General Information

1．Programs and Events

Regular Sessions	- No poster presentations will be scheduled. - All the oral sessions will be presented live using a Zoom webinar. *1
Symposium	Some symposium will be recorded and made available for the participants to watch after the meeting.
Exhibition	Will be held online. Sponsored seminar will also be held online.
Welcome Reception	Will be held on Sep. 8 using the conference tool "Zoom" and "Remo".
Career Consultation Meeting	Will be held on Sep. 10 using the conference tool "Remo".

*1 Speakers residing in other countries with time difference may submit their presentations recorded beforehand. Our conference staff will play the clips on the scheduled time. Other participants must deliver a presentation live. If a situation arises that prevents them from making a presentation on that day, they may have another person (this person must be a member of the Japan Society of Applied Physics or our partner societies) make a presentation on their behalf. Please contact the secretariat office beforehand if you plan to have someone else deliver a presentation on your behalf.

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
Webinar
The functions available to a are different.
Webinar let hosts and panelists share screens, ask questions (verbally), chat, and ask questions (via text messages), while attendees can only view, chat, and ask questions (via text messages).
Attendees can ask questions (verbally) only when the host allows.

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

Co-host
Session chairs will be the co-host of each session room.

Panelists
The speakers participate as panelists.
Panelist can share the screen, ask questions (verbally), chat, and ask questions (via text messages) during a webinar.

Attendees
Audience will participate as attendees. Attendees can chat and ask questions (via text messages) during a webinar. The attendees' screens (their faces, material, and voices) are not shared unless the host allows.

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. The service will work almost always if the user has a terminal that can access the internet and the privilege to install apps on the terminal. However, 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. Therefore, 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
When participating in a video conference by yourself , it would be advisable to have a headset (an earphone-microphone unit). A headset makes it easier for the user to hear other people's voices and minimizes echoes and howling sounds, an issue to be discussed later. If you use a wireless headset, make sure that the device is charged adequately. If you have an analog microphone, check the sound quality before using, as there are many low-quality products with low sound volumes or those that make the sound break.
At minimum, a built-in microphone/speaker could be used for conversation, but the use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented. Many speaker-microphone units for video conferences are designed in such a way that they can minimize echoes (some have a built-in echo-cancelling mechanism).
 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
When many people are listening to a presentation at an academic conference, 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.
A video camera or a digital camera can be used with a personal computer through a USB cable. However, they often shut down automatically if they are left for a long time without being used for recording. Thus, make sure to change their settings beforehand.
Prepare a video-capturing system if you need to transmit video from an external device.

5． Prior preparations (items to check)

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 even after the participants have already been connected to the conference room.

Please indicate your Zoom username (display name) as "XX."

- 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 between 100 and 10,000 (depending on the contract). Any number exceeding this limit cannot be accepted. (The Japan Society of Applied Physics has signed up for plans for up to 100 and 500 people each.)