

Presenter's Manual for WET2021-online, JSWE

Organizing Committee for WET2021-online, JSWE

1. Overview

This document is compiled for reference for presenters in the WET2021-online.

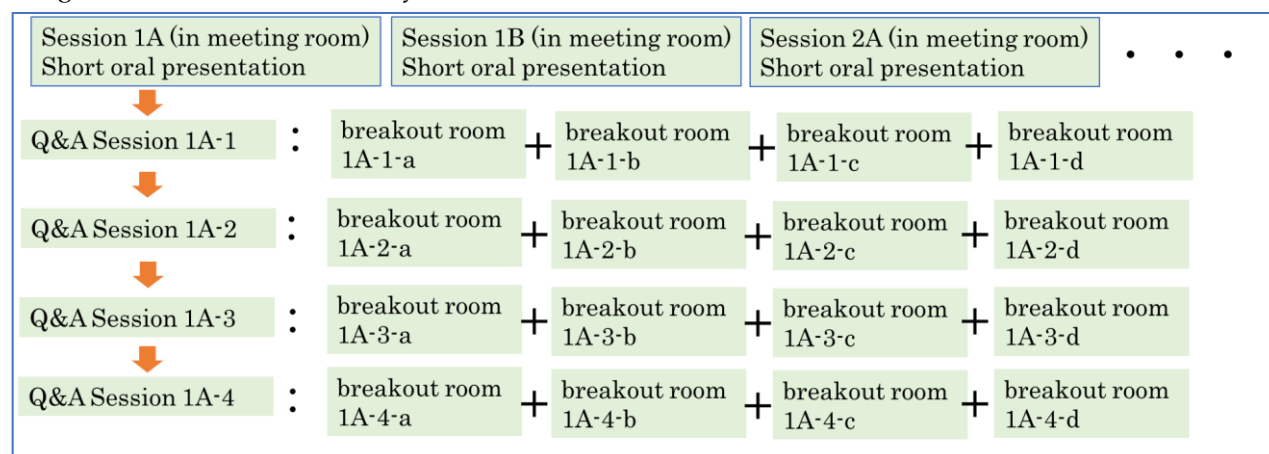
We note the following three points regarding this online conference: Please confirm the “Image of the presentation on WET 2021-online” of the WET 2021-online website too.

- 1) Presenters submit posters in advance, participants can access pre-submitted individual posters (pdf format) from a website of this conference (accessible from 6th to 12th August, comments and answers can be posted.)
- 2) On the day, online conference is held using Zoom. Presentations are divided for several sessions. Presenters make a short oral presentation and have a Q&A time, in the designated session.
- 3) Q&A time are held in Breakout rooms of Zoom. 4or5 breakout rooms will be prepared for each Q&A time. The presenters need to be in the designated breakout room at the designated time for the discussion. Each Q&A time comprises 4 cycles. For each cycle, 4or5 presenters will do Q & A for 15 minutes in their breakout room.

For example: Session No. 1(17presenters)

- i. Short oral presentation (60min. about 3min./presenter, 17presenters)
- ii. Q&A Time Cycle1(15min), four presenters (No.1-a, No.1-b, No.1-c, No.1-d, No.1-e) have her/his breakout room and discussion.
- iii. Q&A Time Cycle2(15min), four presenters (No.2-a, No.2-b, No.2-c, No.2-d) have her/his breakout room and discussion.
- iv. Q&A Time Cycle3(15min), four presenters (No.3-a, No.3-b, No.3-c, No.3-d) have her/his breakout room and discussion.
- v. Q&A Time Cycle4(15min), four presenters (No.4-a, No.4-b, No.4-c, No.4-d) have her/his breakout room and discussion.

Image of Presentation on the day (in Zoom)



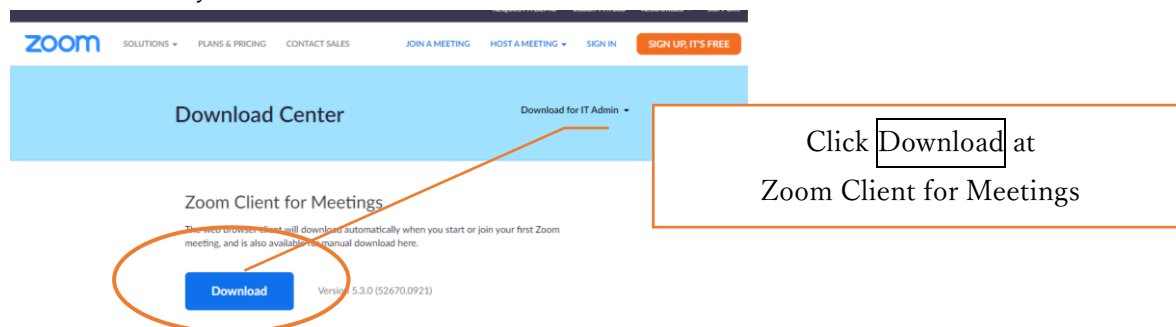
2. Items to be confirmed in advance

a. Install Zoom (update Zoom for the latest version)

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

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

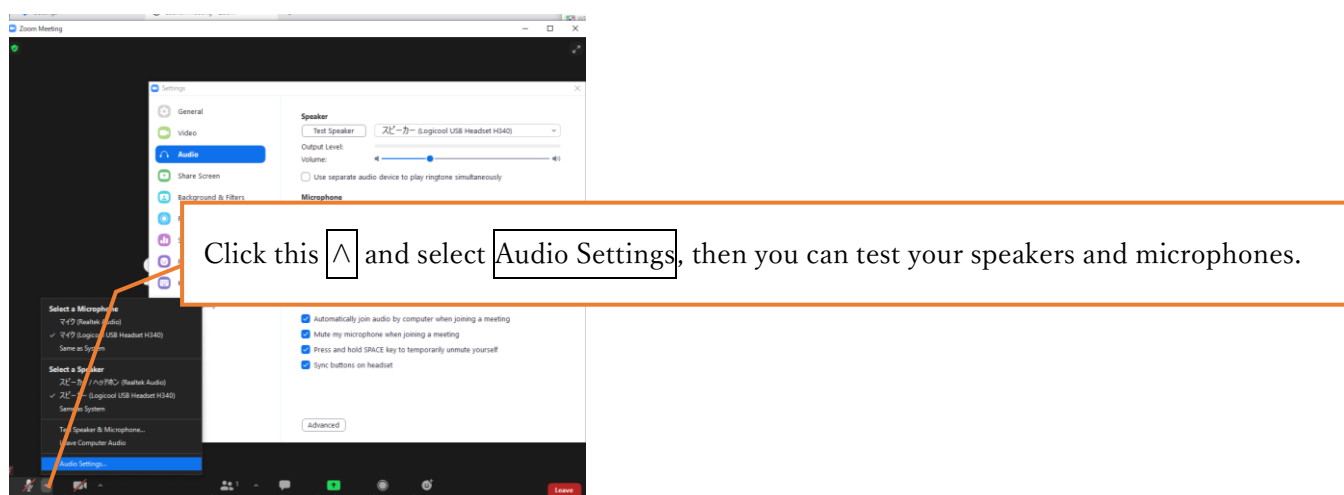
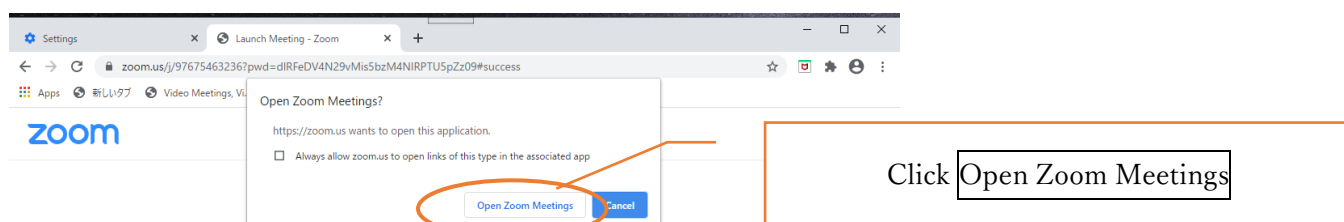
Even you already have the Zoom application installed, please check the update of this. Breakout rooms may not be available in older versions.



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

Participants must mute the microphone during short oral presentation.

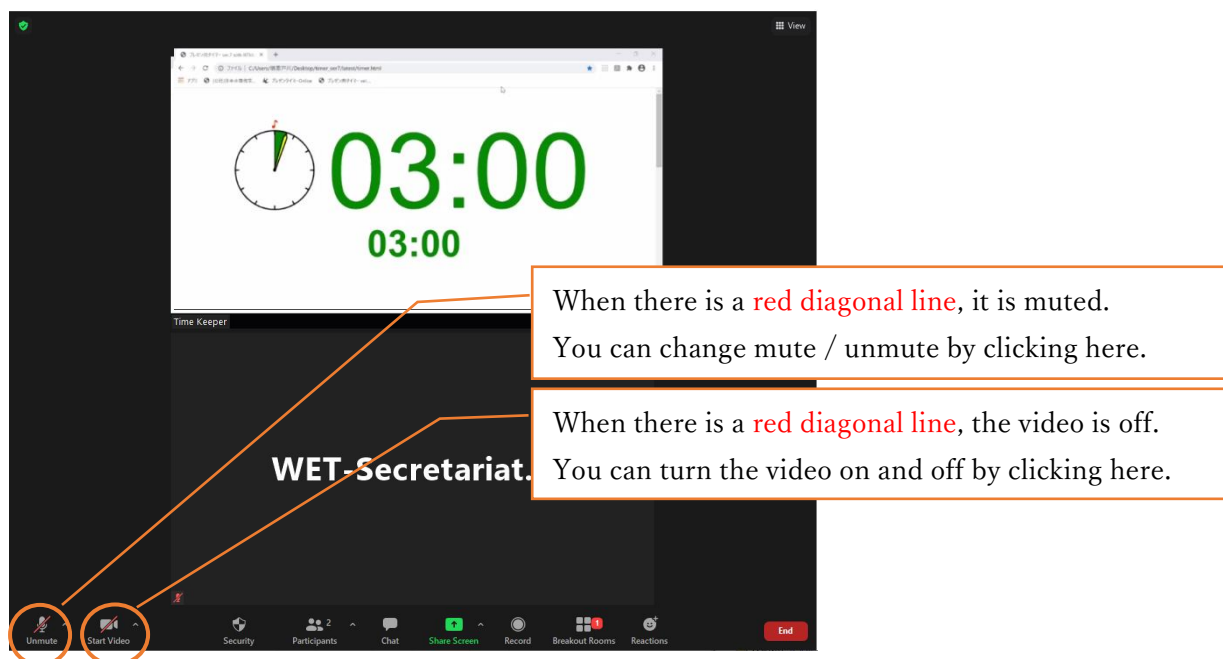
Keep it muted during discussions in the breakout room, except when you ask a question.

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 presentation.

During discussions in the breakout room, you should turn ON the video when you ask a question.



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.


WET2021-online
How to display your name
03:00

For Chair:
Chair_SessionName_FamilyName_Affiliation

For Speaker
Lecture number_FamilyName_Affiliation


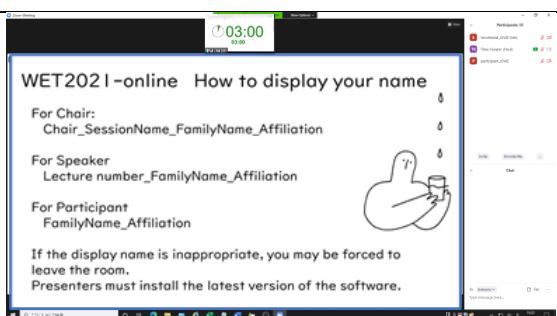
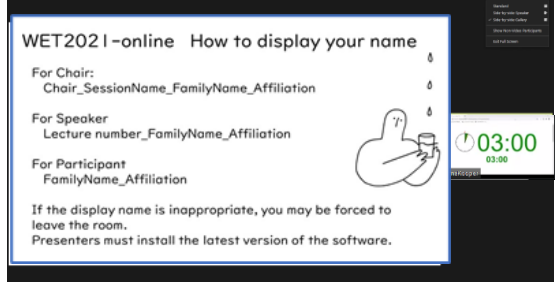
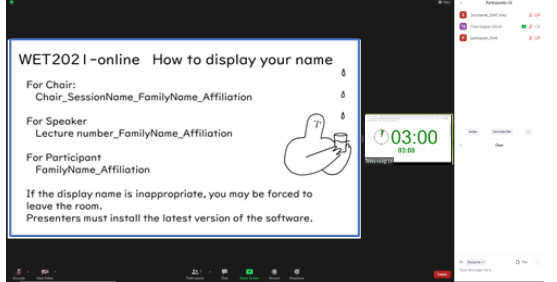
For Participant
FamilyName_Affiliation

If the display name is inappropriate, you may be forced to leave the room.
Presenters must install the latest version of the software.



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.

	Full screen	Standard
Standard	<div> <div> WET2021-online How to display your name 03:00 </div> <div> For Chair: Chair_SessionName_FamilyName_Affiliation </div> <div> For Speaker Lecture number_FamilyName_Affiliation </div> <div> For Participant FamilyName_Affiliation </div> <div> If the display name is inappropriate, you may be forced to leave the room. Presenters must install the latest version of the software. </div>  </div>	
Side by side		

f. Multiple participant in a same room

When multiple participants in a same room are connected to a conference room, echo and howling may occur. We recommend using a headset in this case.

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 Site" posted on the proceeding download site. Password for this Site is also posted on the proceeding download site.

Please enter the room at least 5 minutes before your session, not your own presentation begins.

You shall not leak these entry information to others for any reason.

b. How to display your name

You shall display your name as follows.

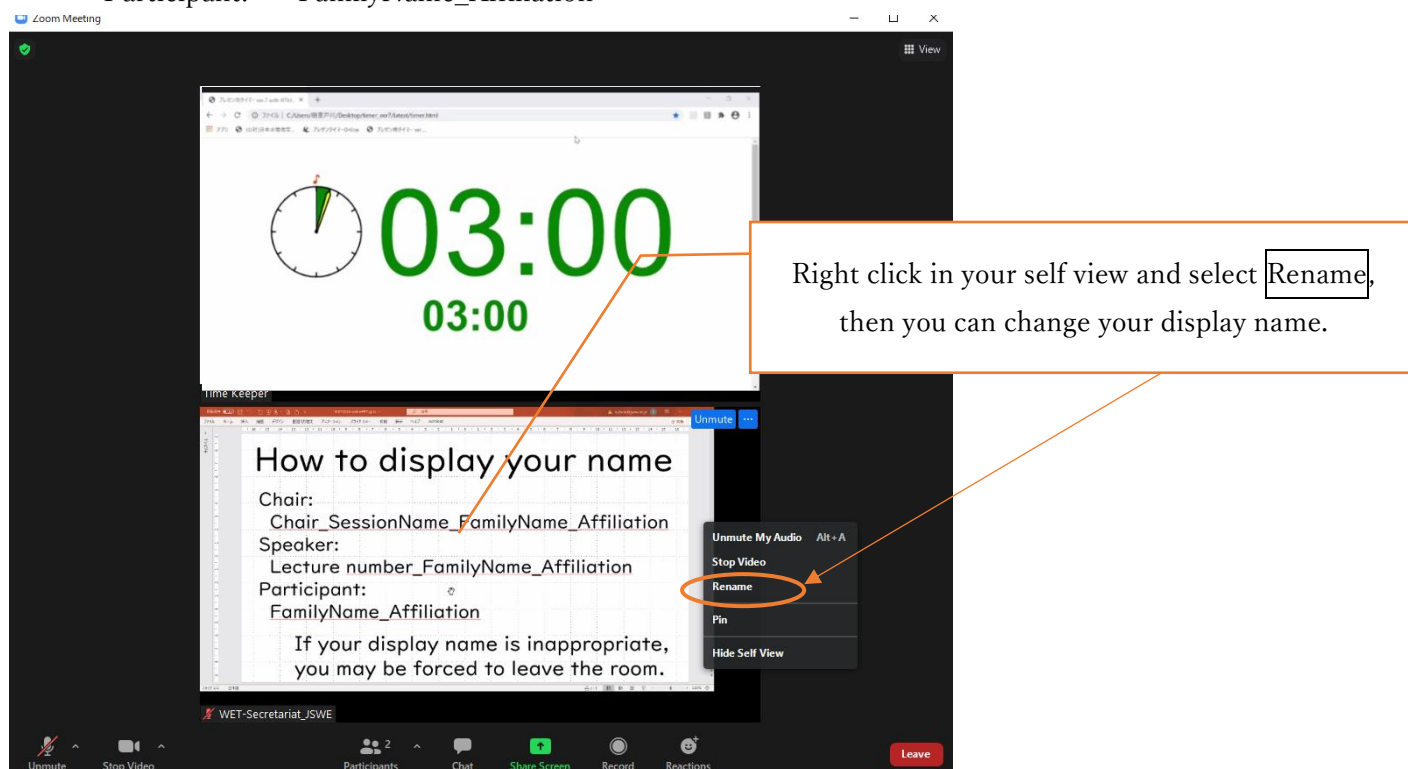
The display name can be changed even after entering the room (see the figure below).

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 is prohibited unless you have permission from all parties in advance.

d. How to ask a question

There is no discussion time during the short oral presentation.

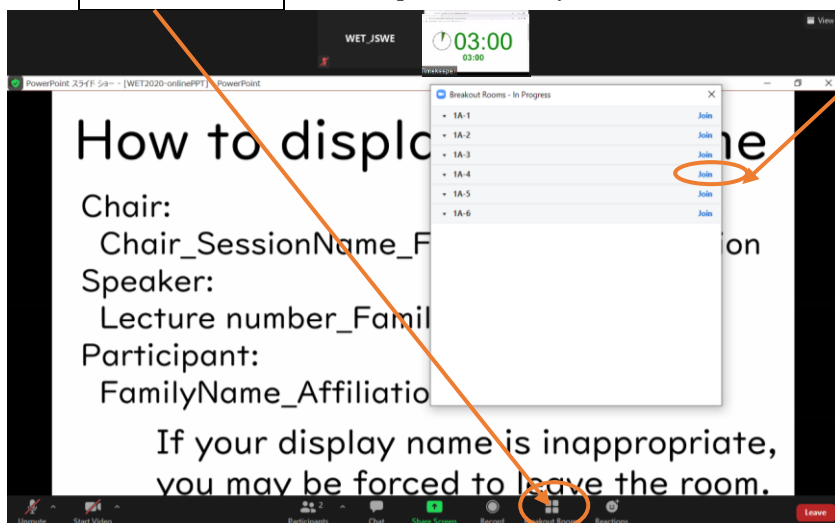
Discussion is conducted in the next Q and A session (the breakout room).

During discussions in the breakout room, if you have any questions, turn your video ON, unmute your microphone and then ask a question. Turn your microphone mute after your question.

e. Breakout room

In WET2021-online, discussion will be held at Q&A Time in Breakout room.

Click **Breakout Rooms**, select a presentation you want to attend, and click **join**.



To move to another breakout Room, click **Breakout Rooms**, and you can **choose Breakout Room**.



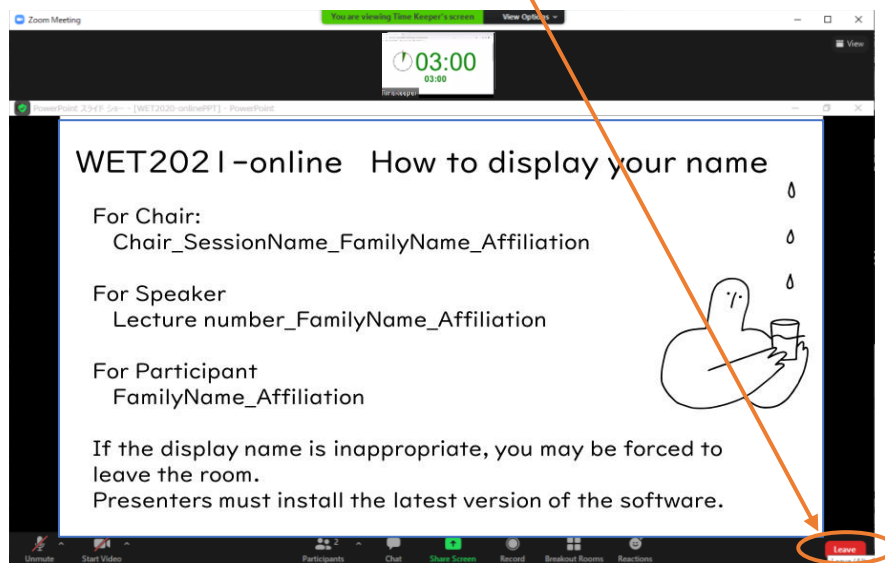
To return to main session, click **Leave Room** and then choose **Leave Breakout Room**.



f. Exiting the Session

To leave from the main session, Click **Leave** and then **Leave Meeting**.

To leave the session from Breakout Room, Click **Leave Room** and then **Leave Meeting**.



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

g. Unforeseen circumstances

If the Zoom meeting room can not be continued due to some kind of interference, the organizer will close the meeting room. The URL and passcode of the alternative meeting room will be notified by e-mail in 5 minutes to all registered participants from JSWE.

4. Presentation method and precautions

a. Securing a place

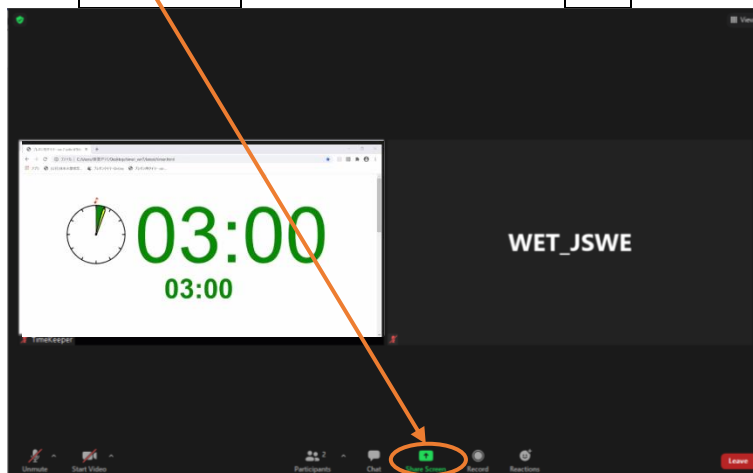
Ensure a stable and good network and a place with as little interference as possible.

We recommend using a headset.

b. Share Screen

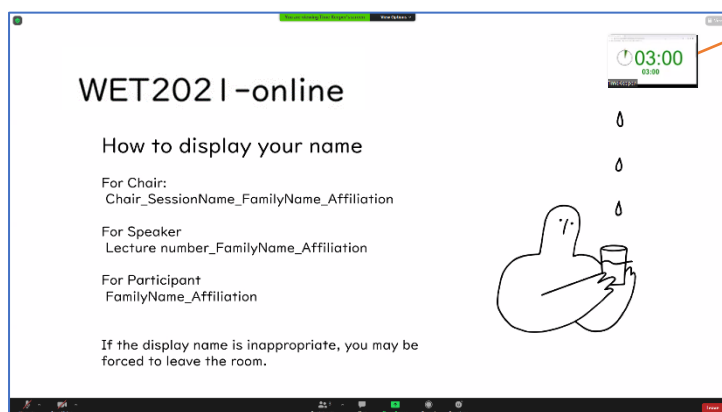
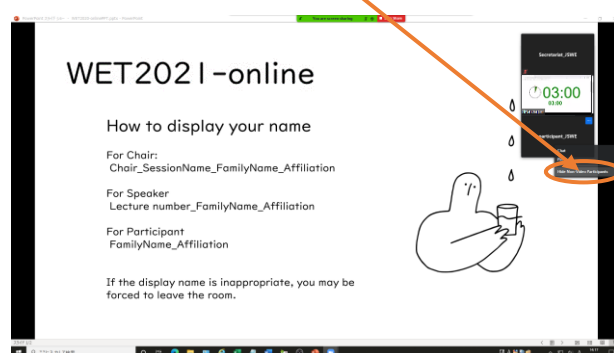
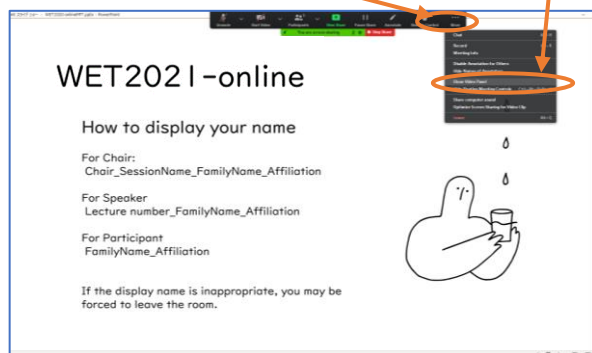
Before your presentation, your presentation file (PPT, PDF, etc.) should be opened, but slideshow of PPT should not be begun.

Click **Share Screen**, select your file and press **share**, and begin the slideshow.



c. During presentation

Click **More** and select **Show Video Panel** and select **Hide Non-Video Participants**.



Time display

Providing your screen conditions are as above
(**Show Video Panel** and **Hide Non-Video Participants**),

when someone turn on their video, their video will be displayed on your screen.

d. Presentation Time

The presentation time will be displayed on the screen as video panel of “Timekeeper” during short oral presentation

Please make a presentation within the specified time.

Please note that if it is prolonged, the presentation may be forcibly terminated at the discretion of the chairperson.

e. Consideration for shared materials, etc.

You shall not use the copyrighted work of others without permission, and you shall clarify the source when quoting.

Presentations at online conferences are considered retransmits by automatic public transmission.

If the permission is limited by the format of the presentation and the range of the audience, you may need to re-permit for online conference.

Presenters should be aware that if the content violates the Export Trade Control Ordinance, online distribution may not be permitted.

5. Security measures

You must not leak the information of WET2021-online such as "WEB conference room information of each session" and Proceedings, as they are only for registered participants.

In addition, you must not act infringing copyright.

Since WET2021-online is using open tool (Zoom), unforeseeable accidents or troubles may occur, you should participate with great care, and act in a manner that does not violate public order and morals.