

Participant's Manual for 55th Annual meeting-online, JSWE

Organizing Committee for 55th Annual meeting-online, JSWE

1. Overview

This document is compiled for reference by participants when holding online using the teleconferencing system Zoom.

For presenters, please also refer to the "Presenter's Manual".

In this conference ,oral presentations will be held in Zoom meeting rooms, and poster sessions will be held using the combination of the following methods.

- 1) Participants can access individual posters (pdf format) from a website of this conference (accessible from March 4th, comments and answers can be posted).
- 2) During the conference, several zoom meeting rooms are used for showing individual posters with presenters' recorded explanations on the posters.
- 3) We have Q & A sessions in Zoom during the conference. This is considered as the "core time" of the poster presentation.

Each core time (Q & A) of poster presentation comprises 5 cycles. For each cycle, four presenters will do Q & A for 16 minutes at the same time (Please see the table below for details).

Poster session no. 1 20 presenters

Chair, staff								
Cycle 1 4 presenters 16 min	→ (2 min)	Cycle 2 4 presenters 16 min	→ (2 min)	Cycle 3 4 presenters 16 min	→ (2 min)	Cycle 4 4 presenters 16 min	→ (2 min)	Cycle 5 4 presenters 16 min
participants		participants		participants		participants		participants

2. Items to be confirmed in advance

a. Install Zoom

Install the latest version of the Zoom video conferencing system application.

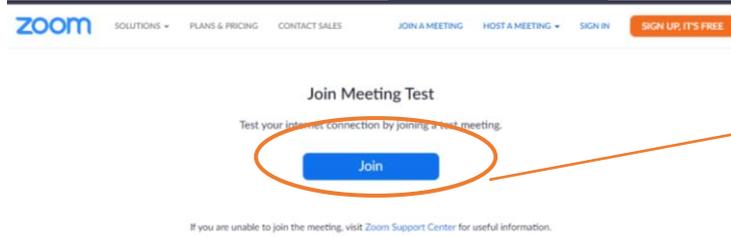
- Download <https://zoom.us/download>

The screenshot shows the Zoom website's download center. At the top, there are navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN, along with a 'SIGN UP, IT'S FREE' button. Below this is a large blue banner for the 'Download Center'. Underneath, there's a section for 'Zoom Client for Meetings' with a 'Download' button circled in orange. An orange box with an arrow pointing to the button contains the text 'Click Download at Zoom Client for Meetings'.

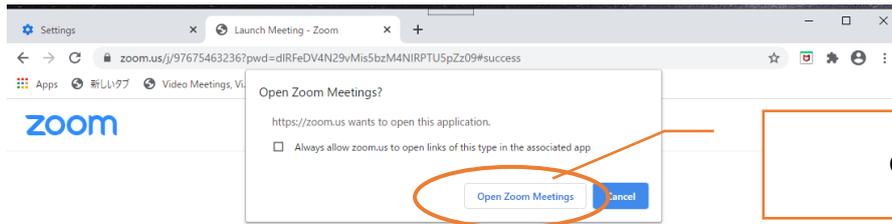
b. Operation and device check

Check your system by using Zoom's test service, and make sure that your system is correctly worked.

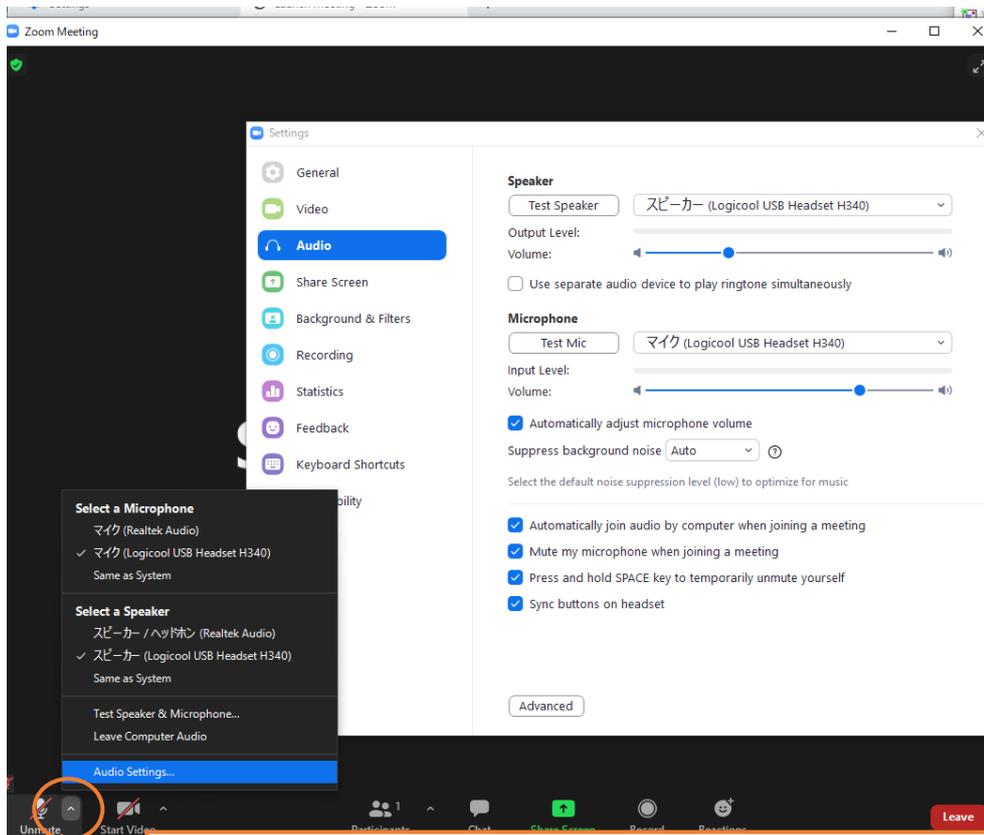
- Zoom's test service <https://zoom.us/test>



Click Join



Click Open Zoom Meetings



Click this ^ and select Audio Settings, then you can test your speakers and microphones.

c. Microphone

Participants must mute the microphone during short oral and poster presentations.

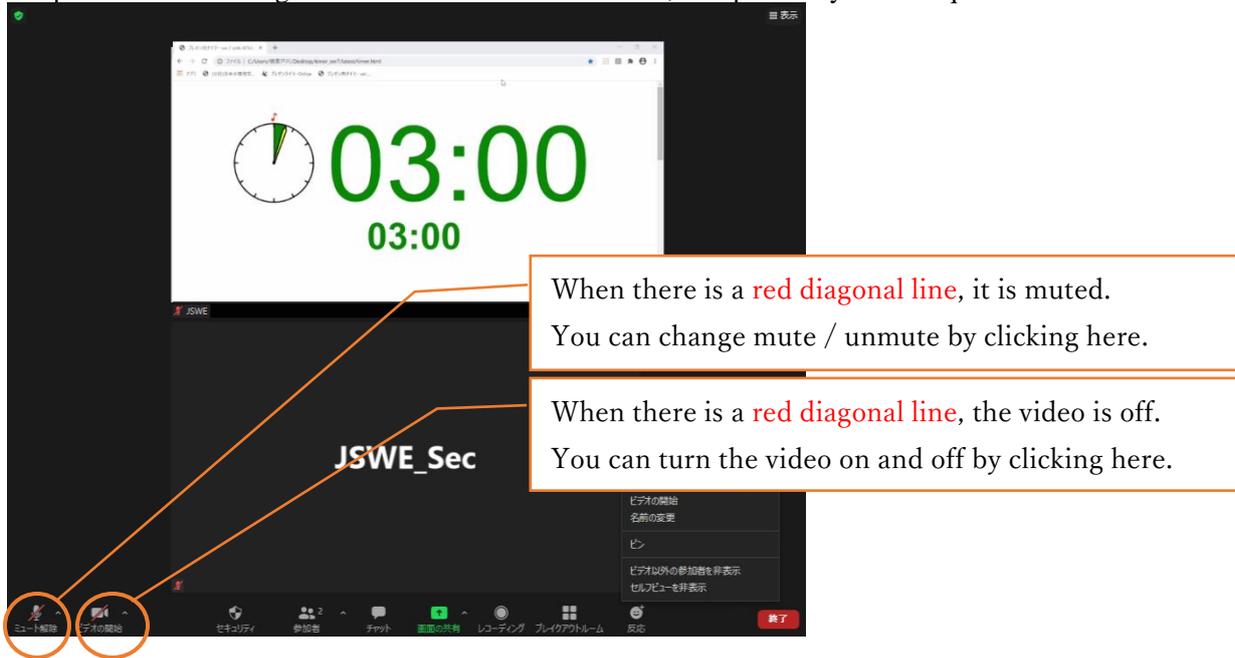
Keep it muted during discussions in the breakout room, except when you ask a question.

It is recommended that you check with other people to see if you can send and receive audio beforehand.

d. Video ON / OFF

Participants should turn off the video during short oral and oral presentations.

Keep it turned off during discussions in the breakout room, except when you ask a question.



3. How to attend the session

a. Entering the session

Please connect to the URL of the session you are attending from the "WEB conference room information for each session" posted on the proceeding download site and enter the meeting password (passcode).
You shall not leak the entry information to others for any reason.

b. How to display your name

You shall display your name as follows.

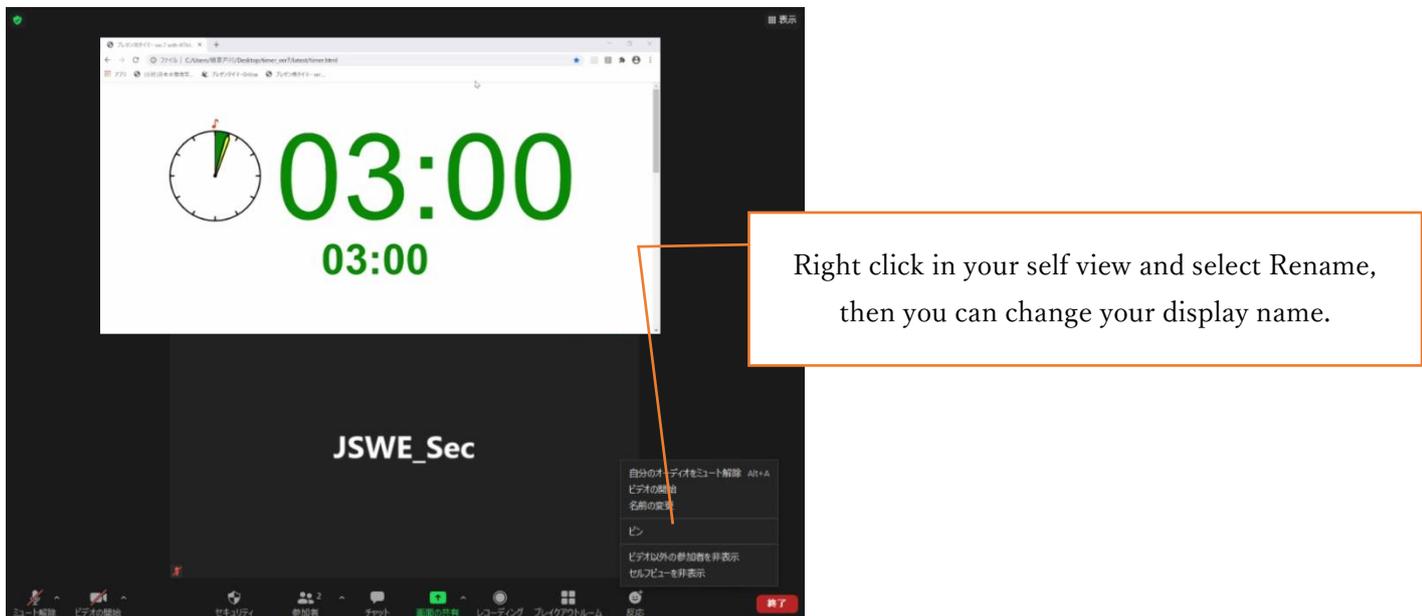
The display name can be changed even after entering the room (see the figure below).

If your display name is inappropriate, you may be forced to leave the room.

Chair: Chair_SessionName_FamilyName_Affiliation

Speaker:Lecture number_FamilyName_Affiliation

Participant: FamilyName_Affiliation



c. Prohibition of recording

Recording (including screen capture) and redistributing presentation materials are prohibited unless you have permissions from all parties in advance.

d. Multiple uses in the same room

If multiple participants in the same room connect to a video conference room respectively, if microphones and speakers are enabled on each device, it will cause echo and howling, so limit the main device that handles audio to one, and be sure to mute the microphone speaker on other devices. We also recommend using a headset.

e. Screen display

When the presenter shares the screen, it may be displayed in full screen.

Double-click on the screen to switch between full screen display and standard display.

第55回日本水環境学会年会

表示名の設定

座長: 座長セッション名_氏名_所属

登壇者: 講演番号_氏名_所属

参加者: 氏名_所属

表示名が適切でない場合は、退出していただくことがあります。

Double-click on the screen,
and screen display switch between full
screen and standard.



Depending on the display mode, the screen display status will be as follows.

Screen display status by display mode

	Full screen	Standard
Standard	<p>第55回日本水環境学会年会</p> <p>表示名の設定</p> <p>座長: 座長セッション名_氏名_所属 登壇者: 講演番号_氏名_所属 参加者: 氏名_所属</p> <p>表示名が適切でない場合は、退出していただくことがあります。</p> 	<p>第55回日本水環境学会年会</p> <p>表示名の設定</p> <p>座長: 座長セッション名_氏名_所属 登壇者: 講演番号_氏名_所属 参加者: 氏名_所属</p> <p>表示名が適切でない場合は、退出していただくことがあります。</p> 
Side by side	<p>第55回日本水環境学会年会</p> <p>表示名の設定</p> <p>座長: 座長セッション名_氏名_所属 登壇者: 講演番号_氏名_所属 参加者: 氏名_所属</p> <p>表示名が適切でない場合は、退出していただくことがあります。</p>  	<p>第55回日本水環境学会年会</p> <p>表示名の設定</p> <p>座長: 座長セッション名_氏名_所属 登壇者: 講演番号_氏名_所属 参加者: 氏名_所属</p> <p>表示名が適切でない場合は、退出していただくことがあります。</p>  

f. How to ask a question

Do not turn on the microphone without the permission of the chair except at the time of your presentation. If the chairman or the meeting staff deems it necessary, the microphone may be forcibly muted.

Use the "Chat" or "Raise Your Hand" function to communicate your intention to speak when you want to e.g., ask a question, get permission from the chair to speak, confirm unmute, and name your affiliation before speaking. In case of poster presentations, make sure you tell the poster number/presenter's name before asking a question. Don't forget to mute it immediately after you finish speaking. Also, when speaking, keep in mind that no noises (e.g., other people's conversation, phone calls) are captured by your microphone. After you speak, please click "take your hand down".

g. How to leave the session

When you leave a session, press "Leave" and leave the meeting. If you want to join another session, please enter again with the URL and passcode (meeting password) of the session.

4. Others

a. Control by Organizer

If a problem occurs during the session, a communication from the monitoring person may be displayed in the chat. If it is determined that there is a problem in the session operation due to the influx of unneeded voice or connection from an unstable network, the monitoring person will mute or force the person to leave the room.

b. Unexpected/Emergency cases

If the Zoom meeting room becomes unavailable due to any disturbance, etc., the organizer will terminate the corresponding meeting room. For the URL and passcode of the meeting room in an alternative to the session, all registered participants will be contacted by e-mail from the e-mail address of the Japan Society of Water Environment, with the resumption in 5 minutes.

c. Security measures

Please do not leak the login ID and PW to enter the page containing the lecture collection and online participation information because it will only be available to registered participants who have paid the participation fee. In addition, please do not leak the "WEB conference room information (URL and passcode) of each session" posted. In addition, you must not infringe copyright. As long as you use an open tool called Zoom, please understand that accidents and troubles that we cannot imagine could occur, participate with due care, and act in a way that does not violate public order and morals.