

Outline of Online Meeting

2020 Spring Meeting
Steering Committee

Introduction

The 2020 Spring Meeting will be held online as already announced. We would like to inform the outline of the online meeting so that we can share the image of the online meeting.

As all the contents will be provided online, nobody will come to Kyushu University. No social gathering will be held. The paper sessions, organized sessions, and lectures will be live broadcasted on May 30 and 31. Participants join sessions through internet using personal computers or tablets at office or at home. Poster sessions as well will be provided on the online meeting website for a certain period of time, including May 30 and 31.

Manual required by the operation will be provided later when the detail is determined. Please note that the following outline is subject to change.

Paper and organized sessions, lectures, etc.

On the days of the meeting, sessions will be held and broadcasted sequentially according to the program schedule. We will prepare 5 channels (online venues) for conducting and broadcasting sessions, lectures, etc. The meeting program is organized to broadcast sessions up to 5 online venues simultaneously. Please note that required preparation is different between “**participants**” (chairs, lecturers, presenters and co-authors of presented papers, discussants, etc.) and “**audience**”.

1. **Participants** (chairs, lecturers, presenters and co-authors of presented papers, discussants, etc.)

- Participants join each session by entering existing web meeting room. At this moment, we plan to use “Zoom”.
- Participants receive an invitation e-mail from each channel host (operation side) shortly before each session.
 - ◇ The email includes URL and password to access the session. Please note that this is different from the ID and password required to log in to the online meeting website described below.
- Session itself is, as usual, presided by the chair. The steering committee joins and supports to operate each session.
 - ◇ The steering committee takes the role of time keeper, differently from usual meetings, in order to reduce the role of the chair.
- Presenters, discussants, and lecturers talk with screen-sharing with presentation material on

their own personal terminal such as notebook or tablet.

◇ We may ask the speakers to send us presentation materials in PDF format in advance, in order to respond to problems on the day of each session. In this case, an operation staff provides the material and operates according to the speaker's instructions. If you are not comfortable with your own operation, you can choose this style.

- Participants in the same session can participate in face-to-face type questions and answers. In addition, the chair accepts questions in text messages from the audience.
- For the paper sessions, the time frame consists of 15 minutes for presentation, 10 minutes for discussant comments and 5 minutes for questions and reply; 30 minutes in total per paper. We ask for your cooperation in the smooth progress of each session.

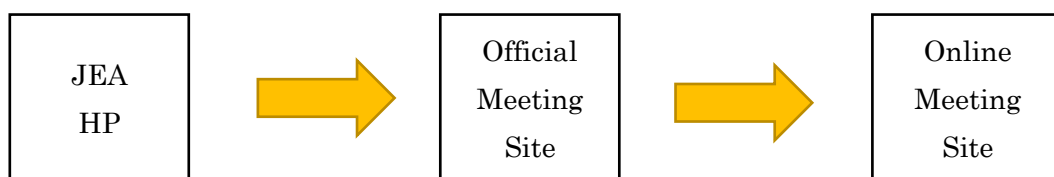
[Preparation]

- ◆ Participants can use (not too old) notebook PC with camera and microphone. As network environment, LAN at a university office or Wi-Fi at home may be used. You should be careful if the internet contract with a provider includes communication speed limit.
- ◆ At this moment, we plan to use Zoom. We recommend to try to use Zoom beforehand, if you do not have experience to use it. (< <https://zoom.us/jp-jp/meetings.html> >)
- ◆ If you have Zoom's Meeting Client installed, you do not need a Zoom account. A Zoom account is required for browser access without the Meeting Client installed. (Meeting Client can be downloaded from <https://zoom.us/>)

2. Audience

- Audience is limited to JEA members and the participants to the sessions.

Flow for Viewing



① Check the common password on the member's My Page.

② Access the "Online Meeting Site" from the banner on the official meeting site.

③ Enter your login ID and common password on the login page to enter the Online Meeting Site competition site. In addition, access each the venue with the same ID and

password.

- Login to the online meeting website using a login ID and a common password, and access to each online venue.
 - ✧ The online meeting website will be linked from official meeting website.
 - ✧ The login ID will be the JEA registered email address (member ID) for JEA members, and the designated email address for non-member participants.
 - ✧ The common password will be notified to JEA members through JEA MyPage, and non-members separately.
 - ✧ When you enter each venue on the site, you will be required to use the same ID and password you used to log in.
- A participation certificate will be issued in the online meeting website.
- Viewing a session corresponds to participating “webinars”. Face-to-face type participation is not available, but the audience can send a question as a text message.
- You will be unable to record the sessions.

[Preparation]

- ◆ If you have a regular Internet connection environment and terminal such as notebook PC or tablet, no other special preparation is required.
- ◆ If you have Zoom’s Meeting Client installed, you do not need a Zoom account. A Zoom account is required for browser access without the Meeting Client installed. (Meeting Client can be downloaded from <https://zoom.us/>)

Poster session

- Online meeting website provides the “Flash Talk” page and the poster page. The access method to the online meeting and the qualifications for the entry are the same as above.
- The poster will be posted on the poster page for a certain period including the days of the meeting. Please prepare the poster manuscript as regular meetings.
 - ✧ The posters on the poster page are treated so that they cannot be easily copied and processes. However, please note that a perfect prevention may be difficult, in case of screen photography, for example. (This is also the case of regular meeting.)
- For a certain period of time along with the poster page, the “Flash Talk” video will be provided on the “Flash Talk” page. When creating the video, we currently plan to ask poster presenters to send a PPT file (1 page) containing 1 minute of audio.