

2021 Annual Meeting

Manual for Online Meeting

March 10, 2021

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1. Manual of Zoom

1.1. About Zoom

Zoom <https://zoom.us/>

We will use Business plan of Zoom for 2021 Annual Meeting. All sessions will be held as “Meeting”.

Please use the latest version of Zoom application. If you cannot use Zoom application, please use Zoom on browser.

We recommend to use PC in order to share your screen with ease. We also recommend to connect your PC to wired network to use high-speed connection if possible, or make sure you have high speed wi-fi because Zoom consumes a lot of resources.

For presenters or session administrators:

Please prepare microphone and camera. We recommend you the use of headset in order to avoid noise feedback.

When you join a presentation, please turn on your camera because it makes sessions livelier to show panelists and attendee face. Chairperson or session administrator might ask you to turn off a camera depending on network condition

Please check the official manual to study basic usage of Zoom. Zoom Support: <https://support.zoom.us/hc/en-us>

Also, if you are new for Zoom, please check how it works on Test Meeting.

Zoom Test Meeting: <https://zoom.us/test>

1.2. Terms and Roles

Home host: Administrator of whole meetings. Students secretariat will be in charge of it.

Co-host: Administrator of each meeting. For oral presentation, chairperson will be in charge of it. For planning lecture, chairperson or session administrator will be in charge of it.

1.3. How to Join a Meeting

Please log into the 2021 Annual Meeting website and click the URL of the presentation you are going to join.



ブラウザが表示しているダイアログの**Zoom Meetingsを開く**をクリックしてください

ダイアログが表示されない場合は、以下の**ミーティングを起動**をクリックしてください



After joining the meeting, please change your display name according to the rules below:

Oral presentation:

1. Presenter: presentation number_fullname_affiliation
e.g.) 1X01_Taro Genshiryoku_AESJ
2. Chairperson: presentation number_fullname_affiliation
e.g.) 1X01-03_Taro Genshiryoku_AESJ
3. Attendee: fullname_affiliation
Taro Genshiryoku_AESJ

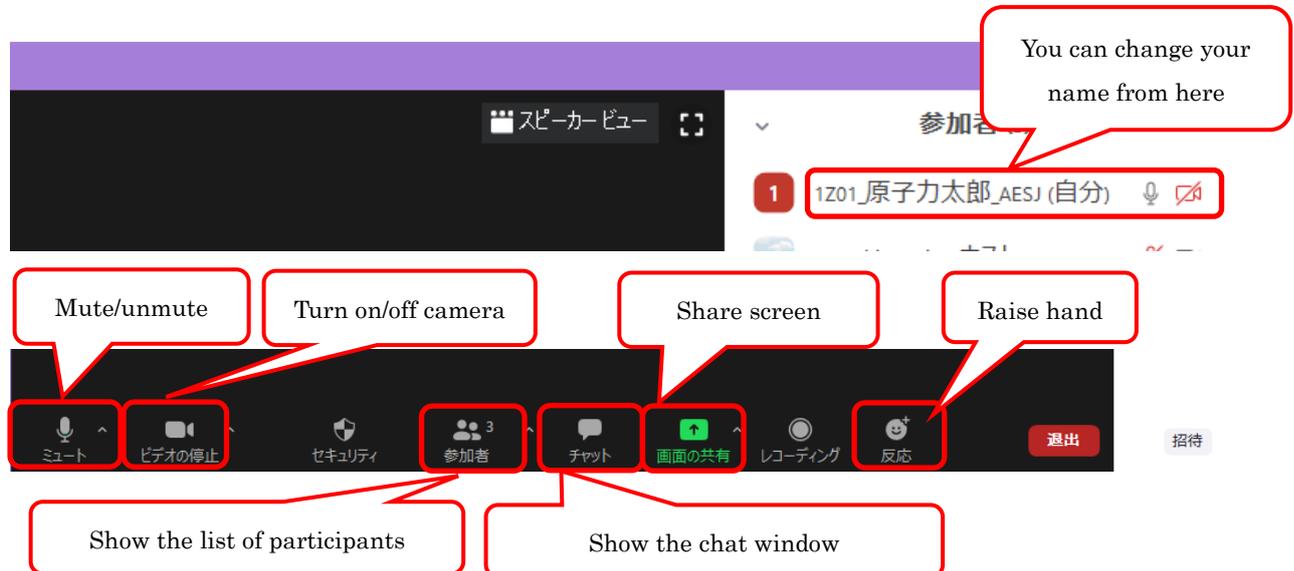
Planning Letucure:

1. Presenter: session number_fullname_affiliation
e.g.) 1X_PL01_Taro Genshiryoku_AESJ
2. Chairperson or Session administrator: session number_fullname_affiliation

e.g.) 1X_PL_Taro Genshiryoku_AESJ

3. Attendee: fullname_affiliation

e.g.) Taro Genshiryoku_AESJ



1.4. During Meeting

Please mute your microphone. Unmute only when you speak.

Chairperson needs to tell home host that you are in by using chat.

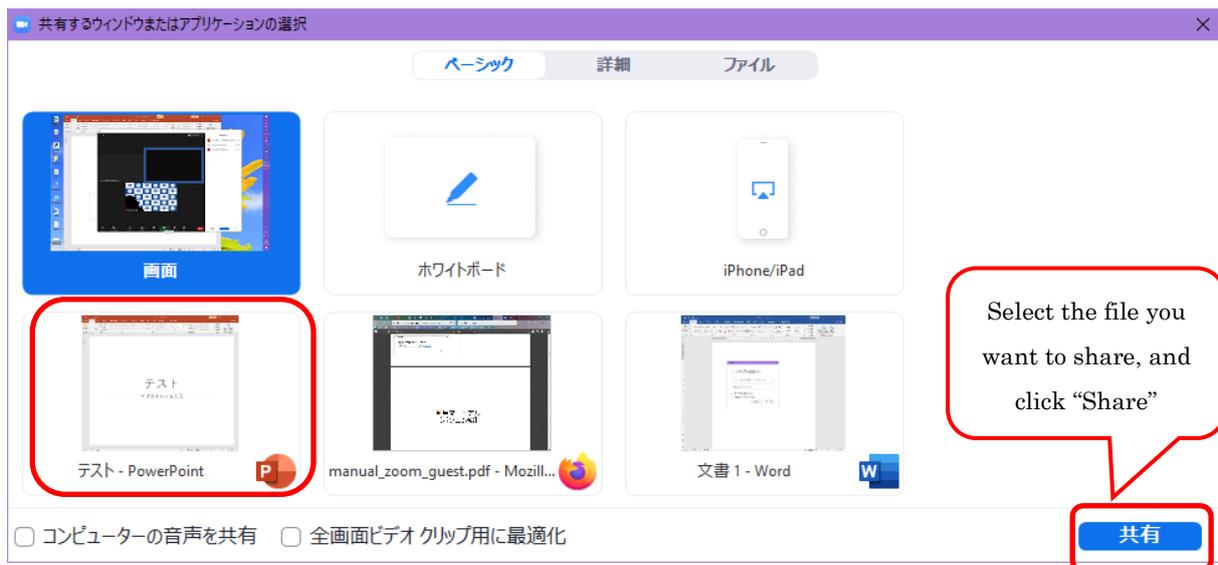
<Presenter>

(1) When chairperson tells presentation number or your name, please unmute a microphone and speak.

(2) You can share documents by using sharing function of Zoom. In previous meeting, some presenter had trouble to share their screen. To avoid the failure of sharing your screen, please follow the procedure below:

- Share Power Point itself.
- Start Power Point in slide view mode, and share the slide view window, or make sure to select the display you are showing the slide view.

Even if you have used Zoom, please join the test under the same environment you will use at the meeting to make sure everything works well.



(3) If you cannot use your camera due to network condition, you can tell that to chairperson and continue your presentation without using camera.

<Planning Lecture>

- (1) We will leave the management of a lecture up to you. Please arrange everything regarding the lecture beforehand.
- (2) We will record all the planning lecture. Also, we will upload the videos after the meeting is over for two weeks as per request. Only attendees can watch the videos. Chairperson or session administrator must tell attendees that we will record the lecture, why we record the lecture, and we consider personal information and portrait rights of attendees very well.

<General>

- (1) For question-and-answer session, please use "Raise hand" function or Chat function. Chairperson will decide which function will be used in the session. Please follow the chairperson's instruction. The position of buttons may vary depends on your environment.

Zoom meeting interface showing the Atomic Energy Society of Japan logo and the text "1Z01_原子力太...". A red box highlights the "手を挙げる" (Raise Hand) button in the bottom toolbar. Another red box highlights the "リアクション" (Reaction) button. The right sidebar shows the participant list with two participants: "1Z01_原子力太郎_AESJ (自分)" and "原子力学会 事務局 (ホスト)". The chat area contains a message: "ここに質問を書き、Enterキーを押す。"

Zoom meeting interface showing the Atomic Energy Society of Japan logo and the text "1Z01_原子力太...". A red box highlights a hand icon in the top left corner, indicating that the user has raised their hand. The right sidebar shows the participant list with two participants: "1Z01_原子力太郎_AESJ (自分)" and "原子力学会 事務局 (ホスト)". The chat area contains a message: "ここに質問を書き、Enterキーを押す。"



1.5. Leave a Meeting

Presenter can freely leave the meeting after your presentation if chairperson or session administrator won't ask you to stay. You can of course stay at the meeting as attendee. Also, chairperson and session administrator can freely leave the meeting after presentation. You can of course stay at the meeting as attendee.



1.6. Miscellaneous

Now online meeting using Zoom gets quite common, and you can easily find manuals about Zoom, so if necessary, please refer other manuals.

2. Manual for Presenter

2.1. Preparation of Using Zoom

Regardless if you have already used Zoom, please attend the test under the same environment you will use at the meeting in order to conduct session smoothly. Details of the test will be announced later.

In this time, we will provide test environment during the meeting so if you can't do the test before the meeting, please use it.

2.2 Join a Session

Please join the session before the session which you will make a presentation starts. The first presenter needs to join the session 10 minutes before it starts.

Please change the display name as "presentation number_fullname_affiliation". Please make

sure to mute your microphone when you join the meeting and unmute only when you speak. Also, please open the document you want to share in the session beforehand in order to share it smoothly.

In previous meeting, some presenter had trouble to share their screen. To avoid the failure of sharing your screen, please follow the procedure below:

- Share Power Point itself.
- Start Power Point in slide view mode, and share the slide view window, or make sure to select the display you are showing the slide view.

2.3. Make a Presentation

When your name or your presentation number is called by chairperson, please unmute the microphone and make a presentation. You can share documents by your own.

Presentation time is 10 minutes, and after presentation, you have five minutes of questions-and-answers session.

Even though a timer is shown on host screen, please manage the presentation time by your own and make sure not to overrun your time. The chairperson may ask you to shorten/lengthen the presentation time. If you cannot see the timer, you can change Zoom to “Gallery view” and change the order of screens by dragging it.

The chairperson will you how to conduct questions and answers session, so please follow that.

2.4. Closing a Presentation

Please finish sharing your screen right after the presentation and mute the microphone.

You can stay in the meeting room and attend the next session as attendee. Or you can leave the meeting or move to another session.

If you want to stay in the meeting room as attendee, please follow “Manual for Attendees”.

2.5. Note

Even though you cannot make presentation due to network problem, we certify that the presentation is made since abstract is published on our website.

3. Manual for Chairperson

3.1. Guidance for Chairperson

We will have a guidance for chairperson on Zoom in the week of March 8. Details will be announced later. We will explain how to conduct meetings according to this manual. If you cannot participate the guidance, we will provide you a recording of the guidance on website for chairperson so please watch it before the meeting. Please note that this guidance is for chairperson who manages normal presentation. If you are a chairperson of planning lecture,

please take care of it by your own.

You can of course use the test environment for rehearsal.

3.2. How to Join

Please join the meeting at least 10 minutes before your session and change the display name to “presentation_number_fullname_affiliation”. Please make sure to mute your microphone when you join the meeting.

Tell home host that you are the chairperson right before your session or when you join the meeting by using chat. Home host will assign you as Co-host.

3.3. How to Conduct a Session

1. Please unmute your microphone and declare that you will start the session. Call presenters by their name or presentation number according to the program.
2. Before starting the session, please check the name of presenters in order to make sure that there is no change of presenters. If there is a change of presenters, please write the change on session report and send it to us.

Alternative presenter must be co-presenter and AESJ member. If not, the session will be withdrawn.

3. Please tell presenters to explain these before they will make a presentation:
 - Title of the presentation
 - Name and affiliation of the presenter
4. Presentation time is 10 minutes, and after presentation, you have five minutes of questions and answers session. Home host shows timer on host screen, so please follow it to conduct the session. The color of the timer will change at eight minutes, 10 minutes, and 15 minutes since the session starts. If you cannot see the timer, you can change Zoom to “Gallery view” and change the order of screens by dragging it.
5. Before starting the questions and answers session, please tell attendees to use “raise hand” function or chat function when they ask questions. You can also accept verbal questions. Please tell attendees that tell their name and affiliation before making a question as well. We leave you how to conduct questions and answers session. We are tallying the number of questions and answers to make the fundamental data for encouraging vigorous session. Please try to make the atmosphere for active debate.
6. You have a bit of extra time for your session, so please deal with it flexibly
7. If presenter withdraws presentation on the day of the session and there is no replacement of it, please alter the time to a break. Please do not move the next presentation up.
8. If there are any problems to conduct the session, please let home host know as soon as possible.

3.4. Closing a Session

Please declare that the session is over. Then, home host will unassign you to Co-host.

After you are unassigned to Co-host, please mute the microphone.

Please send the session report to us after the session.

You can stay in the meeting room and attend the next session as attendee. Or you can leave the meeting or move to another session.

If you want to stay in the meeting room as attendee, please follow “Manual for attendees”.

3.5. Troubleshooting

1. If presenter cannot start the presentation within 5 minutes after starting the session due to machine problem, you may change the order of presentation to conduct the session smoothly. You have a bit extra time for the session, so please take care of it flexibly.
2. If you cannot work as chairperson by any reason, please tell the member of Program Arranging Working Group who asked you to be a chairperson, and assign alternative chairperson then tell us the alternative chairperson.
If the chairperson of the session cannot join the meeting even if the session already started, we may ask a chairperson of previous or next session, or a participant who is already in the session to be an alternative chairperson.
3. Even though you cannot make presentation due to network problem, we certify that the presentation is made since abstract is published on our website.

3.6. Miscellaneous

1. We accept media coverage. They are in the same meeting room as attendees. We tell the media that they need to ask permission of interview if they want to have interview with presenters individually. We will announce same thing on Annual Meeting website but please notice that to attendees at the beginning of session.
We don't allow to record or take screenshot of session at all.
2. If there is a presentation worth publishing as an article, please let us know it as a candidate of invited paper.

4. Manual for attendee

4.1. Preparation for using Zoom

If you are new for Zoom, please check how it works on Test Meeting.

How to join the Test Meeting:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Test Meeting:

<https://zoom.us/test>

You can also use test environment we provide to see how it works. In this case, please make sure to use same environment you will use for the meeting. For details of the test environment, please see Annual Meeting website.

4.2. Join a Session

You can join the session you want to listen anytime you like.

Please change the display name to “fullname_affiliation”. Please make sure to mute your microphone when you join the meeting.

4.3. During a Session

Please mute the microphone during the session.

You can ask a question by using “raise hand” function or Chat function. Chairperson of the session will tell you which function you use. If chairperson allows you, you can also make a question verbally.

Do not share your screen.

Recording and taking screenshots are strictly prohibited.

4.4. Leave a Session

You can leave and re-enter the session anytime you like.

If you want to join a session as presenter or chairperson, please follow the “Manual for Presenter” or “Manual for Chairperson”.

5. Manual for planning lecture

5.1. Zoom test and rehearsal

Please do rehearsal by your own in order to conduct the lecture smoothly. You may use test environment we provide if you want to test how to use Zoom.

5.2. Managing a lecture

1. We will leave the management of a lecture up to session planner. Please arrange everything regarding the lecture beforehand.
2. Please change your name so that attendees can easily see who is chairperson, instructor, or panelist. We don't specify the format of your name.
3. Only a chairperson or session administrator mentioned beforehand can be co-host. Instructors cannot be co-host. However, everyone who attend the lecture can share their screen so instructors can share their screen and operate it by your own. Or, co-host can ask instructors to send the PowerPoint data beforehand and share it at the lecture. Please choose more convenient way.
4. A clock will be shown on home host's screen. Please be careful not to overrun the time. If you want to use timer which is used at general presentations, please ask us beforehand. Timer need to be installed in co-host's PC and co-host will operate the timer. Please make sure to check how to use the timer beforehand.
5. Questions and answers session can be conducted by using Chat function, “Raise hand” function, or verbal communication. You can choose the most convenient way to manage.

5.3. Recording of lecture

1. Home host will record all sessions and lectures in order to deal with troubles. Also, home host can upload the recorded data of planning lectures on Annual Meeting website for two weeks after the meeting is over. Only participants of the meeting can watch it. If you would like to upload the recorded data, please obtain the permission of related parties like instructors beforehand.
2. We allow co-host as well to record lectures by in-advance application only for making minutes or writing articles for our journals. Please do not upload the recorded data on any other website nor SNS to let anyone can watch it. Please save the recorded data on your PC.

5.4. Closing a lecture

Once the lecture is over, co-host needs to tell that to home host. Then, home host will unassign you to Co-host.

5.5. Media coverage

1. We accept media coverage. They can listen the lecture for free. We tell the media that they need to ask permission of interview if they want to have interview with presenters individually. If you would like Committee of PR to arrange the interview, please let us know.