

Presenter's Manual for 55th Annual meeting-online, JSWE (for poster session)

Organizing Committee for 55th Annual meeting-online, JSWE

1. Overview

This document is compiled for reference for presenters in the poster session.

We note the following three points regarding the poster session in this online conference:

- 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, some zoom rooms are used for showing individual posters with presenters' explanations on the posters.
- 3) We have Q & A sessions 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

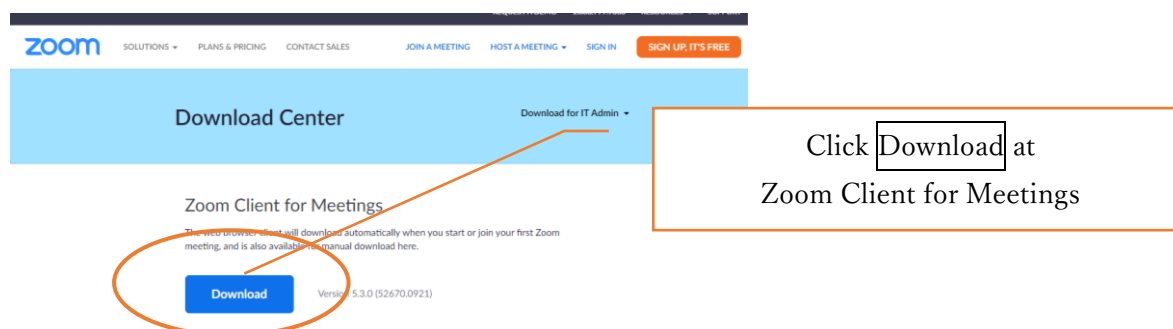
Chair, staff								
Cycle 1 4 presenters 16 min	→ (2 min)	Cycle 2 4 presenters 16 min	→ (2 min)	Cycle 3 4 presenters 16 min	→ (2 min)	Cycle 4 4 presenters 16 min	→ (2 min)	Cycle 5 4 presenters 16 min
participants		participants		participants		participants		participants

2. Items to be confirmed in advance

a. Install Zoom

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

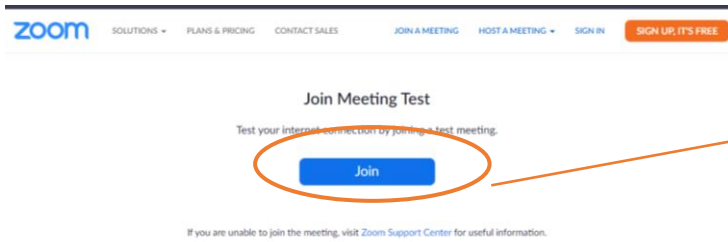
- Download <https://zoom.us/download>



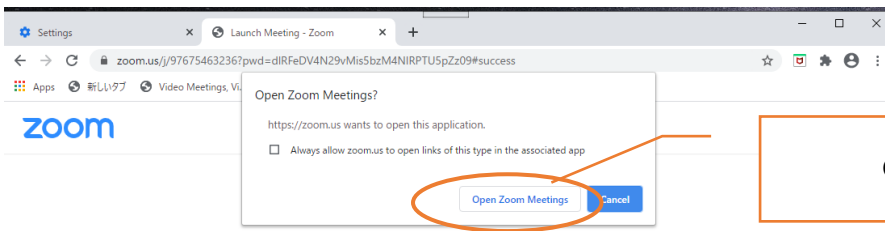
b. Operation and device check

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

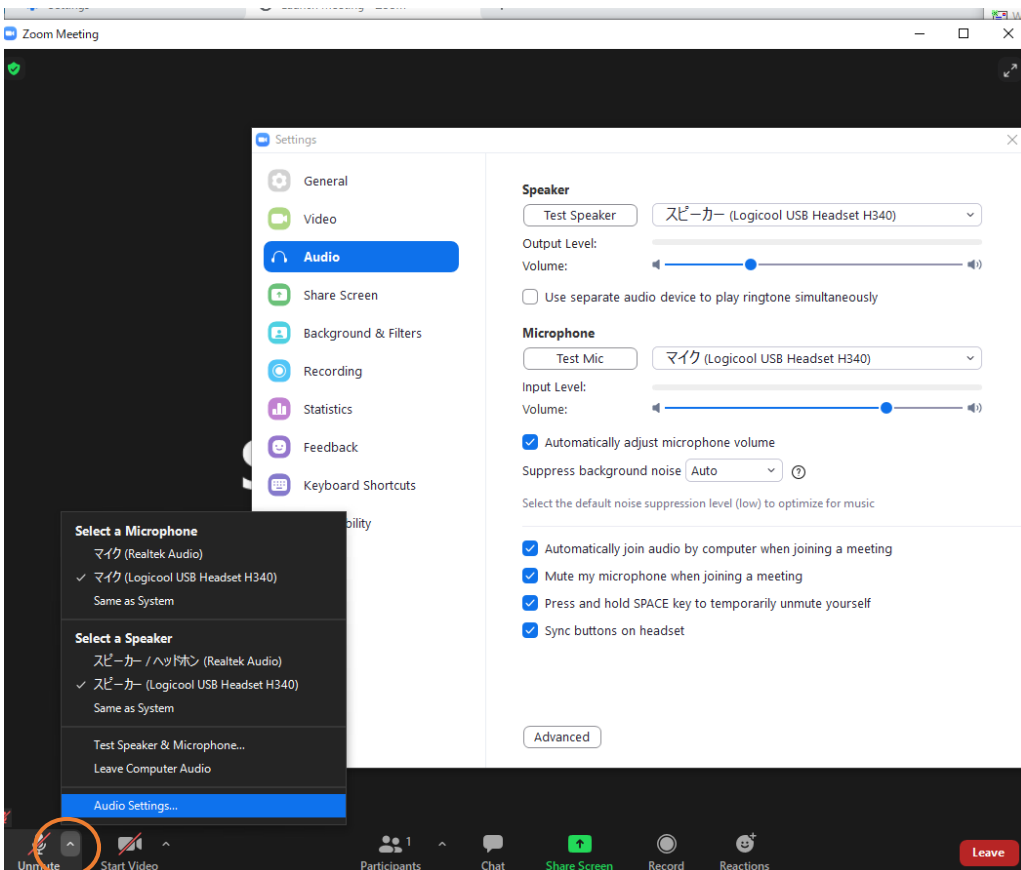
- Zoom's test service <https://zoom.us/test>



Click **Join**



Click **Open Zoom Meetings**



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

c. Microphone

Presenters should turn the microphone on only in the presenter's cycle.

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

d. Video ON / OFF

Presenters should turn on the video only in the presenter's cycle.



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.

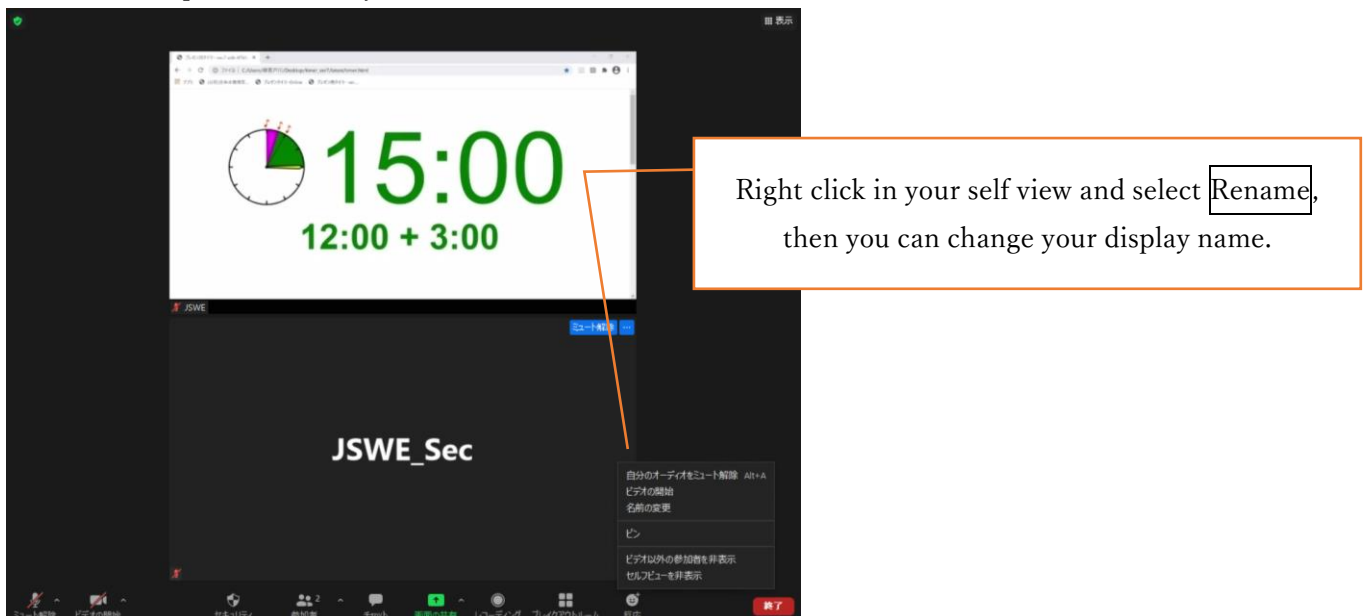
The display name can be changed even after entering the room (see the figure below).

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 is prohibited unless you have permission 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. Q & A session (core time)
 - 1) Please enter the zoom room 10 minutes before your cycle.
 - 2) Make sure that you can also check the poster website.
 - 3) Chairs will take questions. If you are asked to answer a question by the chair, please answer to it.
 - 4) A timer is displayed on a screen. Make sure that you finish your answering the question within the time.
 - 5) Check the poster website even after the Q & A session because some questions may be posted after the session.

- f. 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. Note

- a. Securing a place

Ensure a stable and good network connectivity to avoid any trouble during the announcement. In addition, please secure a place where there is no problem even if you hear noise or other people's conversations, there is no interruption due to telephone calls, there is no problem even if you speak clearly in a relatively loud voice, and people and backgrounds that are not related to the camera are not reflected. We recommend that you use a headset.

- b. Microphone ON/OFF

Be sure to mute the microphone when it is not your cycle. Be sure to check unmute during your cycle.

- c. Video ON/OFF

Please turn on the video in principle in order to accurately convey to the participants what you are doing when you are in your cycle. Otherwise, as a general rule, turn off the video.

- d. Screen sharing at the time of presentation

Zoom allows you to share your PC's screen with other participants at the time of answering a question. Be careful not to send your personal information when sharing your screen, and it's a good idea to check with other people in order to know how your screen is shared.

5. 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 do not always occur, participate with due care, and act in a way that does not violate public order and morals.