



The 69th

JSAP Spring Meeting 2022

March 22 (Tue.) - 26 (Sat.) , 2022

Sagamihara Campus, Aoyama Gakuin University & Online

Presentation & Participation Manual

(Updated on November 26)

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General Information

Dates	<p>Dates: March 22(Tue.)-26(Sat.), 2022</p> <p>*Oral sessions and poster sessions will be held during the same period.</p> <p>*The video recordings of symposium will be available to watch online for 1-2 weeks from April 4.</p> <p>*The meeting is scheduled for 5 days because 1) we will only use rooms with large capacity to avoid 3Cs, and 2) we wish to curb the number of participants attending onsite in one day.</p>
Oral Sessions	<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 April 4(Mon.) to 18(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.
Poster Sessions	<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. ▪ A poster presentation is NOT eligible for the JSAP 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.

Possibility of Change of Meeting Format

The meeting will go fully online on the following condition. We continue to monitor the COVID-19 situation and decide, if necessary, by February 18.

- 1) The state of emergency is declared for Tokyo and the three neighboring area one month before the meeting and thereafter.
- 2) Aoyama Gakuin University is requested by the local authority to refrain from hosting the meeting.
- 3) Aoyama Gakuin University decides they cannot rent their campus for the meeting.

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.

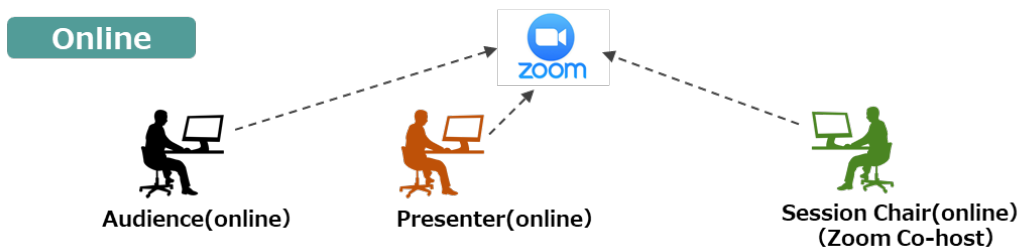
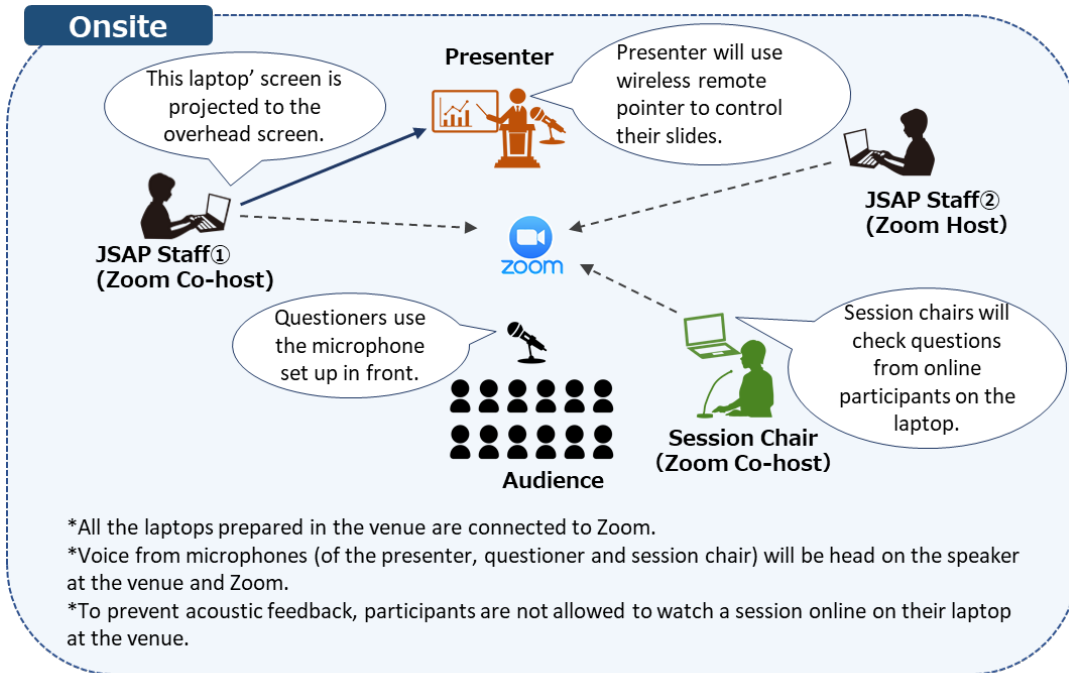
If the meeting goes fully online, we will organize the meeting as follows.

- 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. 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

- Participants will be asked to have their temperature taken and will be asked to disinfect their hands at the entrance of each building.
- 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 people for each session room to avoid 3C's.
- We will prepare rooms with Wi-Fi 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.
- The above safety check at the entrance might cause congestion. Participants are recommended to arrive at the venue in plenty of time.
- 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](#)

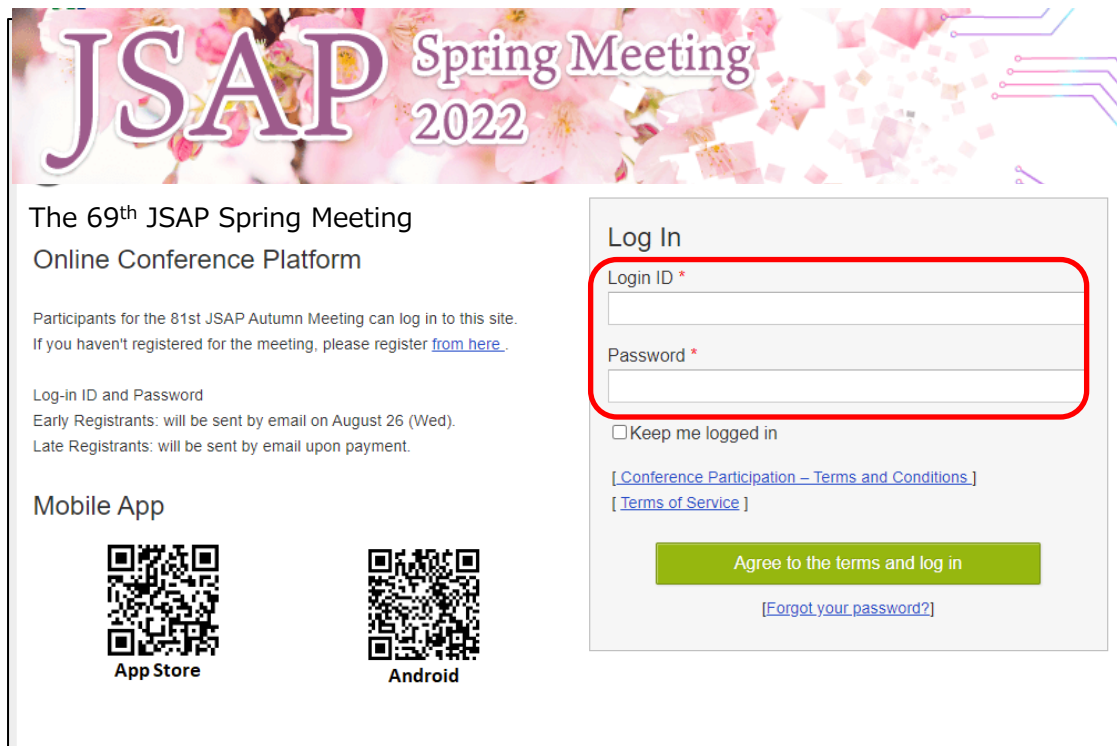
- JSAP will notify any case of infection promptly to the participants, while respecting the privacy of those infected.
- We cannot answer questions on who will be attending onsite.

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 69th JSAP Spring 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

Login ID *

Password *

Keep me logged in

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

Agree to the terms and log in

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

Log-in ID and Password will be sent by email.

Please note that you cannot login with your JSAP ID and Password.

(Early Registrants)

Login-ID and password have been sent on February 25. The email subject line is: [The 69th JSAP Spring Meeting 2022] Online Conference Platform Account

(Late Registrants)

Login-ID and password have been sent after completing the payment of the registration fee.

The email subject line is:[jsap2022s] Your Login Information

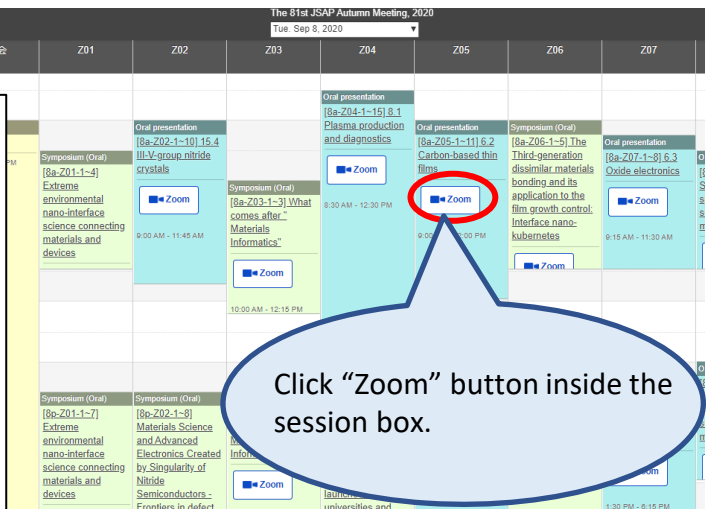
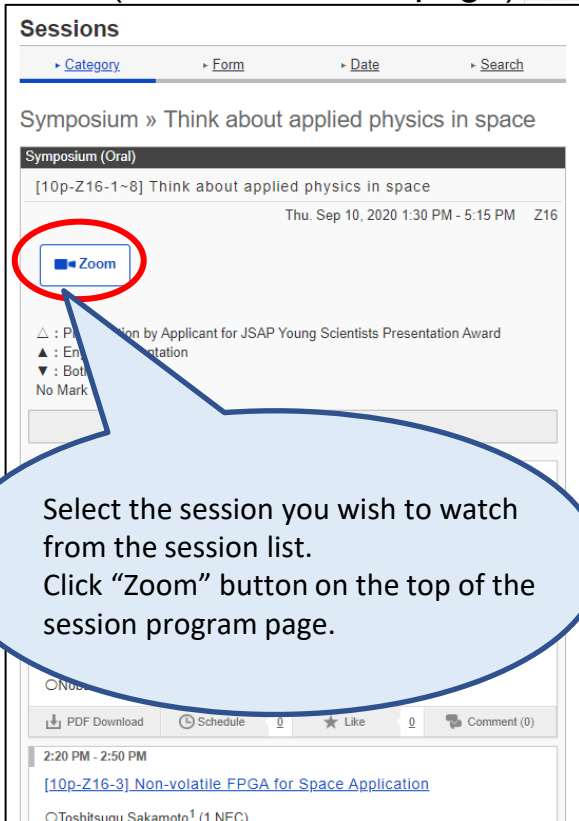
How to Participate Online

Watch Sessions

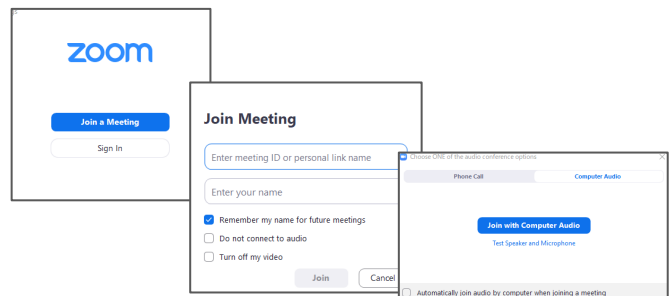
1. Click “Zoom” button on the timetable or the session program .



(from “Sessions” page)



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

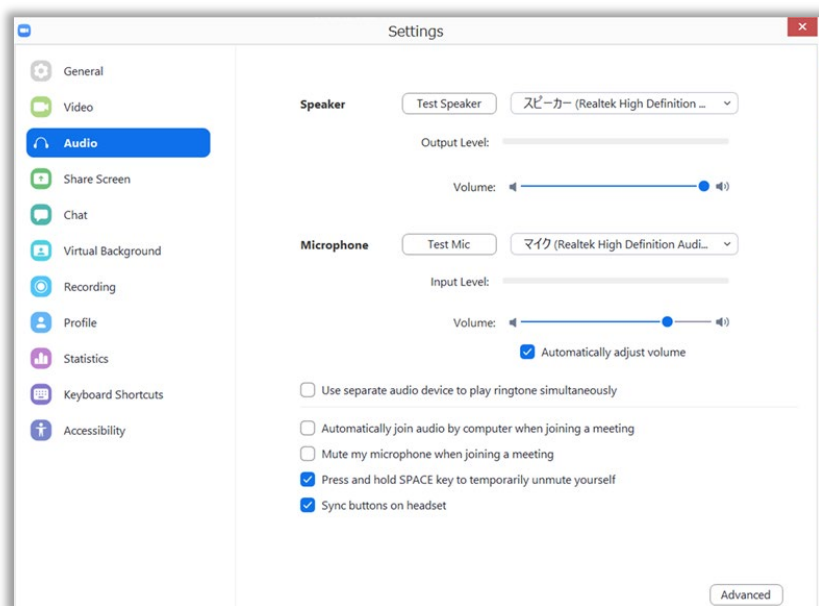
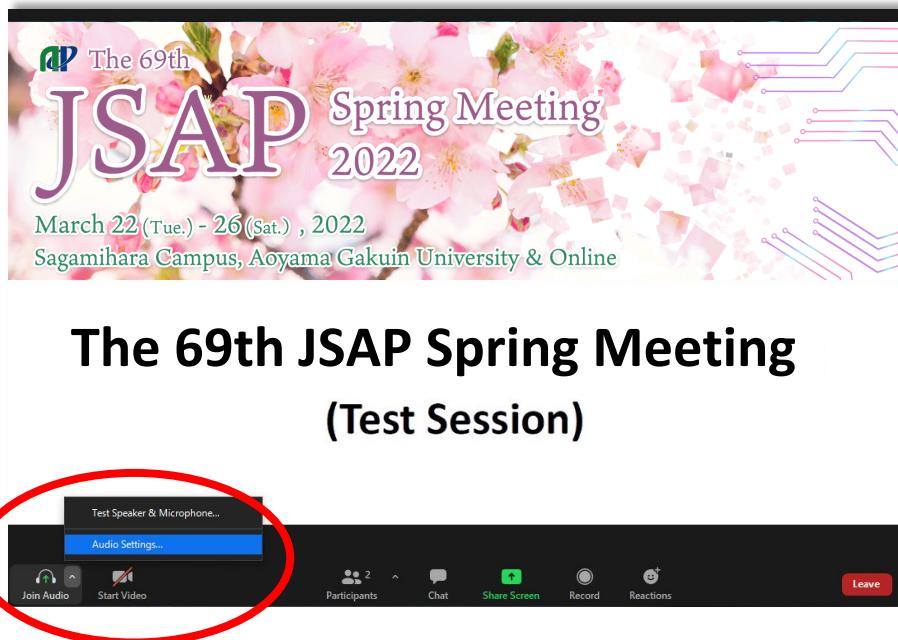


For administrative questions, use the chat function. If you click on “Chat,” a chat screen appears on the lower right side. If you want to send a message to a host, select “Host (Secretariat)” and enter your message.

How to Participate Online

Adjust Audio Settings

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



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 this is a banner for "The 69th JSAP Spring Meeting 2022" with dates "March 22 (Tue.) - 26 (Sat.) , 2022" and location "Sagamihara Campus, Aoyama Gakuin University & Online". The main title of the meeting is "The 69th JSAP Spring 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 menu with "Rename" and "Add Profile Picture" options. A "Rename" dialog box is open, showing the current name "17a-Z01_1 : Albert Einstein_Univ. Bern" and buttons for "OK" and "Cancel".

How to Participate Online

View Extended Abstracts

The screenshot shows the JSAP 2022 website home page. A red box highlights the 'Presentation Search' field with the text 'You can search a presentation by title, speaker or keywords'. Another red box highlights the 'Extended Abstracts Download' link in the left sidebar with the text 'You can download extended abstracts (all in one / by category) on this page.' A red arrow points from this link to the 'Sessions' and 'Timetable' pages below.

(Sessions)

The screenshot shows the 'Sessions' page. A red box highlights the 'Extended Abstracts Download' link in the left sidebar. The main content area shows a list of sessions with columns for 'Category', 'Presentation type', and 'Date'. A search box is visible on the right side of the page.

(Timetable)

The screenshot shows the 'Timetable' page, which is a grid view of sessions scheduled over time. A red box highlights the 'Extended Abstracts Download' link in the left sidebar. The grid shows sessions for various days (7th to 11th) and times (7:00 AM to 6:00 PM).

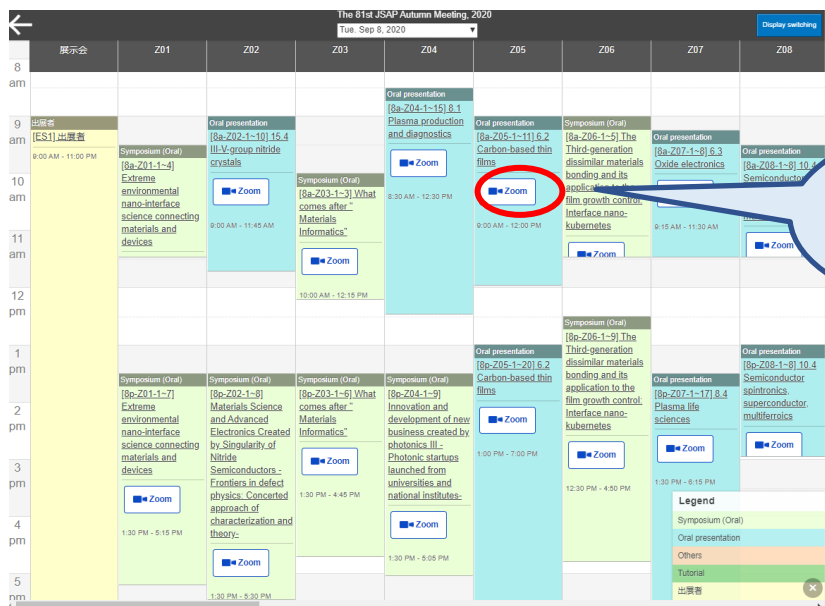
Select the presentation/session you wish to view on the “sessions” page or “Timetable” page.

The screenshot shows a detailed view of a session page. A red box highlights the 'Export as PDF' button with the text 'All the abstracts of the session can be downloaded from here.' Another red box highlights the 'PDF Download' button at the bottom of the session details with the text '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 69th JSAP Spring Meeting.

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

Session Date/Hour : 2022年3月22日 04:00 PM 大阪、札幌、東京

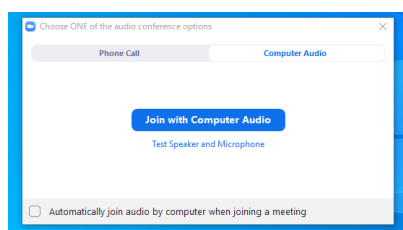
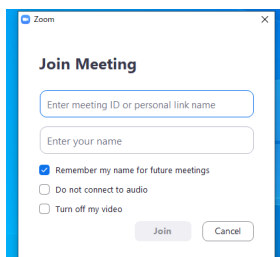
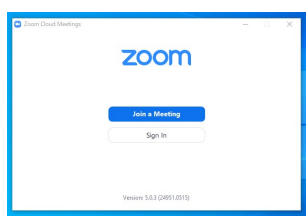
※Please make sure to enter the session room during the break time before your presentation.

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.



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”.

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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.

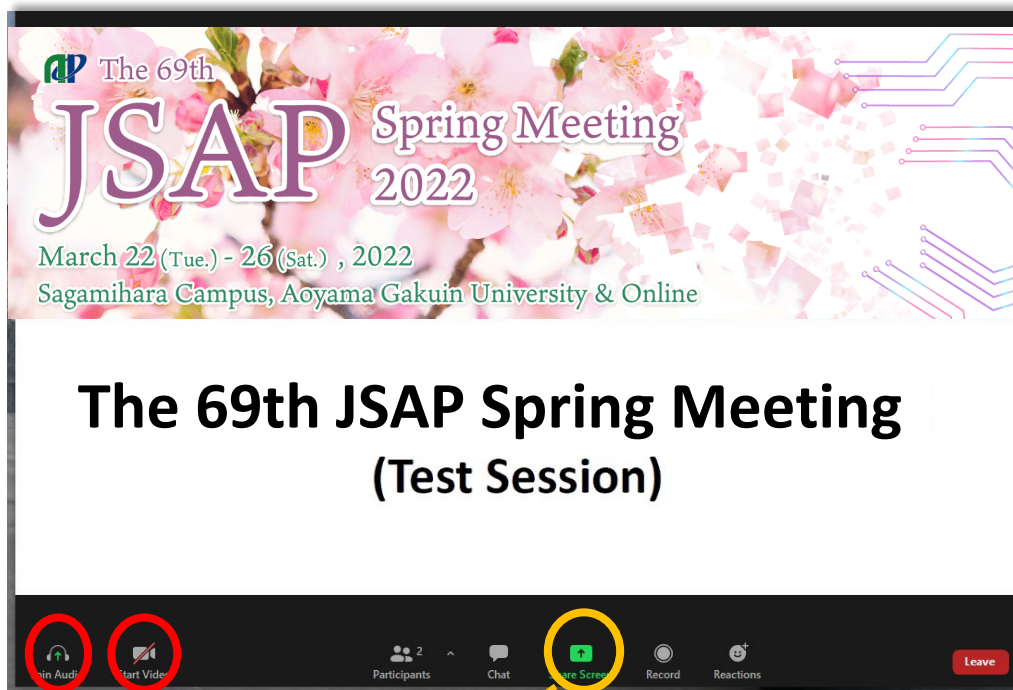
If you click on “Chat,” a chat screen appears on the lower right side.

Select “Host (Secretariat)” and enter your message.

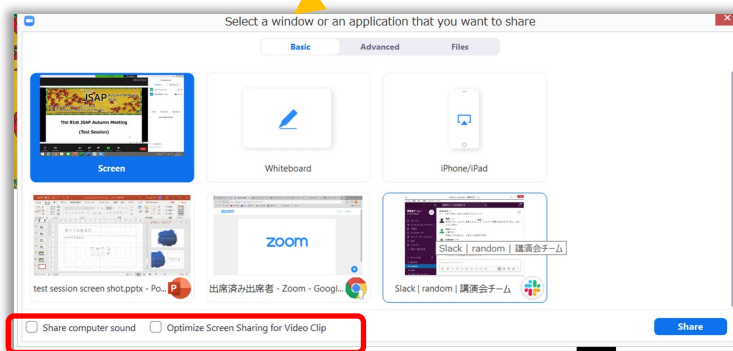
Online Presenter Manual (Oral Sessions)

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



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.

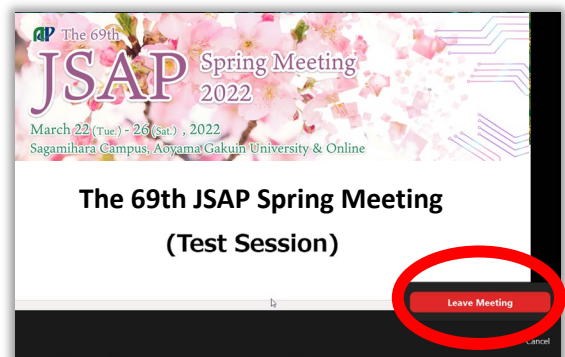
Leave a Session Room

Click “Leave” then “Leave Meeting”.



If you wish to attend another session, go back the timetable on the Participant Portal.

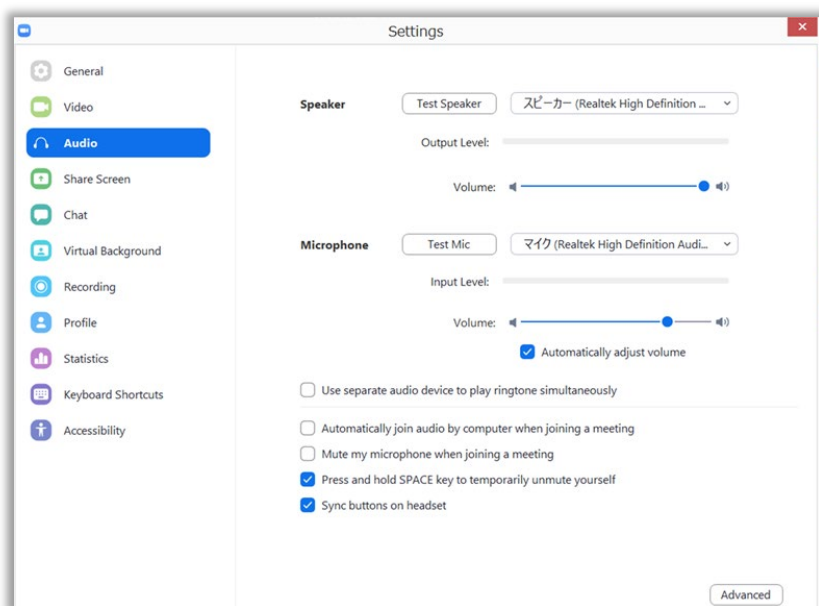
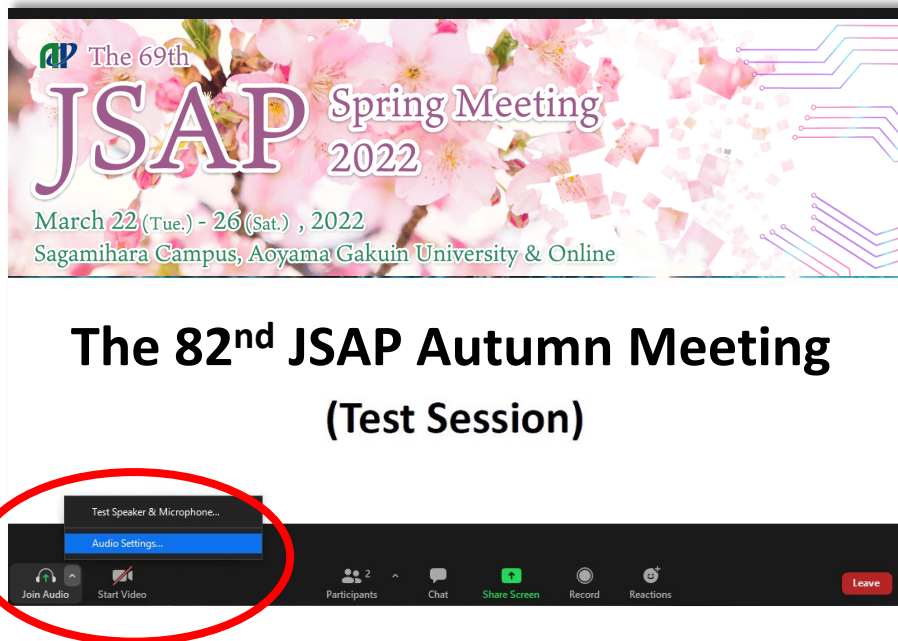
(Please see Audience Guidelines for more details.)



Online Presenter Manual (Oral Sessions)

Adjust Audio Settings

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Online Presenter Manual (Oral Sessions)

Rename

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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.

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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.

Speakers will be required to submit their poster image beforehand, which will be posted on the conference web program.

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/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.