

2021 Annual Conference of Fundamentals and Materials Society, IEEJ

Online Conference Guidelines

1. 2021 Annual Conference of Fundamentals and Materials Society, IEEJ

Please log in from the conference website https://www.iee.jp/fms/a_event/r3/ to “A 部門 大会参加 (Participation in Annual Conference of FMS)”. The ID and password will be sent from the Secretariat (a-taikai-2021@semiconportal.com).

You can join by clicking the session you want to participate in the “Session Program”. Poster sessions are divided into 4 groups (4 sessions) using zoom breakout function each day.

Important: About installing zoom

Make sure that you install zoom application into you PC. You may be able to join the symposium with browser, however, in order to move smoothly around poster session core time period, you need to install the latest zoom application(バージョン 5.7.6 (1055) (32 ビット)) at the following URL:

https://zoom.us/download#client_4meeting

Session Program

日程表				
9月1日 (水)				
会場	午前		午後	
A会場	オープニング 11:00~11:30 zoomはこちら ミーティングID: 830 9570 7815 パスコード: 259514		1-A-p1 企画セッション SDGsに向けた有機エレクトロニクスと革新的デバイス 13:30~18:00 zoomはこちら ミーティングID: 830 9570 7815 パスコード: 259514	
B会場			1-B-p1 プラズマ I 13:30~15:00 zoomはこちら ミーティングID: 870 3621 2752 パスコード: 473915	1-B-p2 プラズマ II 15:15~17:00 zoomはこちら ミーティングID: 870 3621 2752 パスコード: 473915
C会場			1-C-p1 企画セッション 電磁機器高効率化に向けた電力用絶縁材料活用技術 13:30~16:50 zoomはこちら ミーティングID: 856 5510 7734 パスコード: 333943	
D会場			1-D-p1 誘電・絶縁材料 I 13:30~15:00 zoomはこちら ミーティングID: 838 6140 7005 パスコード: 515146	1-D-p2 誘電・絶縁材料 II 15:15~17:15 zoomはこちら ミーティングID: 838 6140 7005 パスコード: 515146
	ポスターセッション 9:00~17:00 ポスターセッション 1-P閲覧 1-P-A論文		12:00~13:15 (質疑) コアタイム ポスター発表	
			ポスターセッション 9:00~17:00 ポスターセッション 1-P閲覧 1-P-A論文	

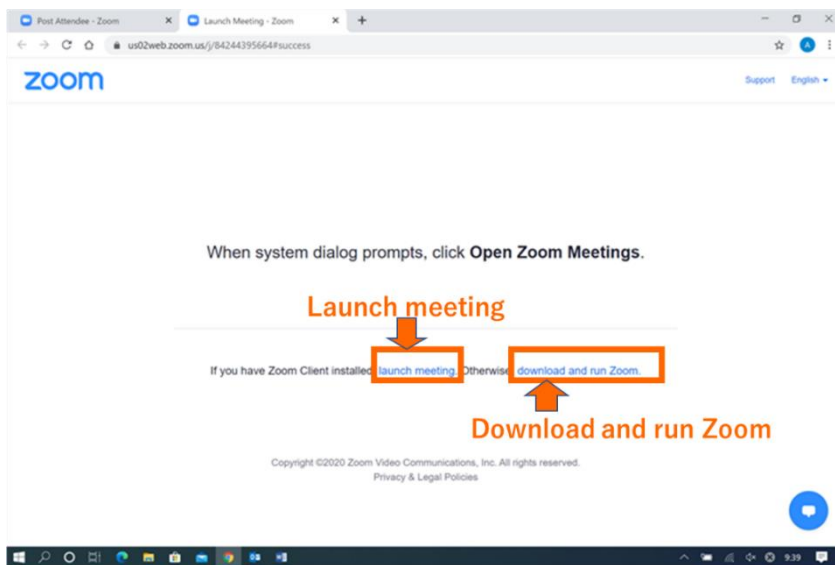
Select the sessions to view and click the zoom button

When connecting an external speaker/microphone or a webcam, please confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. For testing, use a Zoom testing service from the link below.

<https://zoom.us/test>

Please refer to System Requirements from the link below.

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>



Speakers who plan to use presentation file embedded with audio sounds or movie are recommended to **download zoom** instead of using browser so that it will allow to run audio sound or movie.

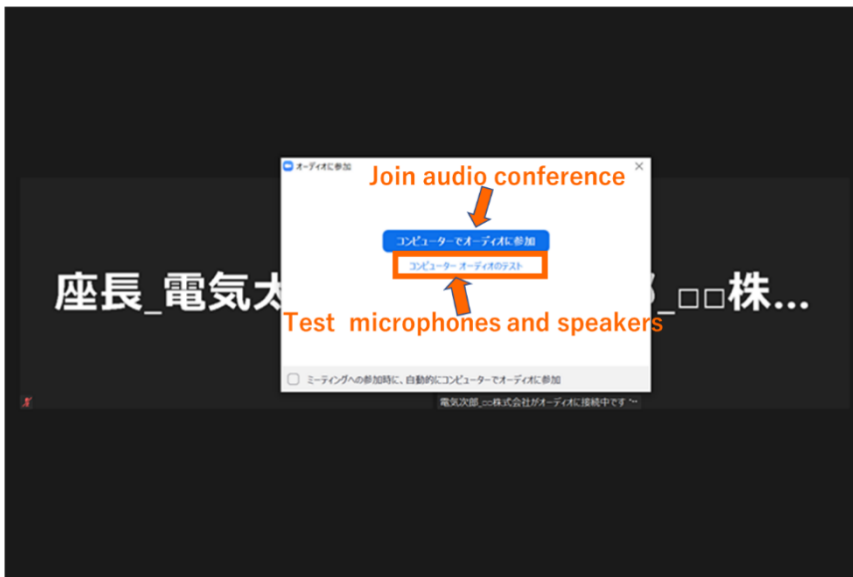
Please indicate your Zoom username (display name) as “XX”.

Speaker : Speaker_program number_name_affiliation

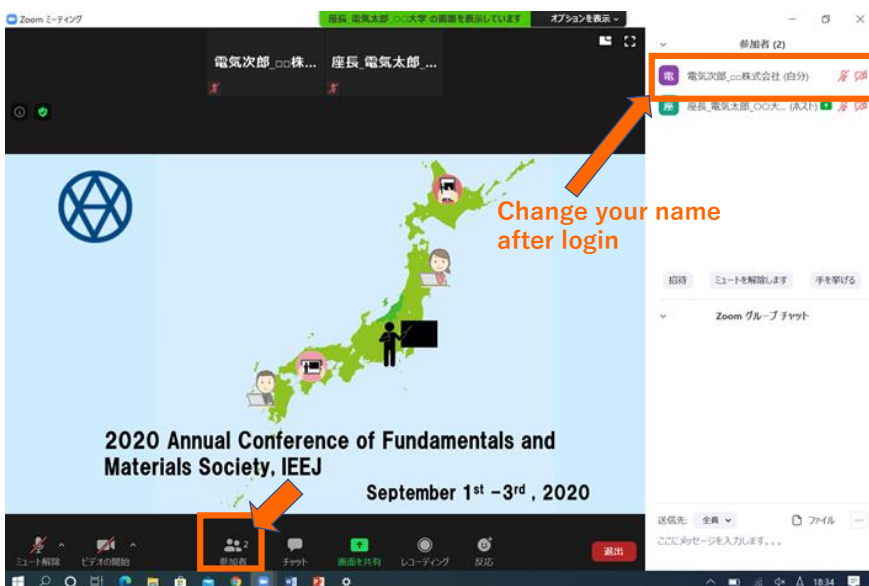
Chair: Chair_name_affiliation

Audience: your name

Click the Audio Settings button to check your microphone/speaker settings.



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



2. Audio settings

When you enter the room, **please mute** your microphone to prevent audio echo and background noise. (The host may mute your microphone in case necessary)

Please keep the audio muted until you begin your presentation or except when you ask questions.



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.

3. Video settings

Speakers, please turn on the video when presenting. Turn on the video if the audience asks questions. If you only attend the lecture, please turn it off.

Check the video settings for camera settings. You can erase the background with the zoom function. You can select a virtual background from the video settings. You can upload any file and use it.

If the speaker needs to turn off the video due to the communication capacity, please tell the chairman.



【Instruction for oral presentations】

1. Session management

We will leave it to chairpersons to organize the sessions. If there is any unexpected trouble during the sessions, the chairpersons and speakers will handle the trouble. For example, if the internet is disconnected during the session, the chairpersons and speakers will solve the problem by changing the presentation order as necessary.

2. Presentation time

Presentation time (general) is: 12 min presentation and 3 min Q&A (total 15 min).

Presentation time of “Special Topic Session” depends on the lecture. Please see the program.

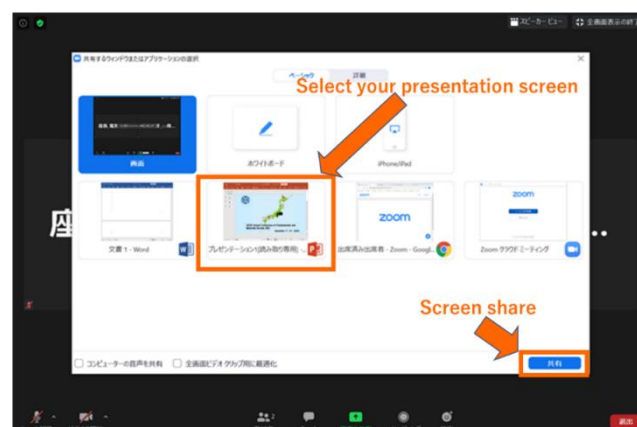
3. Waiting room

Please access to Zoom URL at least 15 minutes before the session starts. After login to Zoom, please wait in an electronic “Waiting Room”. In the “Waiting Room” you will see the message “Please wait, the meeting host will let you in soon” Please indicate your Zoom username (display name) as “Speaker_program number_name_affiliation”. After the chairperson confirms the speaker’s name, the speaker will be admitted to enter the session.

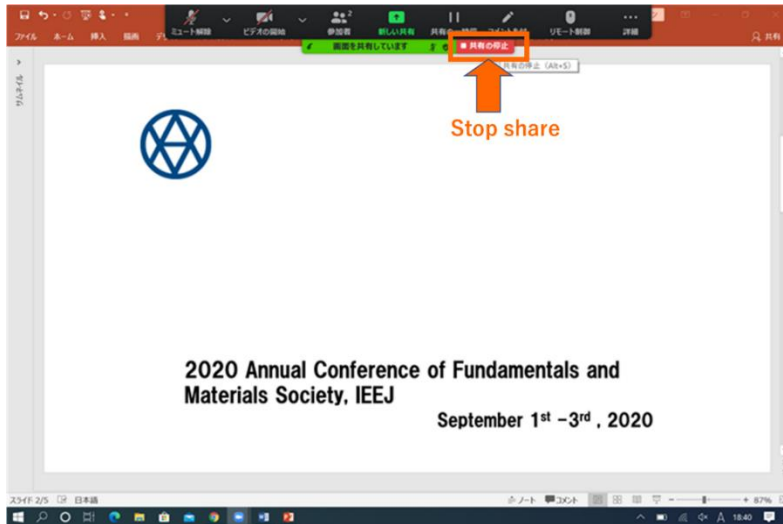
Also, **be sure to confirm with the chairman in advance whether the lecture materials such as PowerPoint slideshows will operate in the “shared mode” of zoom and whether the pages can be changed.**

4. Sharing the screen

Please share your screen when your turn comes. After choosing your presentation app, click the share button.

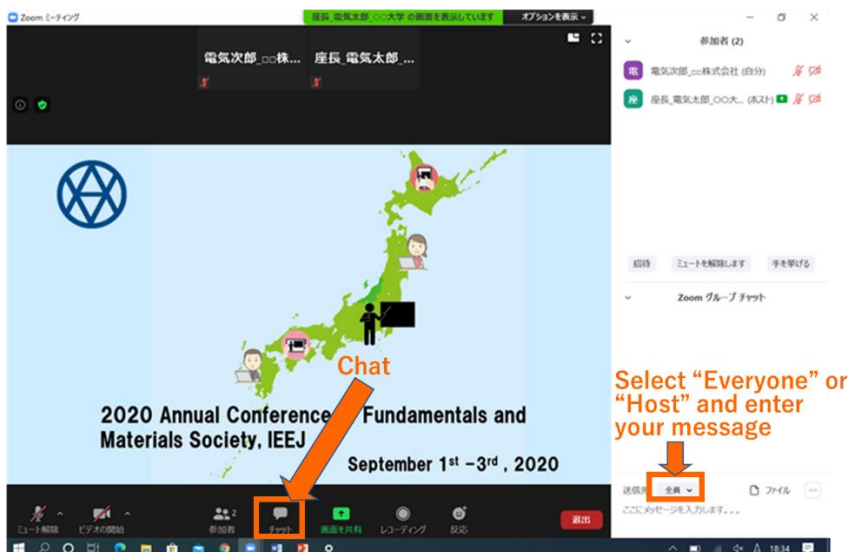


PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be able to see them easily. **Please use the pointer** to make it easy for participants to see. Stop sharing the screen when your presentation is over.



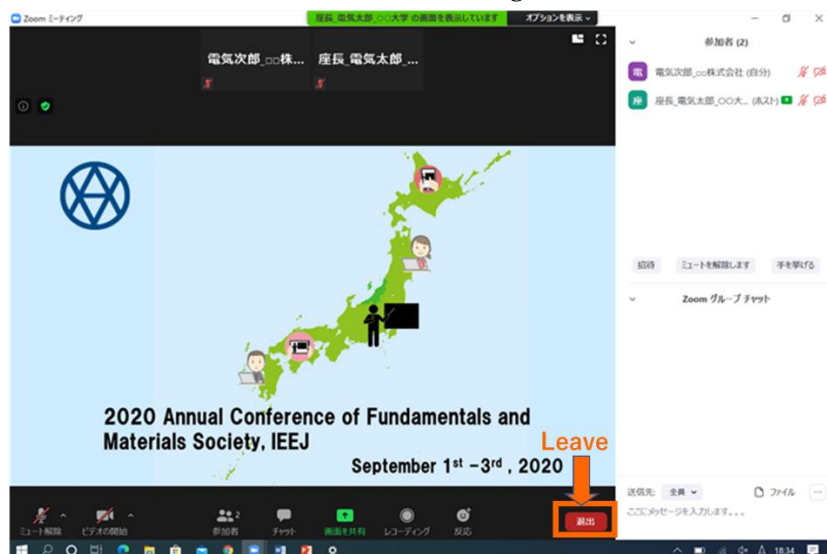
5. Chat message

For questions regarding presentations, you can use chat function. If you click on “Chat,” a chat screen appears on the lower right side. If you want to send a question, select “Everyone” and enter your message. The chairpersons will respond to questions from the audience and inform the presenter. With the chairpersons’ permission, the audience will ask you directly.



6. Leave a session room

Click “End” then “Leave Meeting”.



【Instruction for poster presentations】

Poster session presenters should submit their posters to the conference secretariat by Aug. 24. The poster will be available for viewing on the **“Poster Session” site** only on Sept. 1 and 3, the days of presentation (9:00-17:00).

Poster sessions are divided into 4 groups (4 sessions, e.g. 1-P-A, 1-P-B, etc.) each day. There will be one or two presenters presenting the core time (3-5 presenters in each session).

Core time for poster authors:

Sept 1 Core Time (Poster Session Presentation Time):

If the number at the end of the lecture **number is odd, between 12: 00 ~ 12: 45**

If the number at the end of the lecture **number is an even, between 12: 45 ~ 13: 15**

Sep 3 Core Time (Poster Session Presentation Time):

If the number at the end of the lecture **number is odd, between 12: 00 ~ 12: 45**

If the number at the end of the lecture **number is an even, Between 12: 45 ~ 13: 30**

Audiences can view the posters from the “Poster Session” site and join the poster session during the core time. Please ask the questions **using chat messages as in the oral sessions**. The chairpersons will respond to questions from the audience and inform the presenter. With the chairpersons’ permission, the audience will ask you directly. The presenters can answer to the questions by sharing the screen as needed.

The session management is left to the chairpersons.

【Notes on videos and presentation materials】

Saving (including capture), sound-recording, video-recording, and redistributing the transmitted videos and released material are prohibited.

【Emergency Contact】

In case that you need help from the secretariat, contact at:

Telephone: 090-5634-5437 (Only available during the conference period, September 1-3, 2021)

Email: a-taikai-2021@semiconportal.com