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Participant's Manual for 56th Annual meeting-online, JSWEOrganizing Committee for 56th Annual meeting-online, JSWE

1. Overview

This document has been prepared as a reference material for participants of 56th Annual conference-online. In this online conference, the oral presentation is scheduled to take 15 minutes (10 minutes for presentations and 5 minutes for Q&A) per presentation. The poster presentation will be held using a combination of the following methods

1) Web posting of pre-submitted posters (PDF files)

(accessible from March 10th to March 18th, comments and answers can be posted.)

2) Core time (On the day, short presentations and Q&A time)

The core time will consist of a short presentation of 3 minutes per person, followed by a Q&A cycle divided into breakout rooms(10 minutes per cycle, with 3 presenter (breakout rooms)).

The core time for each presentation will be released in February 2022.

a. Time allocation for core time (short presentations and Q&A)

1) For 10:45 - 12:15 (Kurita Award poster presentation)

Short presentation: 10:45~, Q&A session (breakout room): 11:25~

2) For 13:30 - 15:00 (General poster presentation, Lion Award poster presentation)

Short presentation: 13:30~, Q&A session (breakout room): 14:10~

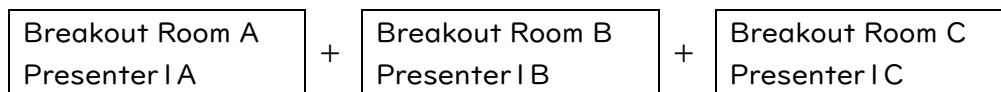
b. Example of proceeding in a session (12 presenters)

1) Short presentation (12 presenters, 3 minutes each)

Presenter 1A → 1B → 1C → 2A → 2B → 2C → 3A → 3B → 3C → 4A → 4B → 4C

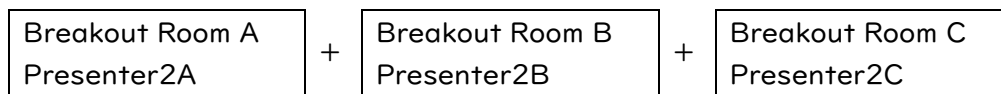
2) Q&A time (4 cycles, 10 minutes each)

Cycle 1 (10 min):



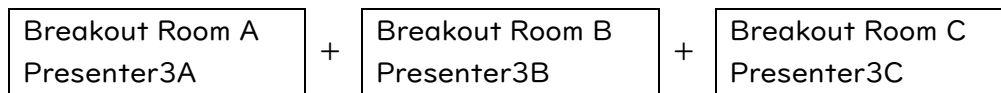
↓ 2分

Cycle 2(10 min):



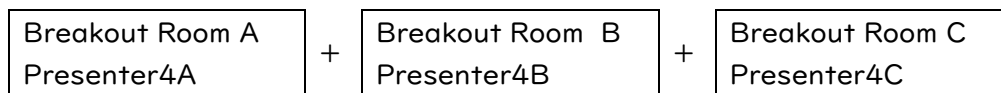
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Cycle 3 (10 min):



↓ 2分

Cycle 4 (10 min):

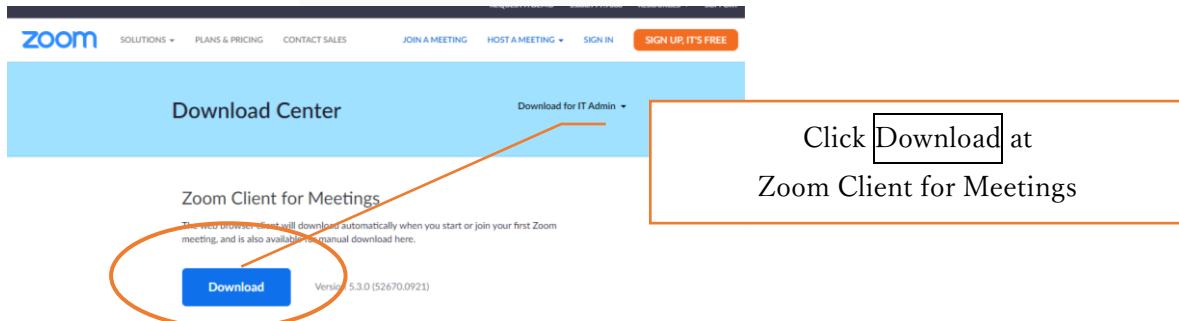


2. Items to be confirmed in advance

a. Install Zoom

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

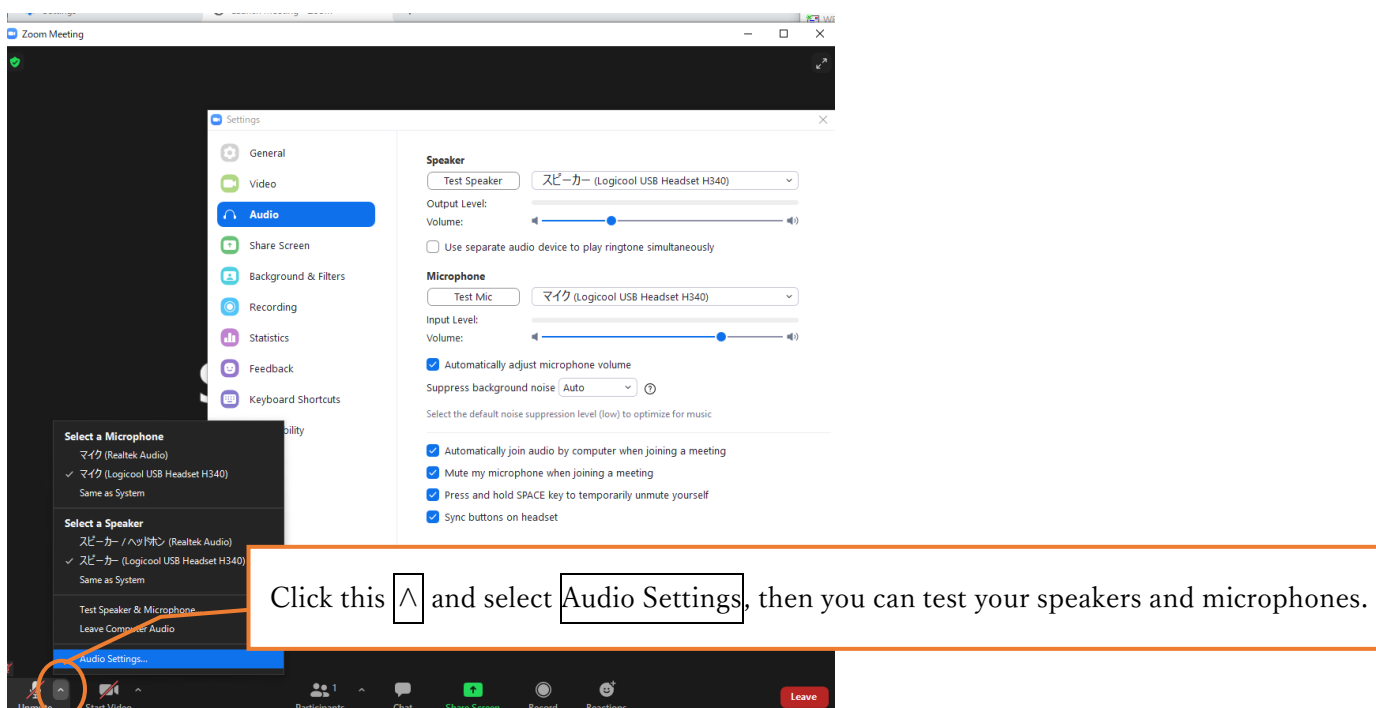
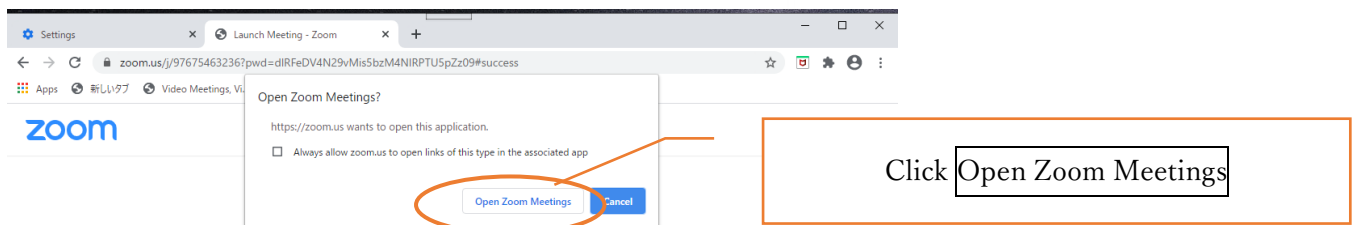
- Download <https://zoom.us/download>



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>



c. Microphone ON/OFF

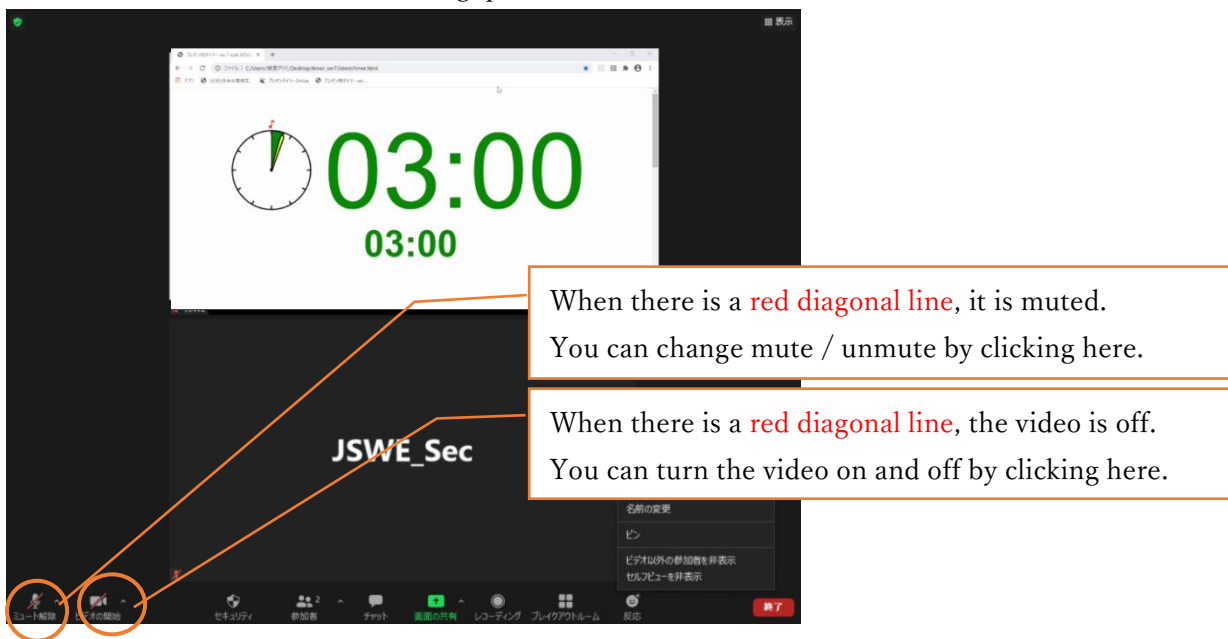
Be sure to mute the microphone in presentation time.

It is recommended that you check with other people to see if you can send and receive audio beforehand. Please do not turn on the microphone without permission of the chairperson, except during the Q&A session in the breakout room. If the chairperson or our staff deems it necessary, the microphone may be forcibly muted.

e. Video ON/OFF

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

Please turn on the video when asking questions.



3. How to attend the session

a. Entering the session

Please log in to the "[Site for Proceedings Download and information for WEB conference](#)" on the website of JSWE. The ID and PW for this site is included in the e-mail "【日本水環境学会】参加証(講演集引換券) 第 56 回日本水環境学会年会 The 56th Annual Conference of JSWE" sent after confirming your payment. When you log in to this site, there is a link to "WEB conference room information for each session". Please sign in with the authentication ID and PW listed below it.

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.

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

Presenter: Lecture number_FamilyName_Affiliation ex.: P-M-07_Biwako_Mizukan Univ.

Participant: FamilyName_Affiliation

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

You had better select **Hide Non-Video Participants**

c. Prohibition of recording

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

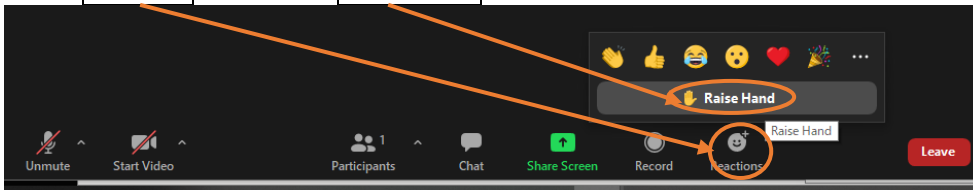
d. How to ask a question in Oral Presentation

In oral presentations, you should not turn on the microphone without the permission of the chair.

When you want to ask a question, use the **Chat** or **Raise Hand** function to get permission from the chair to speak. After permission, check the microphone 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**



In case of poster presentations,

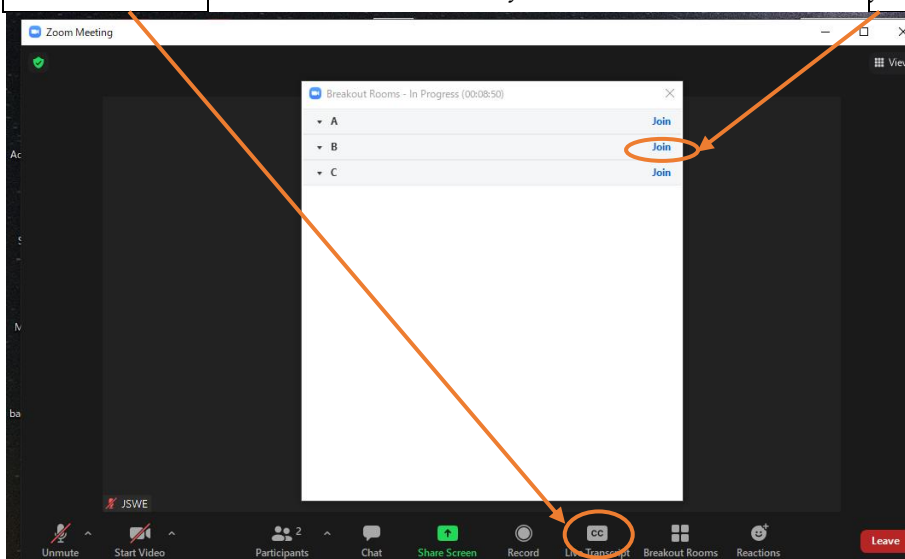
During the Q&A time, the questioner is required to communicate his/her intention to speak via the "chat" or " Raise Your Hand " function, obtain permission to speak from the chair, and state his/her affiliation and name before speaking. Please follow the chairperson's instructions.

f. How to ask a question in Poster Session

The core time will consist of a short presentation of 3 minutes per person, followed by a Q&A cycle divided into breakout rooms(See “1. Overview”). There is no discussion time in short presentation. Discussion will be held at Q&A Time in Breakout room. Please turn on the video and wait for the presenter to notice you before speaking.

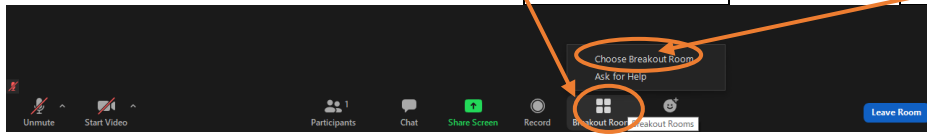
You can enter your comments and questions on the pre-submitted poster viewing site (3/10 - 3/18). The viewing site will be closed after the Annual Conference, so please check back during the conference for answers.

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

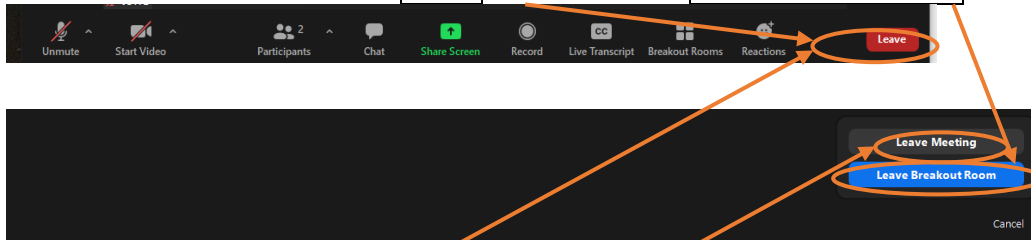


g. Moving between breakout rooms and leaving session

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



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



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"

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 unexpected accidents and troubles could occur, participate with due care, and act in a way that does not violate public order and morals.