

**JSAP Kyushu Chapter Annual Meeting 2021 /
The 6th Asian Applied Physics Conference (Asian-APC)
December 4 (Sat.) - 5 (Sun.), 2021**

Online Conference Guidelines on Oral Presentation

including short presentation for poster

*** See another guideline for how to conduct a poster session.**

Person	Role	Notation
Staff	Host & Co-host	Staff: name
Chair	Co-host	Chair: name
Presenter		29aB-5: name
Continuous presenters		28pA3-5: name1,name2,name3
Participants		Name

※ Please change to the above notation after entering Zoom.

Table of contents

1. General Information	P2
2. Presenter Guidelines	P5
3. Audience Guidelines	P14
4. Copyrights/Citation Instructions.....	P16

This manual is a modified version of the Japan Society of Applied Physics Autumn Meeting 2020 Manual for the Kyushu Chapter Annual Meeting /Asian-APC.

Acknowledgments: We referred to the efforts of the following academic societies when holding the online meeting and creating the manual.

- Information Processing Society of Japan
- Institute of Electronics, Information and Communication Engineers (IEICE)

General Information

1. Programs

Oral Sessions	All the oral sessions will be presented live using a Zoom meeting .
Poster Sessions	All the poster presenters are invited to deliver their 1 mint oral presentation without Q&A at Short Presentation Session prior to the poster session using oVice. See another Instruction for Poster Presentation.

2. What is “zoom”?

- Zoom <https://zoom.us/>
- Creating a free Zoom Account <https://zoom.us/signup>
- Zoom help center <https://support.zoom.us/hc/en-us>

3. Terms

Host

The administrator of a webinar. JSAP secretariat staff including student assistants will be the host of each session room.

Co-host

Session chairs will be the co-host of each session room.

General Information

4. Items you need to prepare

a) Terminal

Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.), and iOS (iPad, iPhone, etc.). Please check if your terminal (OS version, etc.) is supported. A video conference requires high CPU performance. If the performance is low, the video and audio may be interrupted, and the system may slow down.

You can participate using a web browser without installing the Zoom app. Some functions are restricted depending on the browser. We recommend using Google Chrome.

b) Network

It would be desirable to have a cable or high-speed Wi-Fi connection to ensure network stability, but a reliable 3G/4G mobile phone network could also be used. The service will work almost always if the user has a terminal that can access the internet and the privilege to install apps on the terminal. However, there may be cases in which a connection cannot be established, such as if the network has an internet proxy or restricts the use of streaming services. Therefore, it is important to make sure that the system works properly. In addition, users should be aware that they may face data restrictions on a 3G/4G network or additional payments under a pay-as-you-go system after using the network for a prolonged period of time.

c) Peripheral devices

Microphone and speaker

When participating in a video conference by yourself, it would be advisable to have a headset (an earphone-microphone unit). A headset makes it easier for the user to hear other people's voices and minimizes echoes and howling sounds, an issue to be discussed later. If you use a wireless headset, make sure that the device is charged adequately. If you have an analog microphone, check the sound quality before using, as there are many low-quality products with low sound volumes or those that make the sound break.

At minimum, a built-in microphone/speaker could be used for conversation, but the use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented. Many speaker-microphone units for video conferences are designed in such a way that they can minimize echoes (some have a built-in echo-cancelling mechanism).

Zoom allows users to send and receive sounds played on a personal computer (by ticking the lower-left box that says "Share computer sound" when the user is sharing a screen). However, make sure to test the function before the Zoom call because there may be certain restrictions placed on the network environment.

d) Camera

When many people are listening to a presentation at an academic conference, it is advisable that participants (other than the speaker, the chairperson, and those asking questions during a Q&A session) refrain from transmitting video and save the bandwidth.

The built-in camera of a personal computer allows participants to easily transmit video. However, it would be more desirable to use an external USB camera (a wide-angle model) to capture a wider angle or change the camera direction more easily.

A video camera or a digital camera can be used with a personal computer through a USB cable. However, they often shut down automatically if they are left for a long time without being used for recording. Thus, make sure to change their settings beforehand.

Prepare a video-capturing system if you need to transmit video from an external device.

General Information

5. Prior preparations (items to check)

a) Prior installation, testing the system

To use the Zoom video conferencing system for the first time, you must download and install the app. If you plan to participate in a video conference from an outside location (outside your home, office, etc.), you may not be able to download the app in time for the conference depending on your network condition. Therefore, it is recommended that you test the system beforehand in a strong network environment. Make sure also that audio messages can be sent and received without any problem.

Some Zoom functions are available only through the latest version. Thus, even if you have already installed the app, it would be advisable to install the latest version before a Zoom call.

b) Confirming that the system recognizes devices

When connecting an external speaker/microphone or a webcam, confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. Even if you cannot confirm beforehand whether the video conferencing function will work, it is recommended that you test the system by yourself using the control panel, etc. For testing, use a Zoom testing service (as discussed earlier).

c) Settings for participants' names

Participants are requested to include their names, as well as information regarding their affiliation, so that the chairperson will be able to easily identify the speaker. Information can be updated even after the participants have already been connected to the conference room.

Please indicate your Zoom username (display name) as "XX."

- Speaker : *program number_name*
e.g.) 9a-Z21-2_Albert Einstein
- Session Chair : [Session Chair] *name*
e.g.) Session Chair : Max Prank
- Audience : *your name*
e.g.) Erwin Schrödinger

*put "program number" if you present a paper at the session, or
"Session Chair" if you preside the session.

d) Multiple people in the same room

Echoes and howling sounds may occur if multiple participants in the same physical location access a video conference using their own terminals and if their microphones or speakers are enabled on these terminals. Therefore, use only a single main terminal for handling audio. Make sure to mute microphone-speaker units for all other devices.

e) Maximum number of participants allowed in a conference room

The maximum number of participants allowed to join a single Zoom webinar is between 100 and 10,000 (depending on the contract). Any number exceeding this limit cannot be accepted. (The Japan Society of Applied Physics has signed up for plans for up to 100 and 500 people each.)

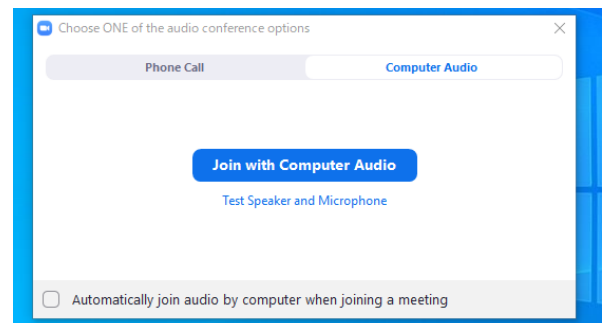
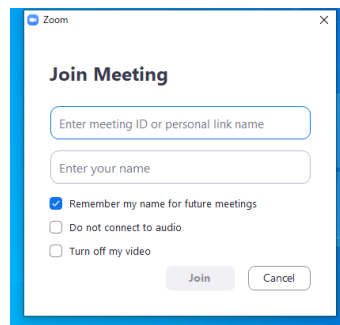
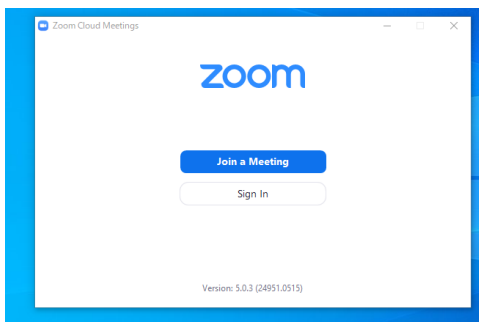
Presenter Guidelines

Join a Session as a Panelist

1. Visit the web page of JSAP Kyushu Chapter Annual Meeting 2021 /The 6th Asian Applied Physics Conference (Asian-APC)
↓
Click the Link to Conference Site
↓
Login the conference site.
↓
Click the button for each session on Whova to enter the room of Zoom meeting.

The abstract book can be downloaded from the conference site only during the conference.

2. Follow the prompts to download and install the Zoom desktop application.



Presenter Guidelines

Audio Settings

Although the following figures are from the JSAP Autumn Meeting, the operation of Zoom is the same.



The audio is muted when you enter the room.

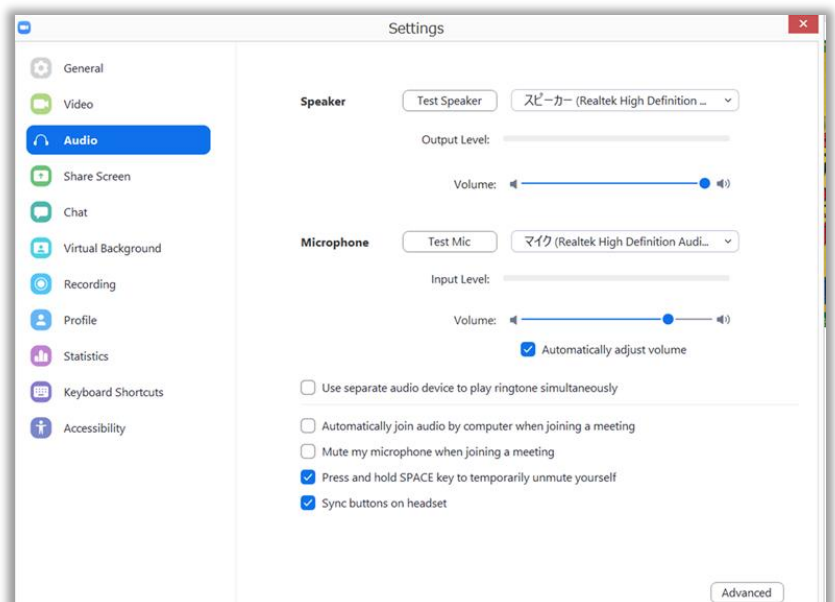
Please keep the audio muted until you begin your presentation. Unmute the audio only when you ask questions or when you have to make a statement after being cued by the chairperson. When asking questions, do not use your microphone right away. Instead, use the chat function to indicate that you have a question.

A problem could occur if another participant is using a speaker in the same physical location. When multiple PCs are used to listen and watch an event, howling sounds (echoes that cannot be cancelled) could occur even if only one microphone is turned on. Therefore, it is recommended that you use a headset.

Presenter Guidelines

Adjust Audio Settings

Click the Audio Settings button in the lower left to check your speaker settings.



If you are informed that your remarks are not audible, check your audio settings to see if you have selected an appropriate speaker or microphone. If the problem persists after you have confirmed that all the settings are correct, find out if the system is muted or the headset is turned off.

Presenter Guidelines

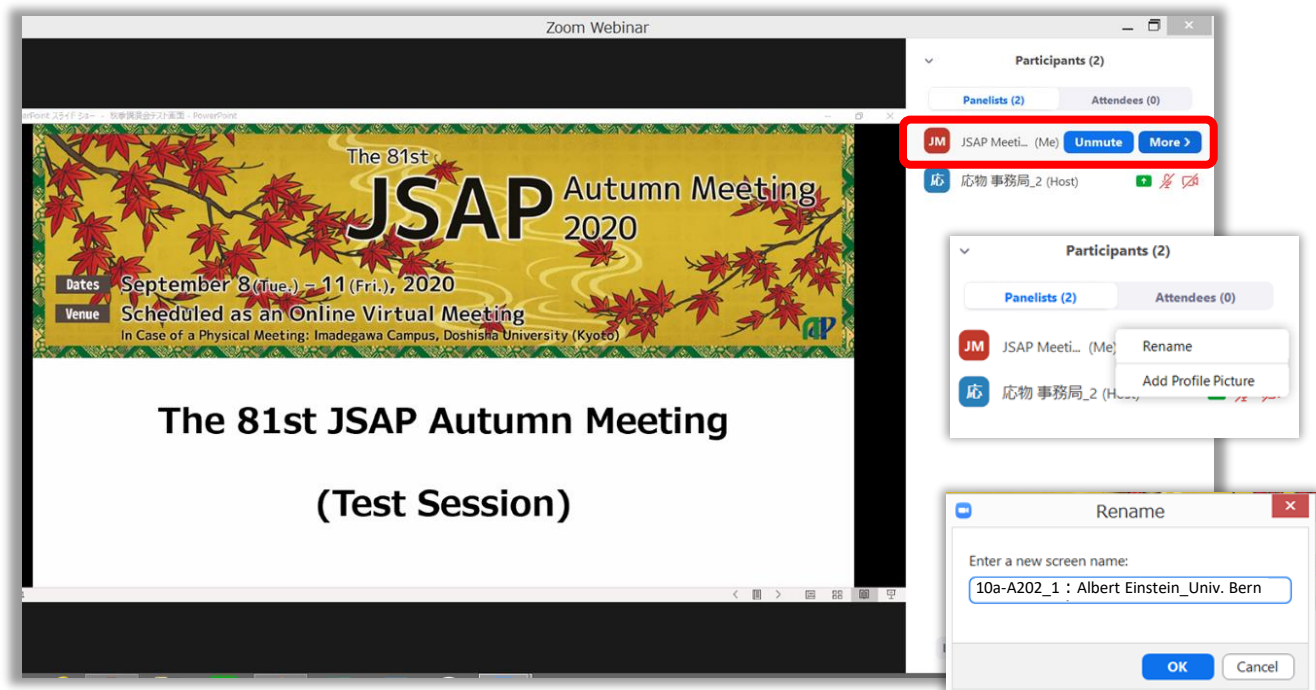
Rename

If you click on “Participants,” you will see the list of participants, with your name at the top on the list. There, you can check your microphone and video status.

If you move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name.

The Japan Society of Applied Physics requests that the speakers change their names according to the following format so that the chairperson will be able to identify them more easily.

28Da-1 : Albert Einstein



Presenter Guidelines

Q&A

For questions, please inform the chair by pressing "Raise your hand" from the reaction button.

**Unmute your
microphone
before talk.**



Presenter Guidelines

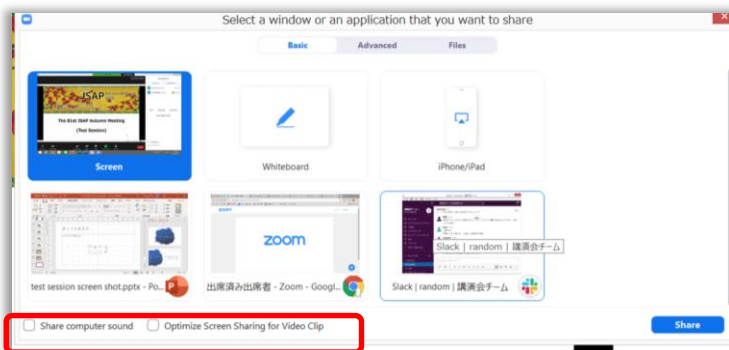
Starting the Video

Turn on the video and microphone when your comes.

Do not transmit video unless you are making a presentation.



Sharing the Screen



One way to share the sound when playing a video clip is to tick the following two boxes:

- ☐ Share computer sound
- ☐ Optimize for full-screen video clip

If you check both boxes, you can share the sound of a video clip with the other participants.

*Playing a video clip could be troublesome. Make sure to test it beforehand. The sound and the image may become distorted in many cases.

Please share your screen when your turn comes. **Never share your screen until your turn comes. If you do so, the screen being shared by a person who is making a presentation will be interrupted.** PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be able to see them easily. Stop sharing the screen when your presentation is over.

Presenter Guidelines

Leave a Session Room

Click “End” then “Leave Meeting”.



If you wish to attend another session, log in to the Online Conference Platform.
(Please see Audience Guidelines for more details.)



Presenter Guidelines

Points to Note when Making a Presentation

a) Secure a place

Secure a place where you will not be distracted by people's conversation or interrupted by telephone calls. As you must speak loudly and clearly, you should make any necessary arrangements if you do not want people around you to hear your presentation. In addition, it would be ideal to have a stable network and a strong power source. (As a large amount of power is required, ensure that the battery does not run out during the session.)

When transmitting your video, be careful not to capture people who have nothing to do with the event.

b) Check the situation throughout your presentation

When speaking for a prolonged period of time, it is advisable that you regularly check the participants' reaction and their chat messages to make sure that the network is working properly and that you are being heard. Be extra careful when taking questions during your presentation. In addition, changing video images may take a long time when you are sharing your screen on a weak network, and your oral presentation may not match the video on the receiving end. Be careful and avoid such a situation.

c) Mute the microphone

When you verbally interact with other participants, such as during a question and answer session, you may inadvertently produce an echo while someone else is speaking if there is a problem with your sound system. Be sure to mute your microphone when you are not speaking.

d) Check video transmission

It is preferable that you use video so that you can more effectively convey your presentation to other participants. However, the communication may become unstable if participants are using a narrow bandwidth. You should respond to such a situation flexibly. Stop transmitting the video and see if this improves the situation.

e) Handle shared material carefully

Cite your sources clearly to avoid unauthorized use of other people's work. In addition, check your content beforehand, as an online presentation at an academic conference is regarded as a re-transmission through automatic public transmission.

A speaker from a corporation or university who has obtained prior permission through contract or joint research regarding the format and the scope of the audience must obtain fresh permission if the presentation switches to an online format. In particular, permission might not be given for any content that could conflict with the Export Trade Control Order. The speaker must be fully aware of the issue.

Presenter Guidelines

f) Sharing your screen

- Zoom lets you share your PC screen with other participants when making a presentation. Launch the app you want to use before you begin to share. If you need authorization to share your screen, make a request to the host.
(JSAP allows all speakers at an online conference to share their screen.)
- Depending on the environment, you can share either an entire screen or the window of a specific app. Thus, you should alternate depending on the situation. If you share an entire screen, be careful that sensitive information will not be shown. For example, other participants may be able to see your e-mails or social media messages. Therefore, turn them off beforehand.
- The mouse pointer may not work in some cases (the mouse pointer may not be displayed on other participants' screens). However, some software programs let you add notes on the screen (temporarily). Check this issue in advance.
- Stop sharing immediately when you finish your presentation.

g) Sharing material beforehand

If there is material to be distributed, it may be helpful to share the download link via Zoom's chat function. However, the copyright issues discussed earlier should be examined further.

Audience Guidelines

Login to the Online Conference Platform

1. Visit the web page of JSAP Kyushu Chapter Annual Meeting 2021 /The 6th Asian Applied Physics Conference (Asian-APC)



Click the Link to Conference Site



Login the conference site.



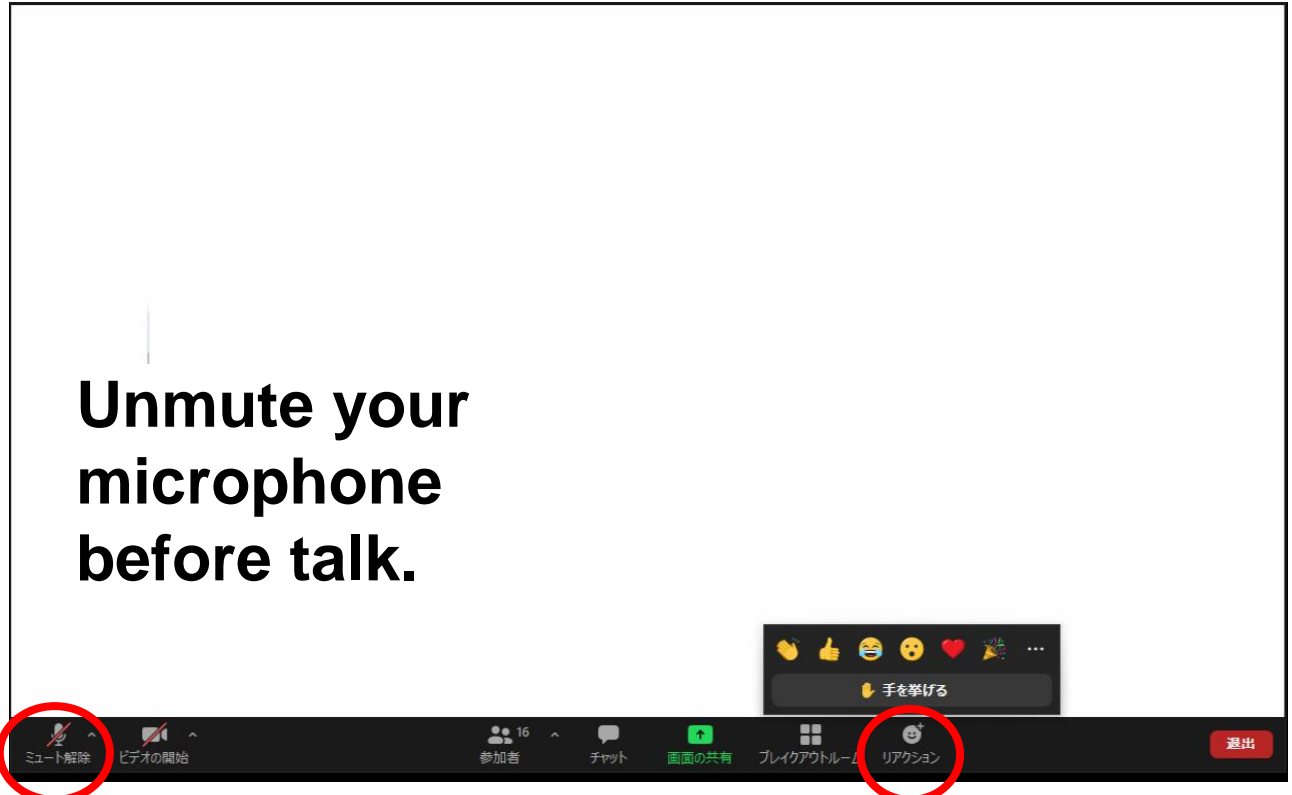
Click the button for each session on Whova to enter the room of Zoom meeting.

The abstract book can be downloaded from the conference site only during the conference.

Audience Guidelines

Q&A

For questions, please inform the chair by pressing "Raise your hand" from the reaction button.



Copyrights/Citation Instructions

Attention

You are prohibited from saving (including capturing), sound-recording, video-recording, and redistributing the transmitted videos and released material.

If you need to save those data, please obtain permission from all relevant parties in advance, such as the speaker and the organizer.

The copyrights of submitted extended abstracts, presentation materials and recorded videos of symposium belong to the Japan Society of Applied Physics.
The submitted extended abstracts will be published in the conference web program and the extended abstracts DVD.

The abstracts submitted to the JSAP-OSA Joint Symposia will be published in the OSA's Optics InfoBase as well as the conference web program and the extended abstracts DVD.

Presentation materials can be re-used only by the author and the company/organization which the author belongs to, without obtaining the permission from the Japan Society of Applied Physics. Re-use of any borrowed material must be properly acknowledged.

The copyright of live streaming contents belongs to the Japan Society of Applied Physics, in order to cope with the infringement by any third party.

*The extended abstracts DVD will not be distributed to the participants.
The extended abstracts DVD will be published in a small volume and available for purchase.

Copyrights

Citation/Reuse

The method of citation and reuse is the same whether the event is held online or at a physical location.

●Citation

A citation refers to, for example, a case in which a person, to bolster their argument, uses another person's writing and explains that writing. Citations can be made without permission of the author provided that certain legal requirements are met

These legal requirements are as follows:

- [1] The material cited has already been made public.
- [2] The citation is compatible with “fair practices ”
- [3] The use is within a scope “justified for the purpose of news reporting, critique, study, or other place in which the work is quoted .”
- [4] “The master–servant” relation between the citation and other parts is clear.
- [5] The citation is made clear with the use of square brackets (Japanese-style quotation marks).
- [6] A citation is necessary.
- [7] A clear indication of the source is necessary. (There is an established practice to indicate a source, although the issue is not applicable to the production of duplicates .) (Article 48)

The above requirements must be satisfied (Article 32, Paragraph 1).

Regarding requirements [2] and [3], the minimum requirements are that it has been clarified in judicial precedents, that one's own work and the work of another are clearly distinguished (clarification of the citation), that one's own work is the primary constituent part and the cited work is subservient (the master–servant relation), and that there is a considerable reason why citation is necessary (the necessity).

●It is our belief that the Japan Society of Applied Physics is not subject to Article 35 of the Copyright Act, as we are not an educational institution and our presentations are not intended for teaching.

●Portrait Rights, Publicity Rights, Ownership Rights, Site Management Rights

When posting a photo of a person, obtain the person's permission, or process the person's face in such a way that the person cannot be identified (portrait rights).

Never use a photo of an entertainer or a celebrity (publicity rights).

Do not use photos or video clips of shrines, temples , works of art, etc. even if you have taken them yourself (ownership rights/site management rights).

Copyrights

- Please be careful when using figures and tables taken directly from a book, instead of an academic paper. There are many cases in which publishers hold copyrights to figures and tables that they have created themselves. For this reason, you may not be able to disseminate such figures and tables even if you have obtained permission from the author.
- As for the cover page and pictures of a book, consult the publisher and abide by their proposed conditions.