Participation Guide for 57th Annual Conference, JSWE

Organizing Committee for 57th Annual Conference, JSWE

1. Overview

This document has been prepared as a reference material for participants of the 57th Annual Conference. The conference will be held as hybrid conference (on site at Ehime University and Online by Zoom).

Presenters should also refer to "Guidelines for Oral & Poster Presentations" (https://www.jswe.or.jp/event/lectures/pdf/2023PresentationInstructionsE.pdf)

2. Registration

Registration is required to attend the Conference. Presenters also need to register as participants. Early bird registration can apply through the website of the Japan Society of Water Environment. Please register and pay the registration fee by the deadline. Receipts of money transfer or remittance should be used as proof of payment. If you prefer a receipt issued by the JWES, please send an email to the JWES Secretariat (nenkai@jswe.or.jp) with "Receipt Request" in the subject line, and your name, registration number, address, and mailing address of the receipt in the mail body.

If you participate on-site, you can register on the day of the conference, but if you wish to participate online, you will need to register in advance.

3. Method of participation

3.1 QR Code and declaration of planned participation method

Prior to the event, we will send (1) the QR code required for on-site participation reception, and (2) the declaration form (Google form) of the currently planned participation method (on-site or online) to the contact e-mail at the time of application. Regarding (2), please declare for not only the representative, but all participants.

3.2 Downloading the Proceedings

Please log in to "Site for Proceedings Download, Poster Viewing and Online Venue Guide (Registered participants only)" (https://www.jswe.or.jp/member/FileDownload.php) on the website of the Japan Society of Water Environment and download the proceeding. To log in, you will need your ID (application number) and PW.

The ID and PW are listed in the e-mail "【日本水環境学会】参加証 第57回日本水環境学会年会 The 57th Annual Conference of JSWE" sent after completing registration and payment.

The ID and PW are limited to registered participants and not allow those to be disclosed or divulged for any reasons.

3.3 Viewing and commenting on pre-submitted posters

The above link to the "Proceedings Download, Poster Viewing and Online Venue Guide" provides a link to "Poster viewing, online venue (Zoom)" site, enter the ID and PW listed there. You will find links to the site for viewing pre-submitted posters and to online venue (Zoom).

Posters and audio files (if submitted) can be viewed from March 9 through the end of the Conference. You can also submit questions and other comments.

3.4 On-site participation (Ehime University Johoku Campus)

Please present the QR code at the reception desk of the conference venue (smartphone is acceptable). If you have applied for the printed version of the Proceedings, you will receive it on-site on the day of the conference.

3.5 Online participation (Zoom)

Log in to "Poster viewing, online venue (Zoom)" site (see 3.3 above). You will find links to the site for viewing pre-submitted posters and to online venue (Zoom).

Please click the link to the venue you wish to participate online and enter the Zoom meeting room.

If you have applied for the printed version of the Proceedings, it will be sent to you after the conference.

4. Notes for on-site participation

4.1 Participation restrictions

If you have a fever of 37.5 ℃ or higher or 1 degree higher than normal or are suspected of being infected with COVID-19, have been infected but have not recovered, have been in close contact with an infected person, on-site participation is not possible. Please participate online.

4.2 Infection prevention measures

During the conference, please wear a face mask at all times and thoroughly wash and disinfect your hands. Also, please be careful not to crowd in the venue.

4.3 Oral Presentation Room

If you have questions during the Q&A session, please speak using the stand microphones installed in the room. The voice of the microphone and the video of the questioner will also be delivered online (Zoom). Please disinfect the microphone with alcohol wet wipes attached to the microphone stand before use. It is not recommended to connect personal PCs to Zoom within the venue. If you have to use your PC, please connect earphones or headphones so that the sound does not leak into the venue.

4.4 Wireless LAN

For the use of wireless LAN on Ehime University campus, eduroam is available for those who belong to eduroam participating institutions. In addition, we plan to prepare WiFi for the annual conference participants at the oral presentation rooms and the exhibition halls. Information for connection will be announced on site on the day, but please understand that there is a limit to the number of connections and the time available for connection.

5. Notes for Online Participation

5.1 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

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

c. Microphone ON/OFF

Be sure to mute the microphone in presentation time. When you make question with permission of the chairperson. please turn on the microphone. It is recommended that you check with other people to see if you can send and receive audio beforehand. If the chairperson or our staff deems it necessary, the microphone may be forcibly muted.

d. Video ON/OFF

Participants should turn off the video during presentations.

Please turn on the video when asking questions with permission of the chairperson.

5.2. Notes and how to attend the session

a. 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.

On-site presenter's video PC: Room Name_発表者カメラ　　　　e.g.: A_発表者カメラ

PC for video distribution at the venue: Room Name_会場カメラ　　e.g.: A_会場カメラ

Chair: Chair_SessionName_FamilyName_Affiliation　　　　　　e.g.:16-A-3_Mizu_WETRC

Presenter: Presenter_Lecture number_FamilyName_Affiliation

e.g.: Presenter_ 2-A-10-4_Biwako_Mizukan Univ.

Participant: FamilyName_Affiliation　　　　　　　　　　　e.g.: Kasumi_MizukanCity

b. Display image setting

You can hide participants who have their video turned off by clicking Hide Non-Video Participants (see the figure above).

You can switch to side-by-side mode to see the shared screen alongside Gallery view. Please click on View Options at the top and choose Side-by-side mode. Hover your pointer over the boundary between the shared screen and participants' video until you see a double grey line separating both views. Click and drag the separator to adjust the size of each view. In the top-right corner, click the View button to choose Side-by-side: Gallery (see the figure below).

c. Prohibition of recording

Any act that infringes on copyrights, such as recording (including screen capture) and redistributing presentation materials is prohibited.

d. Multiple use in the same room

When multiple participants in the same room connect to a conference room for a video conference, echoes and howling may occur if the microphones and speakers are turned on multiple devices. Limit the main device that handles audio to one and be sure to mute the microphones and speakers on other devices. We also recommend using a headset.

e. Cancel full screen display

When an online presenter shares his/her screen, the full screen may be displayed. Double-click anywhere on the screen to exit full screen display.

f. How to ask a question

In presentations, you should not unmute the microphone without the permission of the chair.

When you want to ask a question, use the Raise Hand function to get permission from the chair to speak. After permission, turn on your microphone and video and identify yourself by name and affiliation before speaking. After you speak, please click Lower Hand.

* Raise Hand function

Click Reaction, and chose Raise Hand
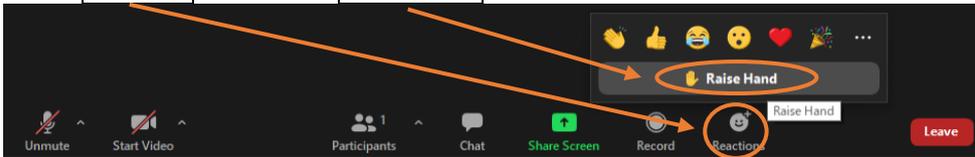
A "chat" feature is also available. The chairperson may select and read the content posted in the chat. Please be advised that the selection of questioners or chat content to be addressed are entirely at the discretion of the chairperson.

g. Leaving session

When you leave a session, press Leave and choose leave meeting.

If you want to join another session, please re-enter from the "WEB conference room information for each session Site"

6. Others

6.1. 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.

6.2. Unexpected/Emergency cases

In the case of online participation, there is a possibility that you may not be able to view the presentation due to distribution problems. Please note that on-site presentations (face to face) will continue in such cases.

6.3. Security measures

Please understand that as long as using an open tool such as Zoom, unexpected accidents or troubles may occur, please participate with sufficient caution and act in a manner that is not offensive to public order and morals.