

Presenter's Manual for WET2023-online, JSWE

Organizing Committee for WET2023-online, JSWE

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I. Overview

This document is compiled for reference for presenters in the WET2023-online.

We note the following three points regarding this online conference: Please confirm the “Image of the presentation on WET 2023-online” of the WET 2023-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 3rd to 9th July, comments and answers can be posted.)

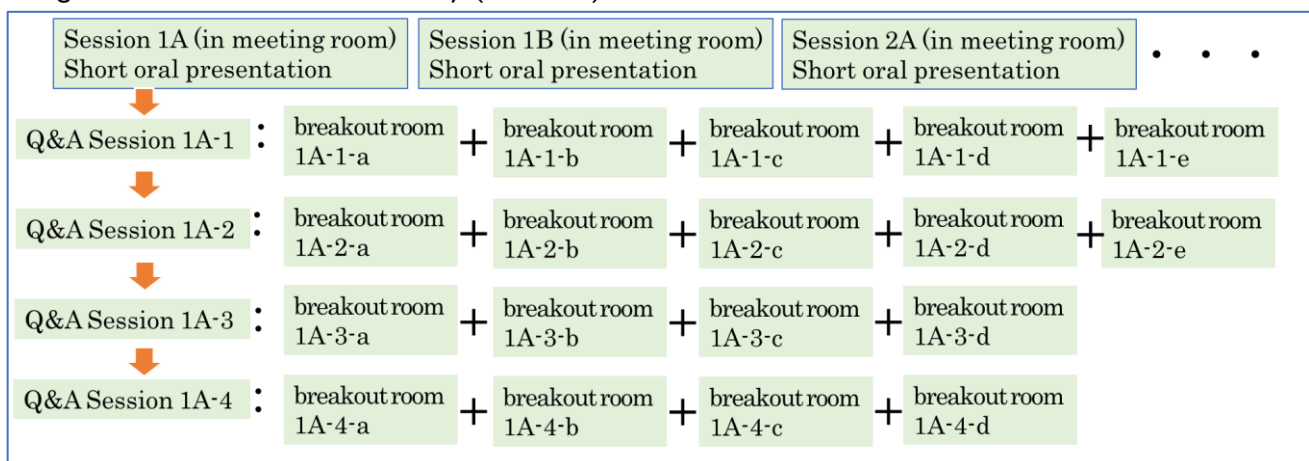
2) On the day, online conference is held using Zoom. Presentations are divided for several sessions. Presenters make a short oral presentation and have a Q&A time, in the designated session.

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 1A(18presenters)

- i. Short oral presentation (70min. about 3min./presenter, 18presenters)
- ii. Q&A Time Cycle1(15min), five presenters (No.1-a, 1A-1-b, 1A-1-c, 1A-1-d, 1A-1-e) have her/his breakout room and discussion.
- iii. Q&A Time Cycle2(15min), five presenters (1A-2-a, 1A-2-b, 1A-2-c, 1A-2-d, 1A-2-e) have her/his breakout room and discussion.
- iv. Q&A Time Cycle3(15min), four presenters (1A-3-a, 1A-3-b, 1A-3-c, 1A-3-d) have her/his breakout room and discussion.
- v. Q&A Time Cycle4(15min), four presenters (1A-4-a, 1A-4-b, 1A-4-c, 1A-4-d) have her/his breakout room and discussion.

Image of Presentation on the day (in Zoom)



2. Items to be confirmed in advance

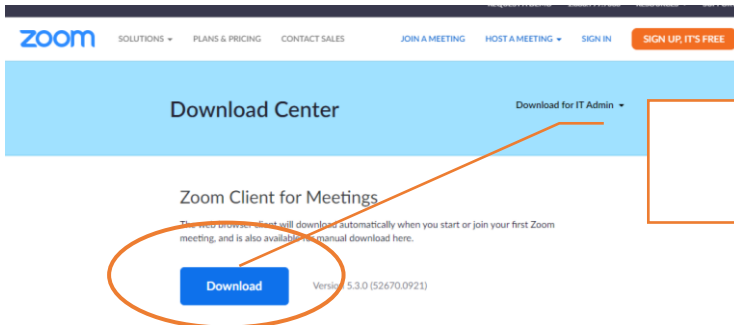
a. Install Zoom (update Zoom for the latest version)

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.

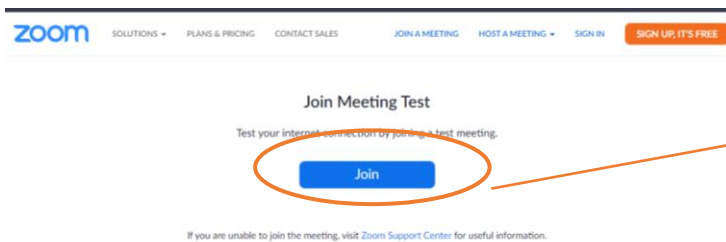


Click **Download** at
Zoom Client for Meetings

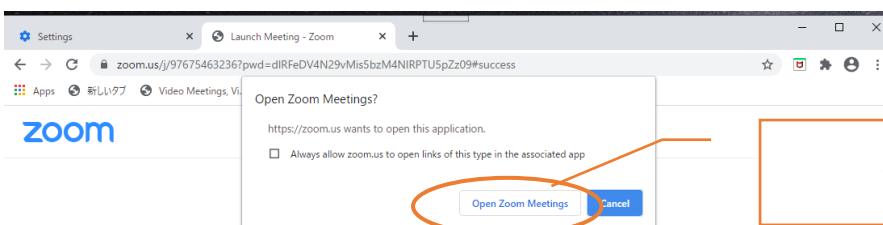
b. Operation and device check

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

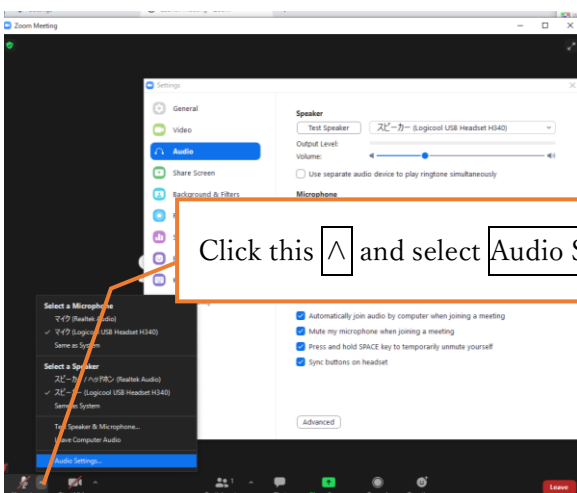
- Zoom's test service <https://zoom.us/test>



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 presentation.

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

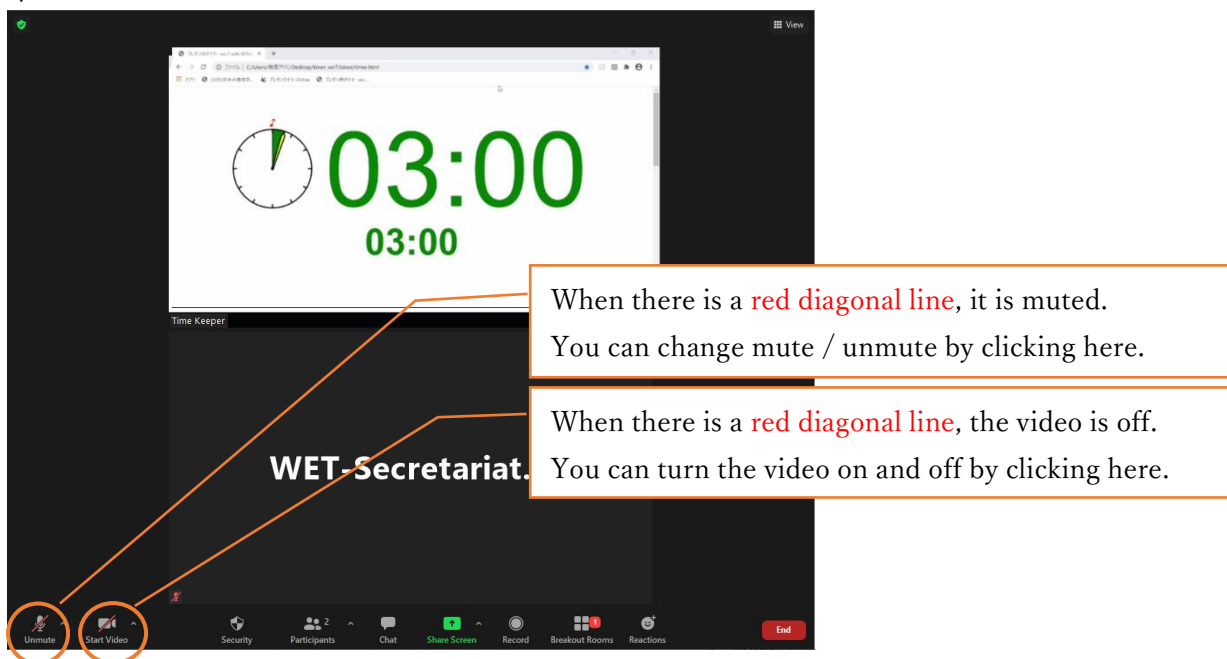
It is recommended that you check with other people to see if you can send and receive audio beforehand.

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.

d. Video ON / OFF

Participants should turn off the video during short oral presentation.

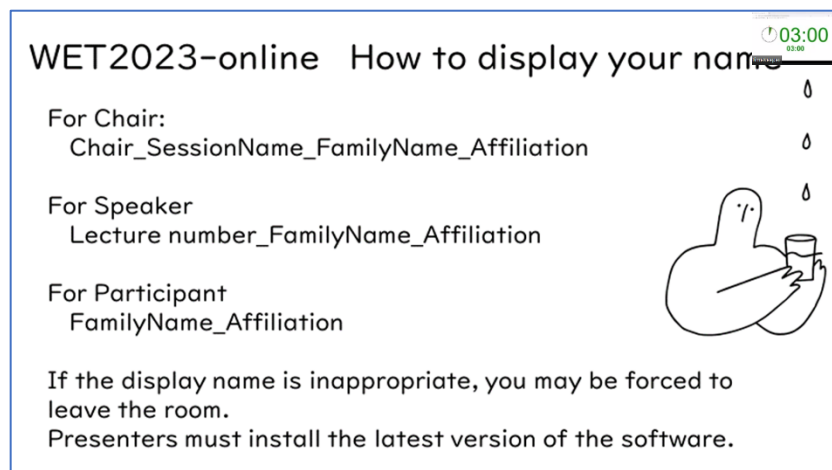
During discussions in the breakout room, you should turn ON the video when you ask a question.



d. 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.



3. How to attend the session

a. Entering the session

Please connect to 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.

On this site, you will find a link to the pre-submitted poster viewing site and a direct link to each venue.

You can view posters and write comments on the pre-submitted poster viewing site. You can also listen to the audio if it has been submitted.

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

You should not disclose your ID, PW, and other room information to others for any reason.

b. How to display your name

You shall display your name as follows.

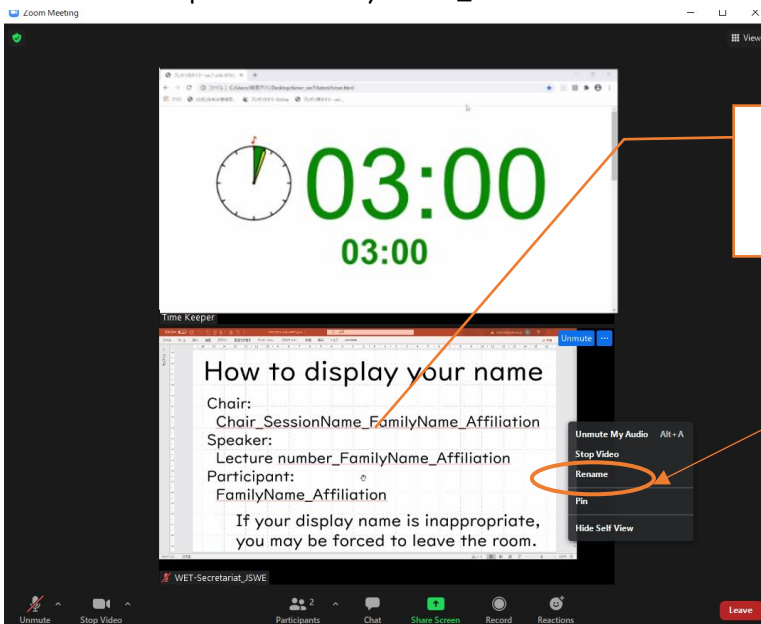
The display name can be changed even after entering the room (see the figure below).

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



Right click in your self view and select **Rename**, then you can change your display name.

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.

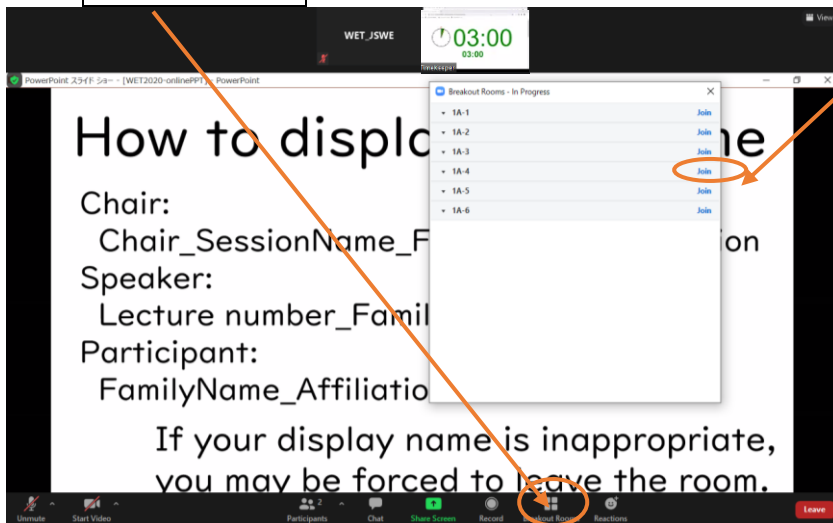
Discussion is conducted in the next Q and A session (the breakout room).

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 WET2023-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**.



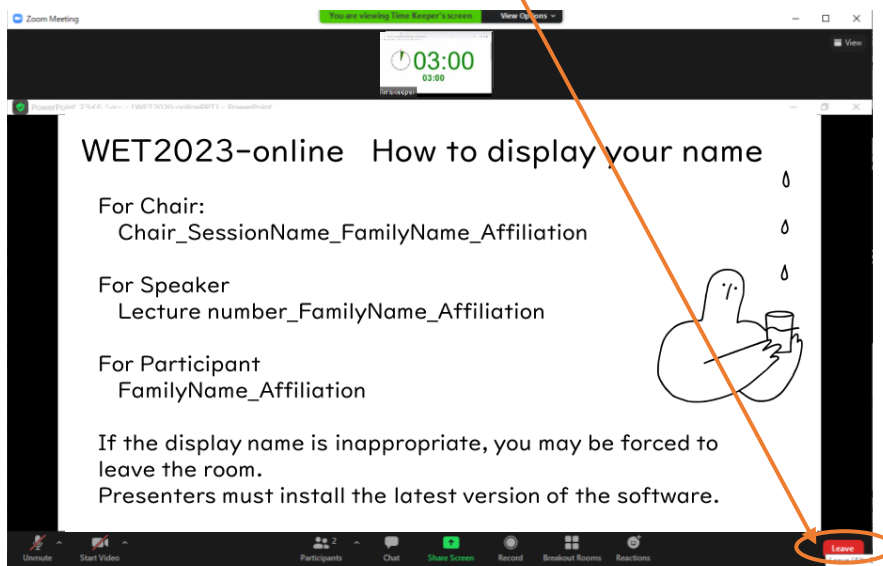
To return to main session, click **Leave Room** and then choose **Leave Breakout Room**.



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

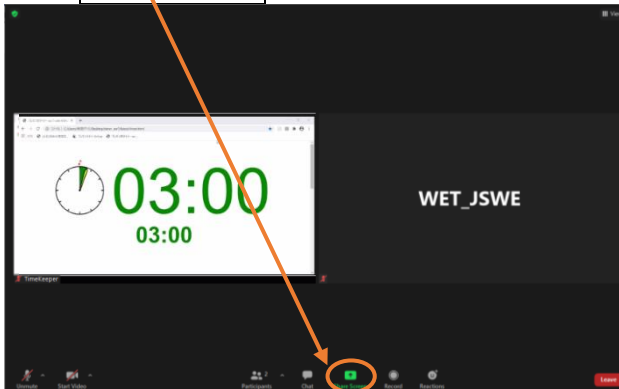
a. Securing a place

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**.

WET2023-online How to display your name

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.

The screenshot shows a Zoom meeting interface with a 'More' menu open. The 'Show Video Panel' and 'Hide Non-Video Participants' options are circled in red. An orange arrow points from the 'More' button in the text above to the 'More' button in the screenshot.

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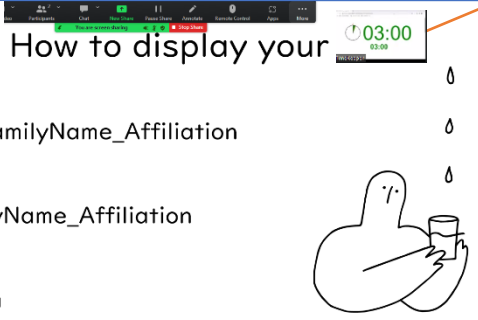
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Time display

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.


WET2023-online How to display yo

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.



Optimize for video clip should be unchecked.

If Optimize for video clip is checked, the black area may appear on the audience's screen as shown below.

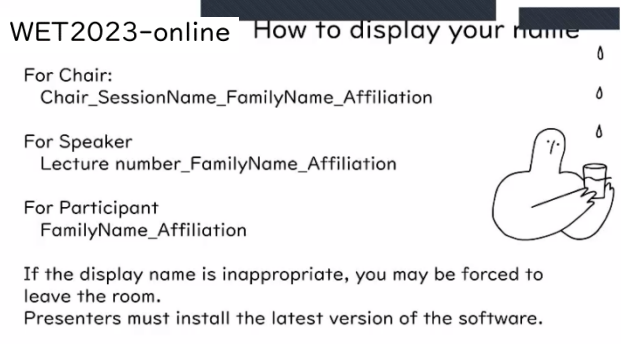
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For Speaker
Lecture number_FamilyName_Affiliation

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.



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. Q&A Session (In breakout room)

After the oral presentation time, there will be 4 cycles of Q&A Session. Please enter in the breakout room with the name of your lecture number at the designated cycle. For example, if your presentation number is IA-4-e, your breakout room is breakout room "e" at cycle 4 of session IA.

Make presentation again, or discussions in the breakout room.

You can share your screen whole time in your designated Q&A Session breakout room.

f. 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. Informal discussion room

Informal discussion room will be held Concurrently for free discussion at WET2023-online.

You may enter these room from "WEB conference room information for each session Site".

Your display name should be "FamilyName_Affiliation".

6. Security measures

You must not leak the information of WET2023-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 WET2023-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.