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Presenter's Manual for 56th Annual conference-online, JSWE

Organizing Committee for 56th Annual meeting-online, JSWE

1. Overview

This document has been prepared as a reference material for presenters 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~

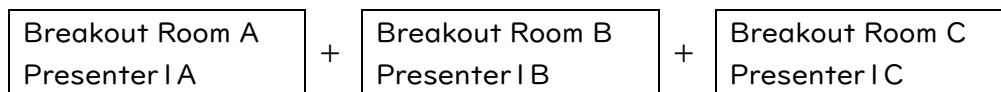
b. Example of proceeding in a session (12 presenters)

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

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

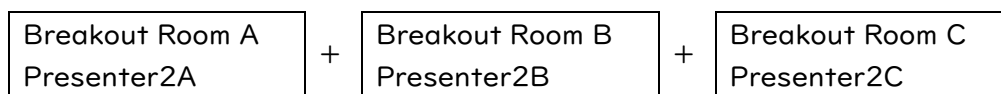
2) Q&A time (4 cycles, 10 minutes each)

Cycle 1 (10 min):



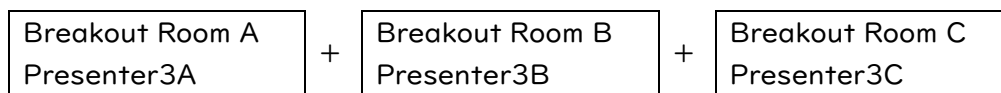
↓ 2分

Cycle 2(10 min):



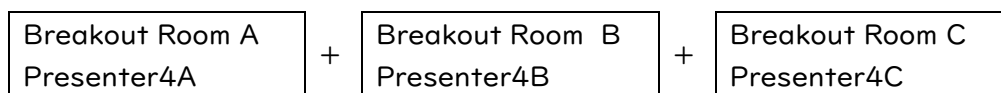
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Cycle 3 (10 min):



↓ 2分

Cycle 4 (10 min):

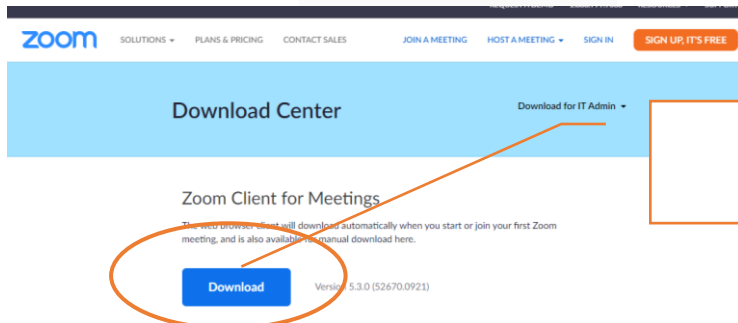


2. Items to be confirmed in advance

a. Install Zoom

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

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

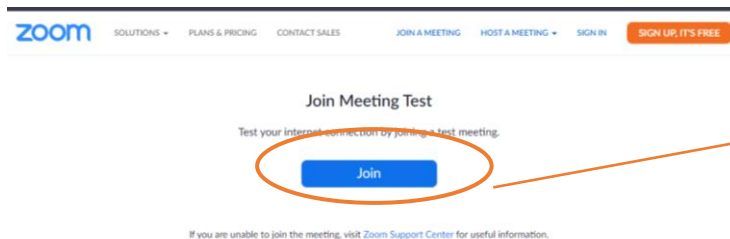


Click **Download** at Zoom Client for Meetings

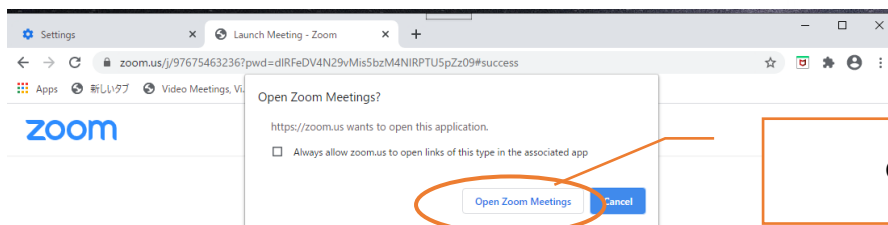
b. Operation and device check

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

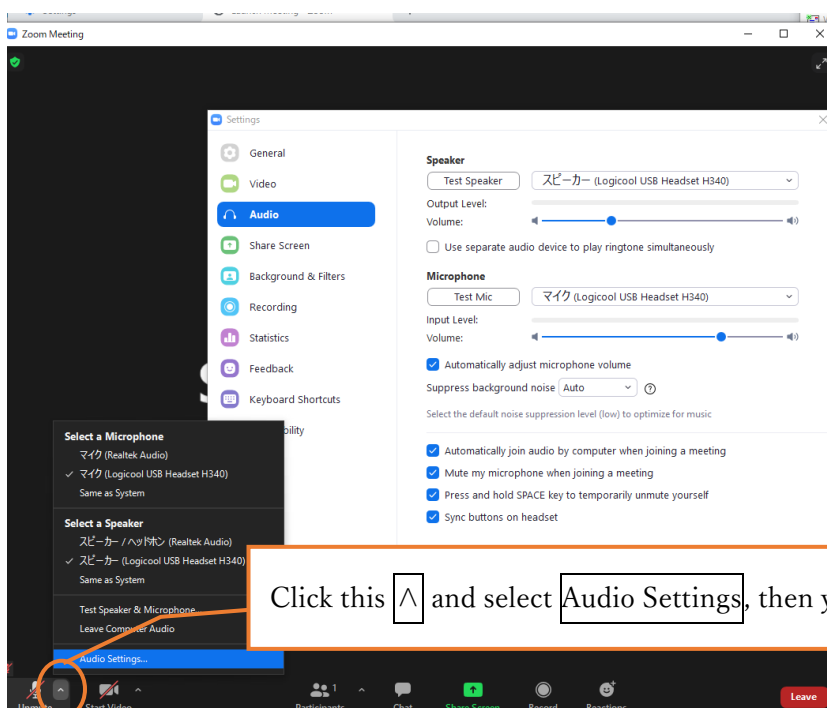
- Zoom's test service <https://zoom.us/test>



Click **Join**



Click **Open Zoom Meetings**



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

c. 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.

d. Microphone ON/OFF

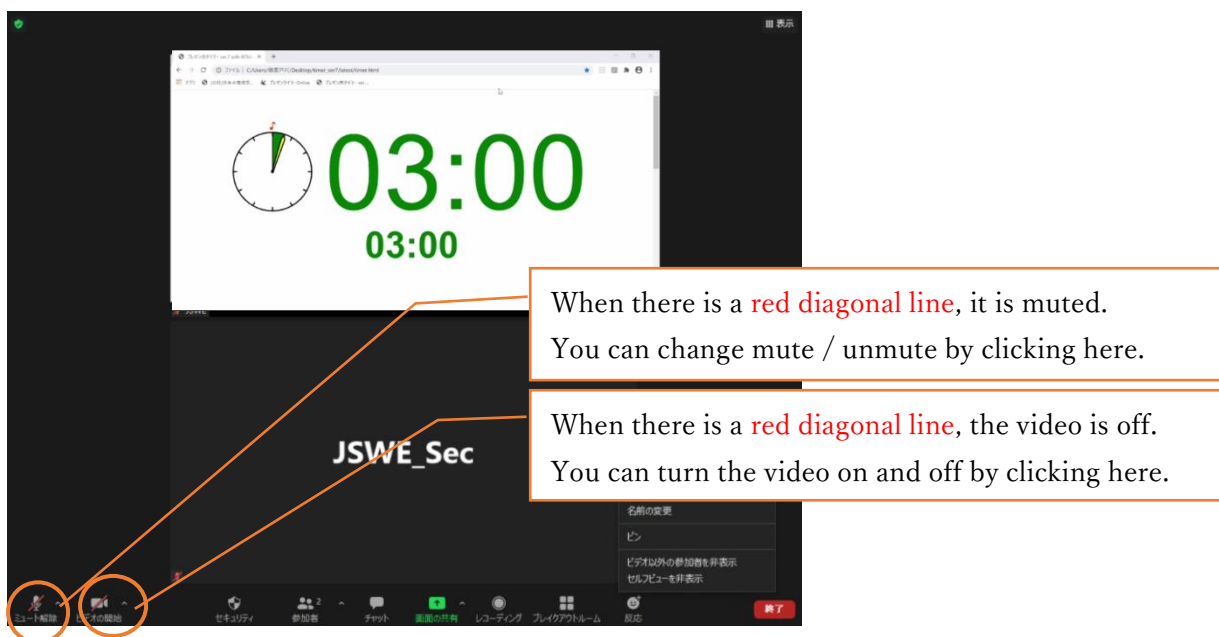
Be sure to mute the microphone when it is not your presentation time or cycle(short presentation and Q&A time). Be sure to check unmute during your cycle.

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

Presenters should turn on the video in their presentation (including Q&A time)

Otherwise, as a general rule, turn off the video.



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.

Presenters should enter at least 10 minutes before their session starts.

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.

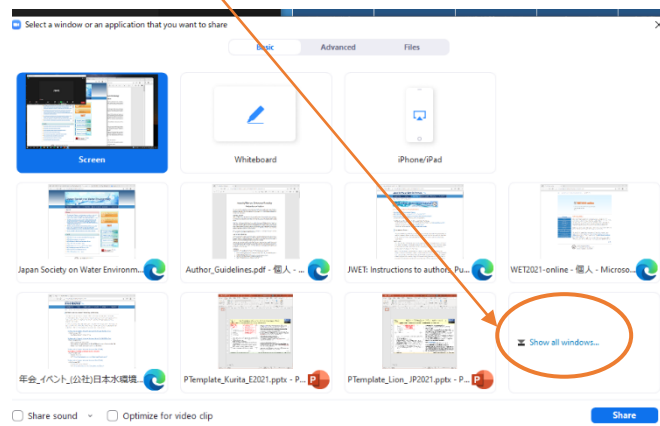
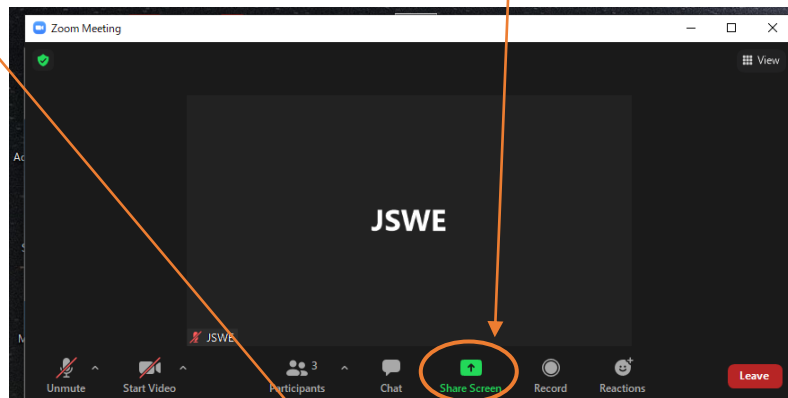
d. Screen sharing at the time of presentation

In your own presentation session, you will be set as a "co-host" and will be able to share the screen.

To ensure that you are set as a "co-host", you should enter the room at least 10 minutes prior to your presentation session and set your presentation name as "Lecture number_FamilyName_Affiliation". Zoom allows you to share your PC's screen with other participants at the time of presentation. Be careful not to send extra information when sharing your screen, and it's a good idea to check with other locations before you know how it's shared.

Launch the app you want to use before you start sharing, click **share Screen** and select your intended file. If you opened many files and/or folders, your intended file may not on the screen. In that case, click **show all windows** in right under.

Don't share your screen until your presentation starts, and stop sharing as soon as you're done. Keep in mind that if you share the PPT and use the presenter tool, the presenter tool screen may be shared instead of the slide themselves, depending on the zoom version.



e. Oral presentation

Please enter at least 10 minutes before your session starts. The oral presentation is scheduled to take 15 minutes (10 minutes for presentations and 5 minutes for Q&A) per presentation. Make your presentation within the specified time.

A timer is displayed on a screen.

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. Short presentations and Q&A time(in breakout room)

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”)

1) Please enter the zoom room 10 minutes before your presentation session.

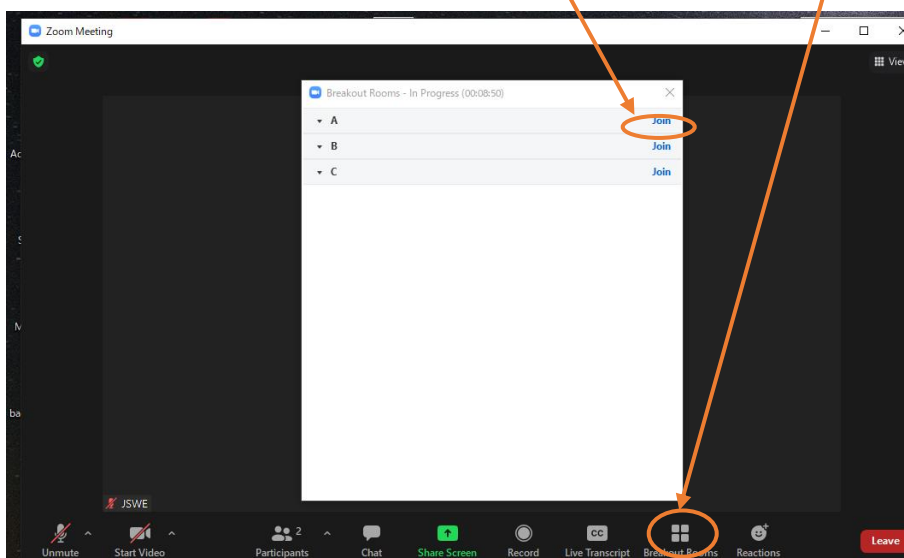
2) Make sure that you can also check the poster website.

3) Make a short presentation within the specified time(3min). There is no Q&A in short presentation.

A timer is displayed on a screen.

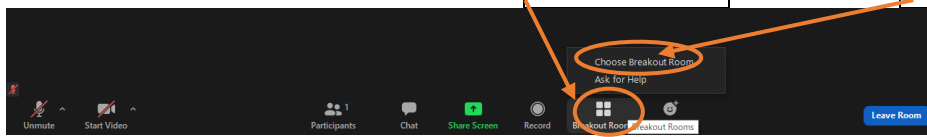
4) Discussion will be held at Q&A Time in Breakout room. Click **Breakout Rooms**, select a breakout room you want to attend, and click **join**.

5) Check the poster website even after the Q & A session because some questions may be posted after the session.



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.