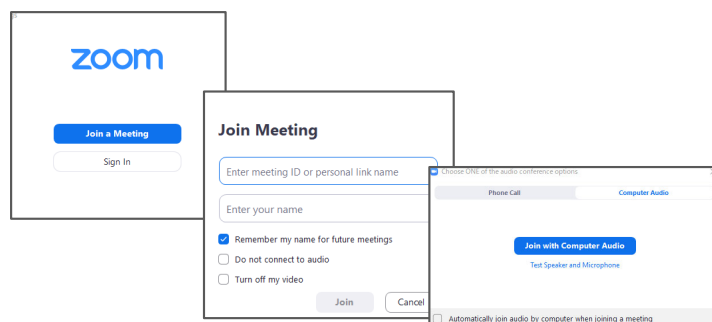
1. Click “Zoom” button on the timetable or the session program .



(from “Sessions” page)



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



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.

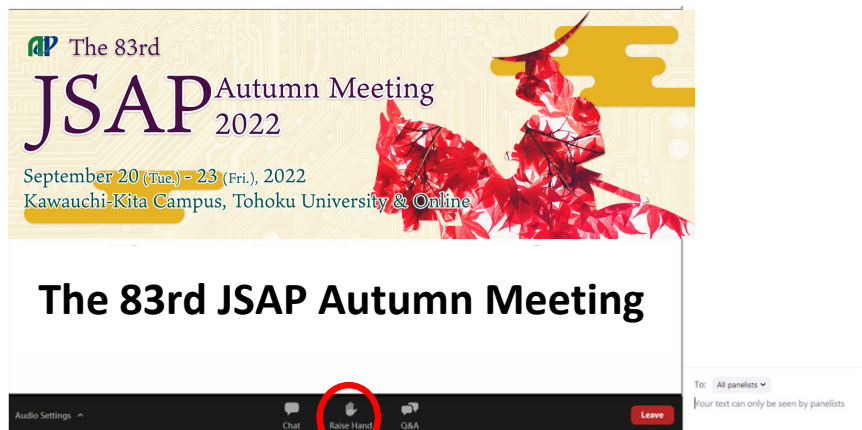
(Symposium)

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.

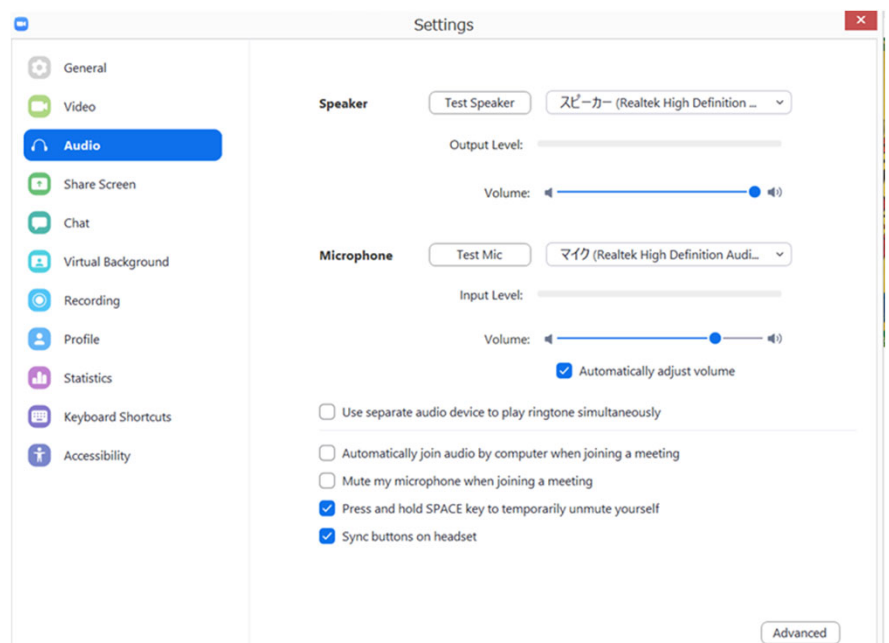
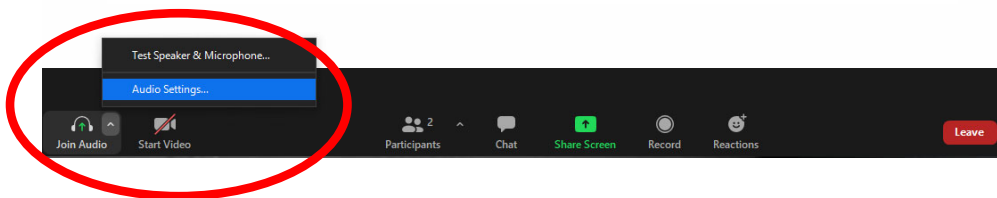
How to Participate Online

Adjust Audio Settings

Click the Audio Settings button in the lower left to check your speaker settings.



The 83rd JSAP Autumn Meeting



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.

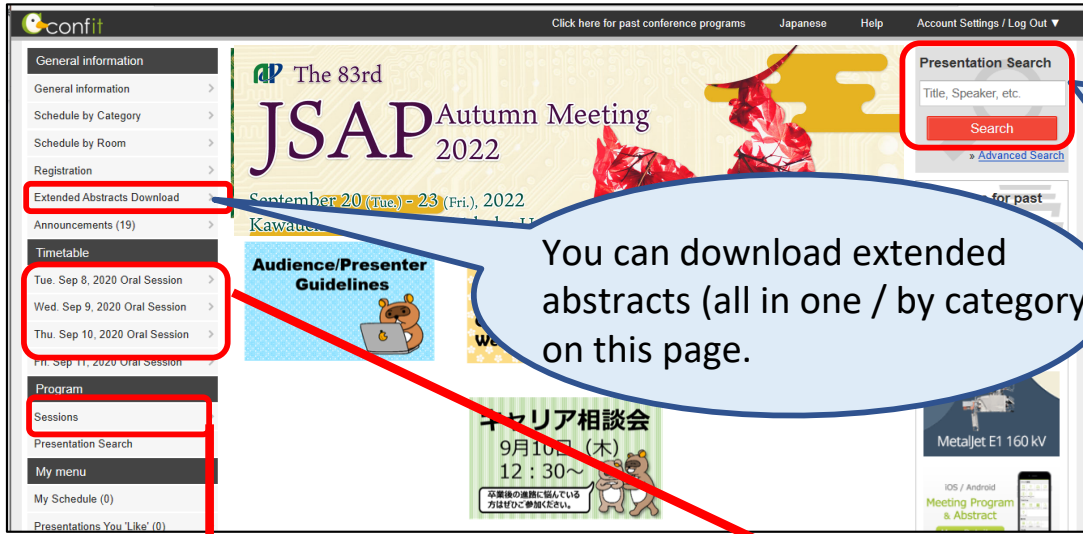
- Speaker : *program number_name (affiliation)*
e.g.) 22a-E101-2_Albert Einstein (Univ. of Tokyo)
- Session Chair : [Session Chair] *name(affiliation)*
e.g.) [Session Chair] Max Prank (AIST)
- Audience : *your name*
e.g.) Erwin Schrödinger (NTT)

*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 83rd JSAP Autumn Meeting 2022" held from September 20 (Tue.) to 23 (Fri.), 2022, at Kawauchi-Kita Campus, Tohoku University & Online. The main content area displays "The 83rd JSAP Autumn Meeting". On the right side, the "Participants (2)" list is visible, with the first participant highlighted in red. The "More" button next to the first participant is also highlighted in red. Below the participants list, the "Rename" dialog box is open, showing the text "Enter a new screen name:" and the input field containing "17a-Z01_1 : Albert Einstein_Univ. Bern". The "OK" and "Cancel" buttons are visible at the bottom of the dialog box.

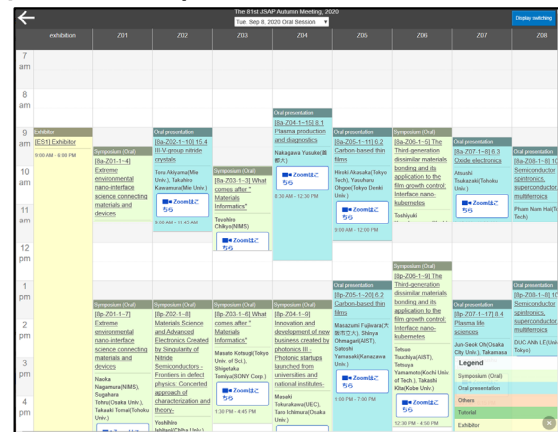
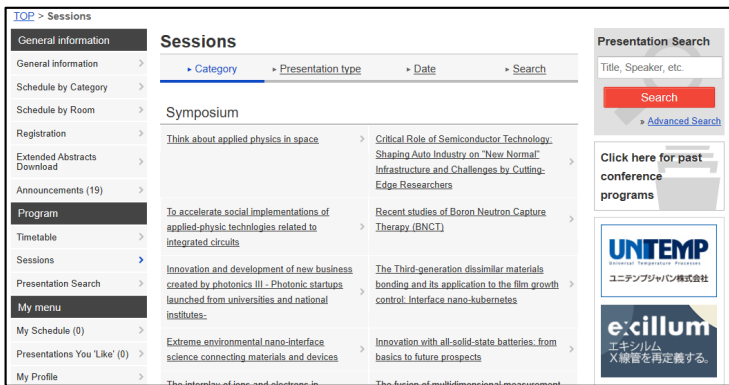
How to Participate Online

View Extended Abstracts

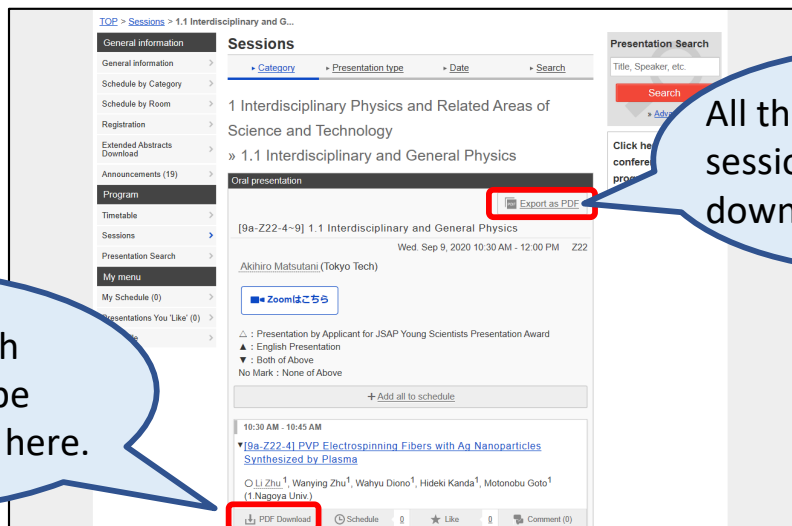


(Sessions)

(Timetable)



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



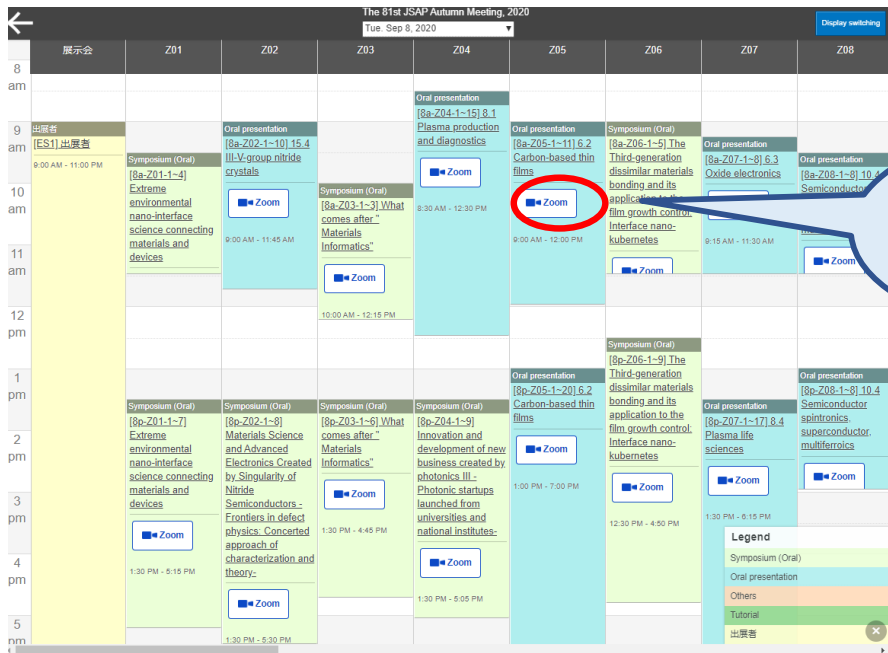
All the abstracts of the session can be downloaded from here.

An abstract of each presentation can be downloaded from here.

Online Presenter Manual (Oral Sessions)

(Regular Sessions)

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



Click “Zoom” button inside the session box.

(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 83rd JSAP Autumn Meeting.

Session : Novel photonics using quantum materials and terahertz-infrared electric fields

Session Date/Hour : 2022年9月22日 04:00 PM 大阪、札幌、東京

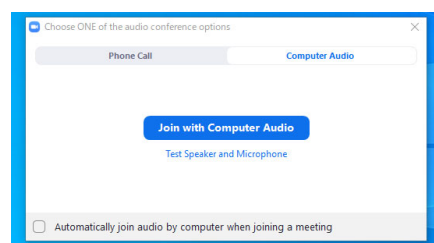
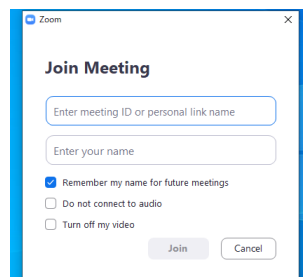
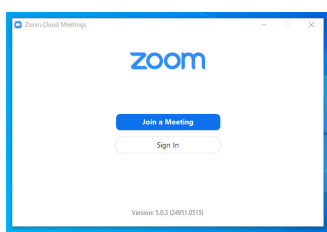
※Please make sure to enter the session room during the break time before your presentation.

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.

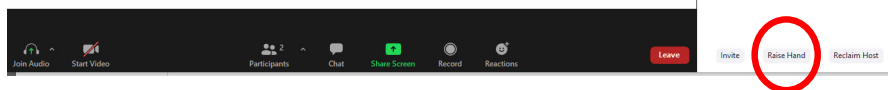
Although participants (both speakers and audience) have control over their microphones, DO NOT unmute your microphone unless you are selected as a questioner by a session chair.

If you wish to ask questions during the session, click “Raise Hand”.

Unmute your microphone only if you are selected as a questioner.



The 83rd JSAP Autumn Meeting



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.

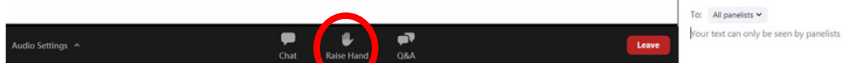
If you wish to ask questions during the session, click “Raise Hand”.

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 83rd JSAP Autumn Meeting



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.

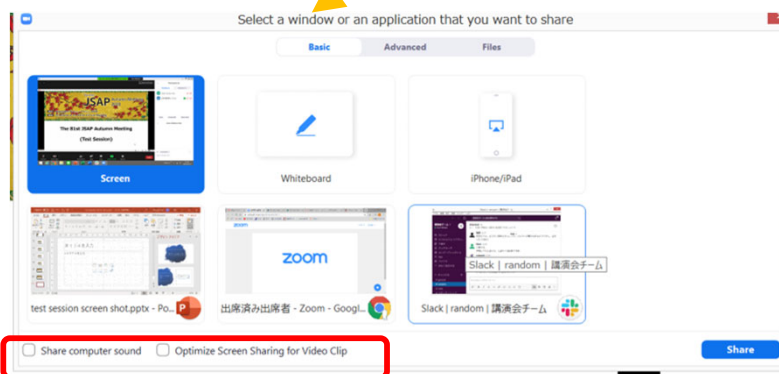
Online Presenter Manual (Oral Sessions)

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



Share your screen when your turn comes.
PowerPoint documents, etc. should be displayed in a full-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.

*If you play a video clip, make sure to test it beforehand.

Online Presenter Manual (Oral Sessions)

After the Presentation

Stop sharing the screen and unmute your microphone.

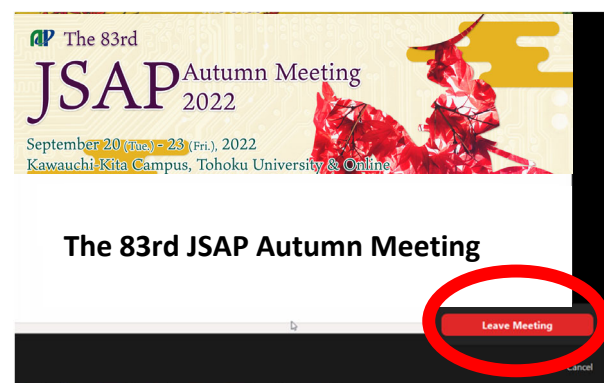
Leave a Session Room

Click “Leave” then “Leave Meeting”.



If you wish to attend another session, go back the timetable on the Online Conference Platform.

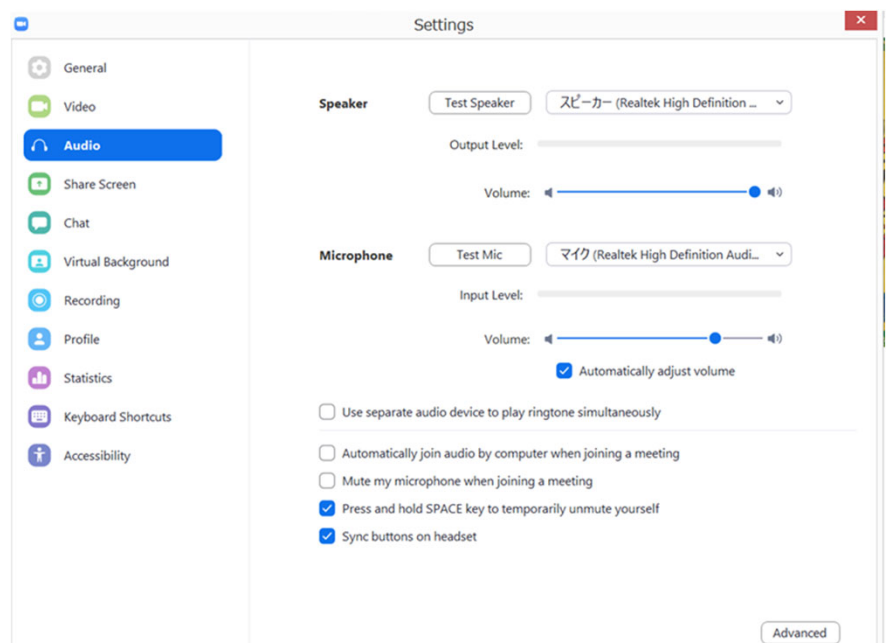
(Please see Audience Guidelines for more details.)



Online Presenter Manual (Oral Sessions)

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 (Oral Sessions)

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.) 22a-E101-2_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, there is a banner for "The 83rd JSAP Autumn Meeting 2022" with the dates "September 20 (Tue.) - 23 (Fri.), 2022" and the location "Kawauchi-Kita Campus, Tohoku University & Online". The main meeting area shows a participant list with two entries: "17a-Z01_1 : Alb..." and "Taro Obutsu". A red box highlights the "More" button next to the first participant, which has opened a menu with "Rename" and "Add Profile Picture" options. A "Rename" dialog box is open, showing the text "Enter a new screen name:" and a text input field containing "17a-Z01_1 : Albert Einstein_Univ. Bern". The dialog has "OK" and "Cancel" buttons. At the bottom of the Zoom interface, there are buttons for "Invite", "Raise Hand", and "Reclaim Host".

Presenter Manual (Poster Sessions)

Poster sessions will be held only at the onsite venue. Poster presenters are required to attend onsite.

• Presentation Time

Each poster presenters is allotted 120 minutes including 60 minutes core time (Core time)

- Speakers of an odd program numbers : first 60 minutes
- Speakers of an even program number: latter 60 minutes

	AM	PM1	PM2
Preparation	9:10-9:30	13:10-13:30	15:40-16:00
Session	9:30-11:30	13:30-15:30	16:00-18:00
Removal	11:30-11:40	15:30-15:40	18:00-18:10

• Preparation

JSAP will prepare display panels (180cm(H)×90cm(W)). Put up your poster on the panel with your program number.

• Young Scientists Presentation Award

A poster presentation is NOT eligible for the Young Scientist Presentation. 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.

In case the meeting is changed to fully online format

• Presentation Methods

Session will be held using Zoom meeting. Each speaker will give a short presentation (approx. 2 minutes) in order of program number order, then have a Q&A session in a Zoom breakout room.

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 abstracts submitted to the JSAP-Optica Symposia (held only in the autumn meeting) will be also published in Optica's Optics InfoBase.

*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/Citation Instructions

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.

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.

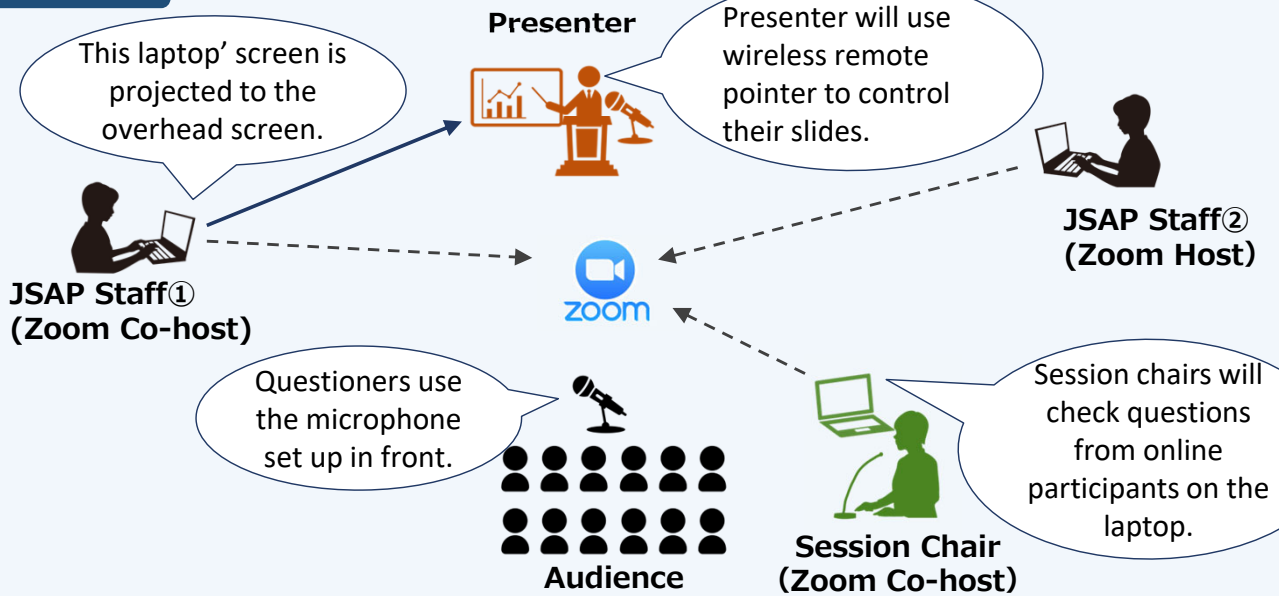
Session Chair Manual

Important

Session chairs are required to attend onsite.

Hybrid Format

Onsite

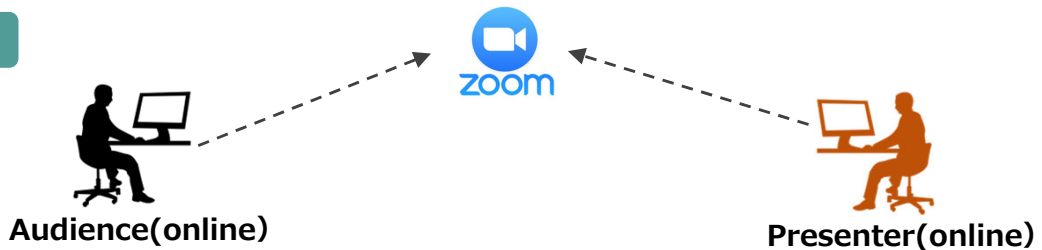


*All the laptops prepared in the venue are connected to Zoom.

*Voice from microphones (of the presenter, questioner and session chair) will be heard on the speaker at the venue and Zoom.

*To prevent acoustic feedback, participants are not allowed to watch a session online on their laptop at the venue.

Online



Responsibilities

JSAP Staff ① (Assisting onsite speakers *Zoom Co-host)

- Sharing presentation materials on behalf of speakers
- Assisting speakers attending onsite

JSAP Staff ② (Assisting online speakers *Zoom Host)

- Starting /ending the Zoom meeting
- Time Keeping
- Responding to chats and questions from online speakers and participants

Session Chair (*Zoom Co-host)

- Moderating the session (Announcing the start/end of the session, introducing speakers)
- Handling questions

Session Chair Manual

Important Notes

If you are not able to chair the session, please contact us at your earliest convenience.

Email: meeting@jsap.or.jp

TEL: +81-3-3828-7724 *before the meeting

TEL: +81-80-6258-9700 *during the meeting

Operations at the venue

Speakers attending onsite 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 overhead screen.

Questions can be received both from online and onsite participants.

We will prepare a laptop for session chairs so that they can check if there are questions from online participants.

Before the session

		To Do
1	15 minutes prior to the starting time	<p>Make sure to arrive at the session room 15 minutes prior to the starting time. If you cannot make it, please call us at 080-6258-9700 (Secretariat).</p> <p>Make sure to rename your displayed name as "Session Chair: <i>name</i> (affiliation) (eg. John Smith (MIT)).</p> <p>Our staff will inform you if there are absent speakers. Take notes their program number. Check with a student staff how you handle the questions. (eg. Taking questions from online after those from onsite.)</p>
2	a few minutes before the session starts.	<p>Announce below.</p> <ul style="list-style-type: none">- Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited.- Turn off cameras and microphones when others are presenting

Session Chair Manual

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 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) From onsite: Session chairs will pick questioners from participants who raise their hand. From online: Session chairs will pick questioners from participants who “raise their hand” and ask them to unmute their microphone. (Symposium) Session chairs will pick questioners from participants who raise their hand. In case of questions from online, our staff (host) will give them control to unmute their microphone. Tell the questioners to unmute their microphone and ask questions. *Online presenters in a symposium cannot use the “Raise Hand” option. Ask them if there are any questions.
6	End of Presentation	Announce the end of the presentation time after the 3 rd 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. ✕Our staff will end the zoom.

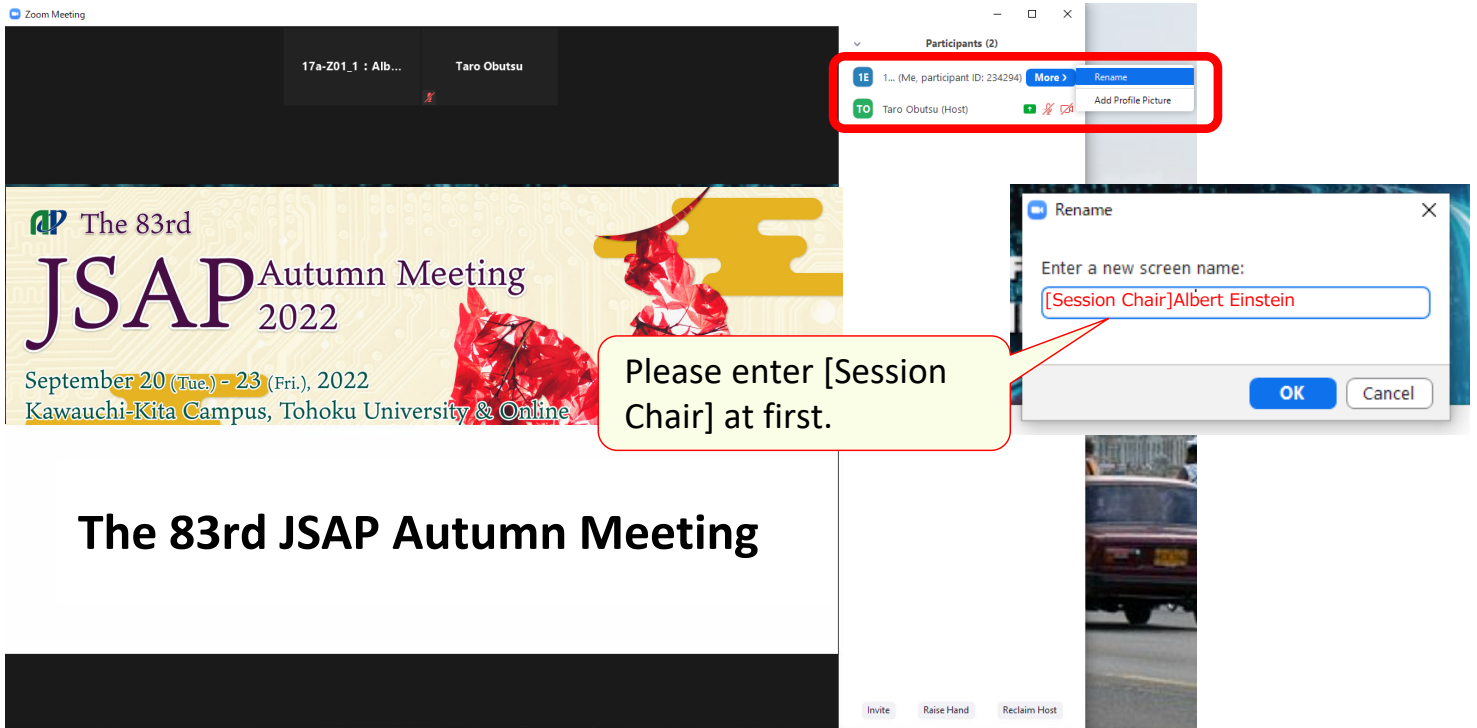
Notes

- 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 Manual

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.



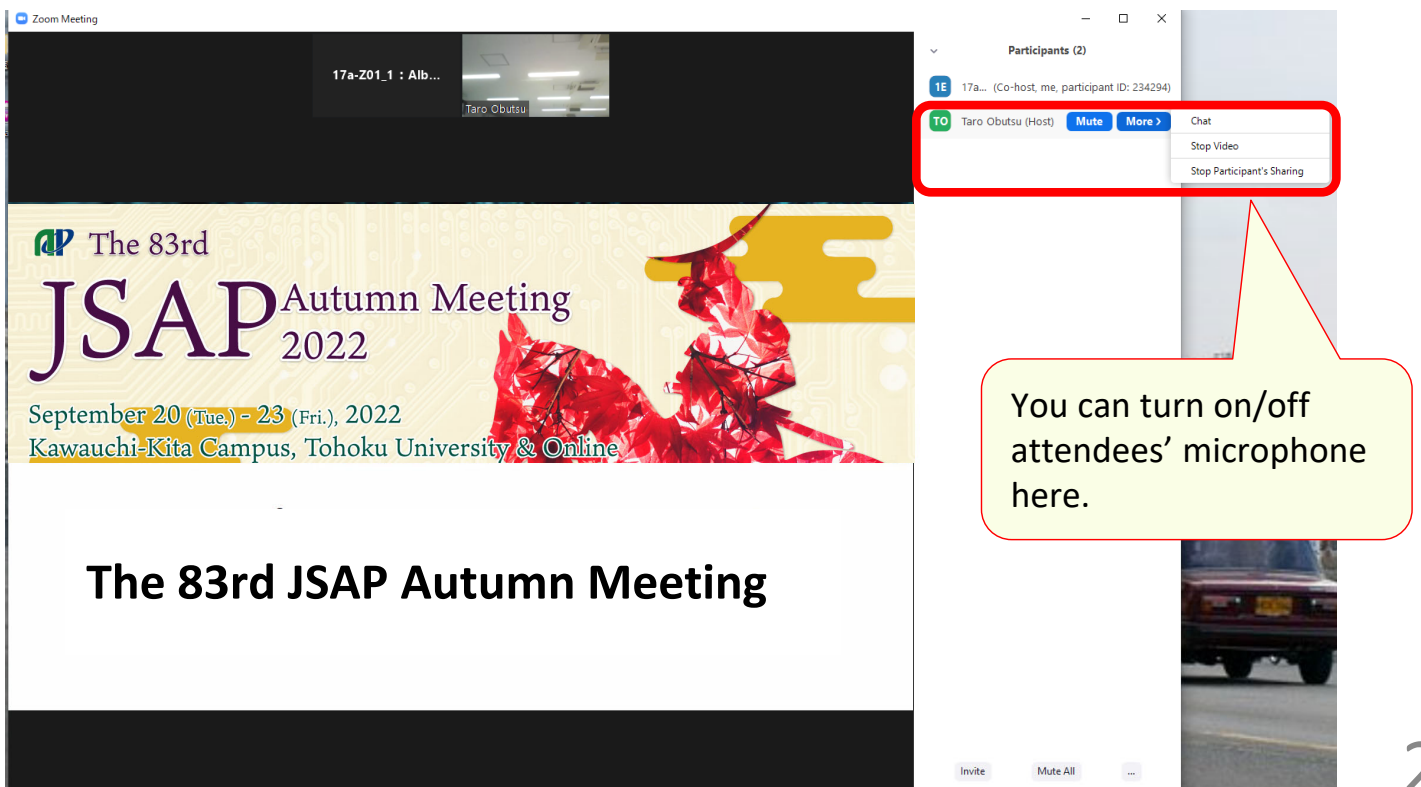
The screenshot shows a Zoom meeting window with a banner for 'The 83rd JSAP Autumn Meeting 2022' and a participants list. A red box highlights the 'More' button next to the host's name in the participants list. A callout box points to the 'Rename' dialog, which contains the text 'Please enter [Session Chair] at first.' and shows the name '[Session Chair]Albert Einstein' in the input field.

The 83rd JSAP Autumn Meeting

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.



The screenshot shows a Zoom meeting window with a banner for 'The 83rd JSAP Autumn Meeting 2022' and a participants list. A red box highlights the 'More' button next to a participant's name in the participants list. A callout box points to the 'More' menu, which contains the text 'You can turn on/off attendees' microphone here.' and shows the 'Mute' button.

The 83rd JSAP Autumn Meeting