

2022 Annual Conference of Fundamentals and Materials Society, IEEJ

Hybrid Conference Guidelines

【Instruction for On-site Participants】

- Please do not come to the conference venue if you have a fever of 37.5° C or higher, or if you are feeling unwell.
- Please wear a mask at the venue.
- When you arrive at the conference venue, please make sure to confirm your registration and receive your name badge case from the staff at the **registration desk**.
- Presenters who will participate in oral and poster presentations are requested to arrive at the session rooms **15 minutes** prior to the start of each session and confirm your presence with the session staff.
- In principle, oral presenters are requested to submit PowerPoint (PPT) or PDF file of their presentation. (Deadline: **September 8**)
- All presentation materials for each session (on-site participants only) will be stored in advance on a laptop computer located on the stage in front of each room. Presentations will be given via Zoom while sharing the screen with the audience using the laptop. Please also use a pointer of the software you used. The venue staff will support you in these matters, but please check the operation of the software beforehand during breaks and other breaks.
- **On-site participants (presenters and audiences) do not need to use Zoom.**
- The Internet Wi-Fi access point at the venue will not be open, so if you need it, please bring your own mobile router.
- If you bring your own PC to the venue, please bring it fully charged as there is no power supply. **Please be sure to turn off the speakers, mute the audio and bring a headset or earphones.**

【Instruction for On-line Participants】

(No special consideration is required for on-site participants.)

1. How to participate online

Please log in from the conference website https://www.iee.jp/fms/a_event/r4/ to “オンラインにて A 部門大会へ参加(Participation in Annual Conference of FMS)される方はこちらをクリック”. The ID and password will be sent from the Secretariat ([a-taikai-](#)

2022@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 (Ver. 5.11.11 (8425) at the following URL:

https://zoom.us/download#client_4meeting

Session Program

日程表

9月13日 (火)

会場	午前				
A会場 ■zoomはこちら ミーティングID: 884 5520 5150 パスコード: 178492	13-A-a1 特別企画セッション カーボンニュートラルの実現に向けた基礎・材料に関する研究・技術開発の最新動向 8:45~12:00		12:00~13:30 13-P-A ポスターセッション 質疑 15分/人 コアタイム 12:10-13:25		
B会場 ■zoomはこちら ミーティングID: 874 9713 7537 パスコード: 973797	13-B-a1 誘電・絶縁材料 I 8:45~10:15	13-B-a2 誘電・絶縁材料 II 10:30~11:45	12:00~13:30 13-P-B ポスターセッション 質疑 15分/人 コアタイム 12:10-13:25	13-B-p1 企画セッション メガトレンドを踏まえた先進ナノ材料と有機デバイス・ライフサイエンス応用 13:30~16:45	13-B-p2 教育・研究、電気技術史 17:00~18:00
C会場 ■zoomはこちら ミーティングID: 823 5915 3406 パスコード: 209720	13-C-a1 誘電・絶縁材料 III 8:45~10:15	13-C-a2 誘電・絶縁材料 IV 10:30~12:00	12:00~13:30 13-P-C ポスターセッション 質疑 15分/人 コアタイム 12:10-13:25	13-C-p1 放電基礎・現象 I 13:30~15:00	13-C-p2 放電基礎・現象 II 15:15~16:45
D会場 ■zoomはこちら ミーティングID: 814 7333 8673 パスコード: 171838	13-D-a1 パルスパワー、電磁環境 9:30~11:15		12:00~13:30 13-P-D ポスターセッション 質疑 15分/人 コアタイム 12:10-13:25	13-D-p1 プラズマ I 13:30~15:00	13-D-p2 プラズマ II 15:30~16:45
P会場 ■zoomはこちら ミーティングID: 850 3632 4053 パスコード: 639507	8:45~16:45 ポスター展示		12:10~13:25 会場A,B,C,Dでオンラインで概要発表と質疑応答	8:45~16:45 ポスター展示 現地講演者は、可能な限り、13:40-14:10の間はポスターを説明すること。	

Select the sessions to view and click the Zoom button

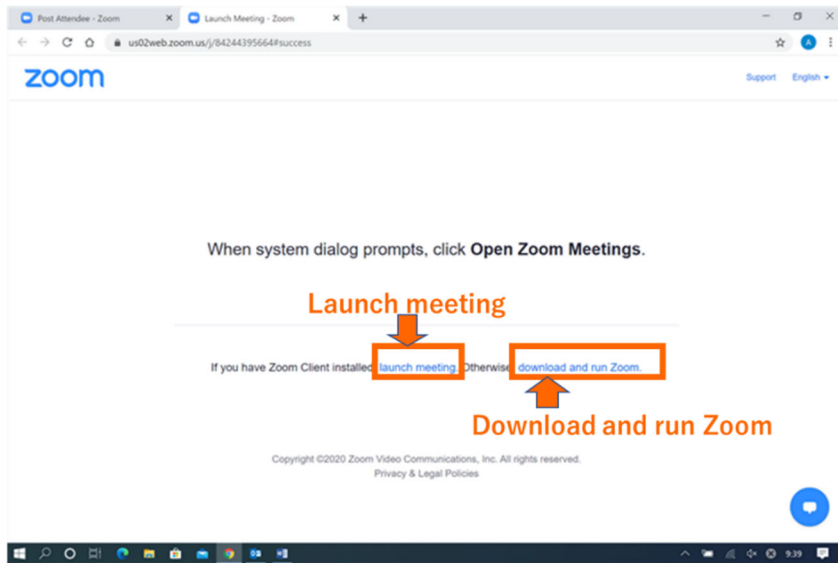
When connecting an external speaker/microphone or a webcam, please confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. For testing, use a Zoom testing service from the link below.

<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.

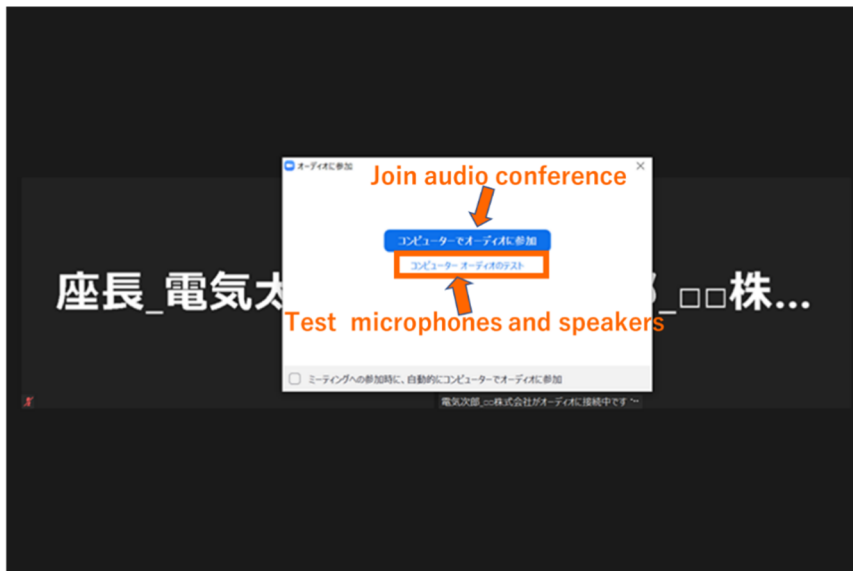
Please indicate your Zoom username (display name) as “XX”.

Speaker : Speaker_program number_name_affiliation

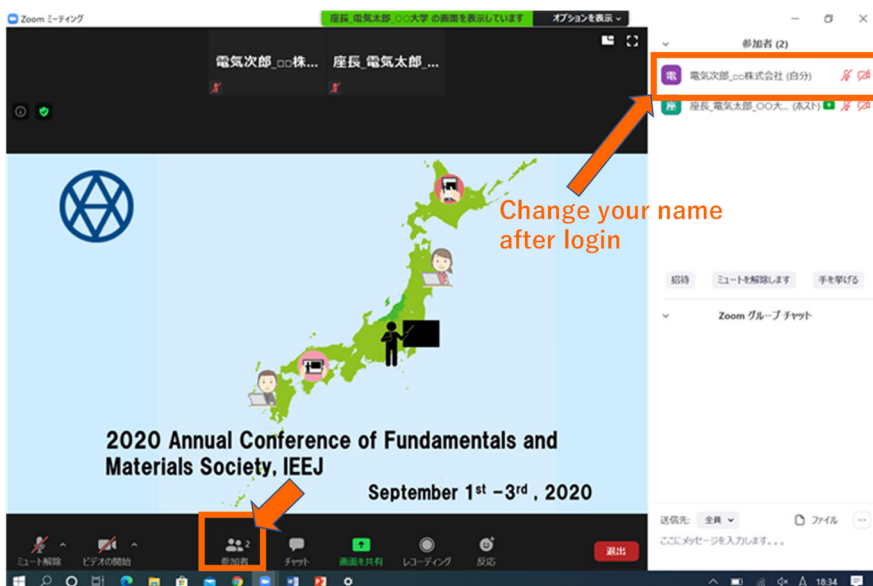
Chair: Chair_name_affiliation

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 with Online Participation】

(No special consideration is required for on-site participants.)

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.

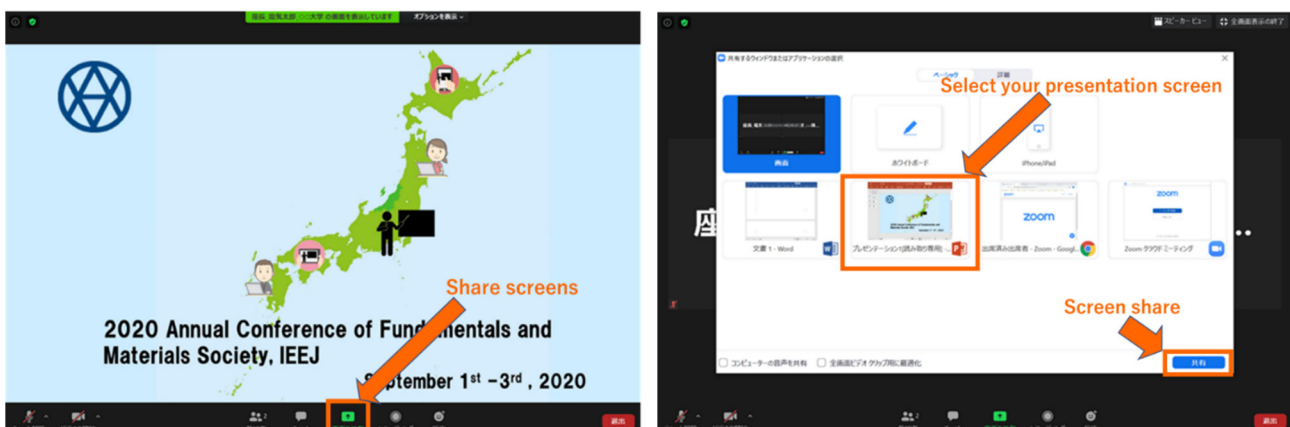
3. Waiting room

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.

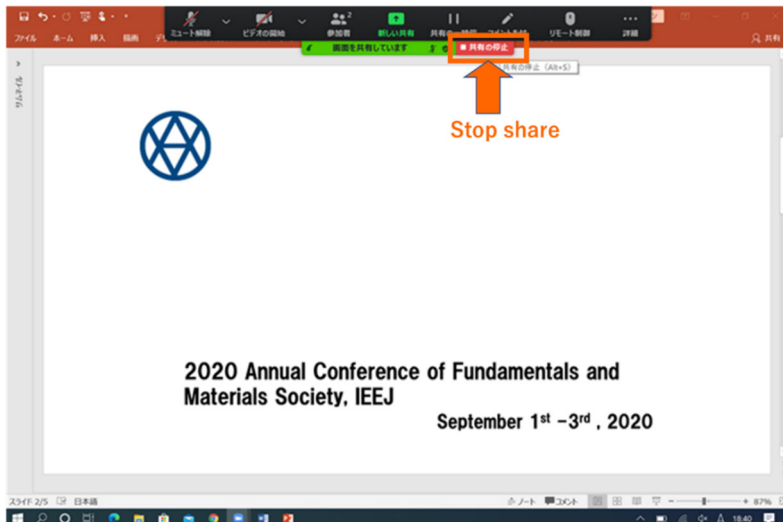
Also, **be sure to confirm with the chairman in advance whether the lecture materials such as PowerPoint slideshows will operate in the “shared mode” of Zoom and whether the pages can be changed.**

4. Sharing the screen

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

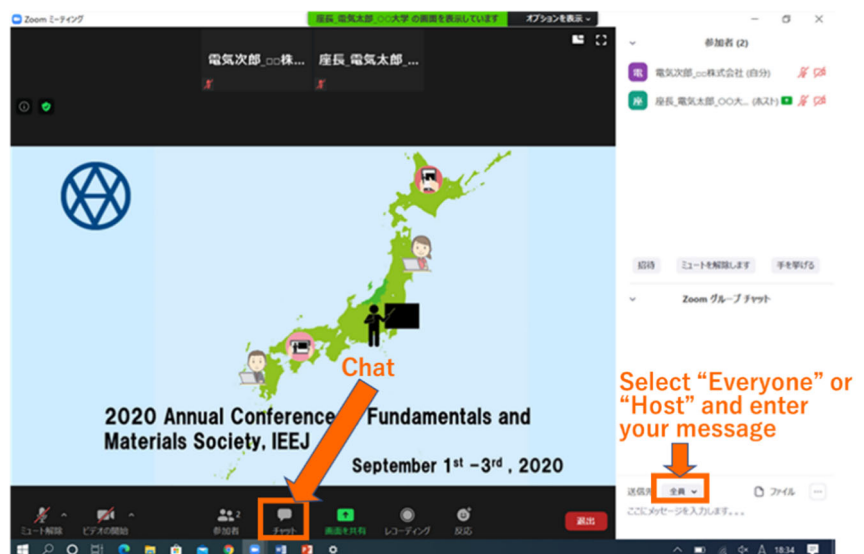


PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be able to see them easily. **Please use the pointer** to make it easy for participants to see. Stop sharing the screen when your presentation is over.



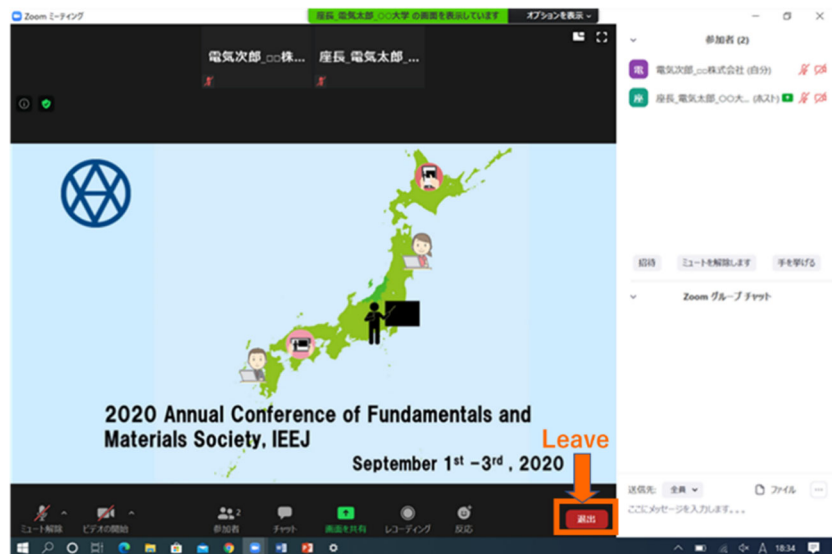
5. Chat message

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】

- The core time (presentation and Q&A) of the poster session will be divided into 4 groups (4 sessions e.g. 13-P-A, 13-P-B, etc.) on each day in 4 rooms (Rooms A, B, C, and D). The hybrid presentations will be given in **the same manner as the oral presentations**. Each session will have 3-5 presenters.
- Data for poster materials will be submitted in advance by poster presenters and will be stored on the venue PC in advance. The venue staff will provide support, but please be sure to check the operation of the PC before the start of core time (12:00-12:10).
- Poster data will be available for viewing on the "**Poster Session Viewing**" site only on the day of presentation. (Viewing hours are from 8:45 to 16:45 on both 9/13 and 9/15)

The following describes how hybrid presentations will be conducted.

- (i) Sessions will be conducted simultaneously at each of the four venues.
- (ii) The progress of the session will be left to the discretion of the chairperson. The

- (iii) Local presenters and remote presenters are requested to follow the chairperson's instructions and present **within 5 minutes** in the same manner as oral presentations.
- (iv) After the presentation, the presenter will have Q&A with the on-site and remote audiences (**approx. 5-10 minutes**).
- (v) On-site audiences can listen to the live presentation and participate in the Q&A at the poster room where they wish to listen.
- (vi) If remote audiences have questions about the poster, they can use **chat as in the case of oral presentations**. The chairperson will respond to questions from the audience and pass them on to the presenter. With the permission of the chairperson, the audience may directly ask questions.
- (vii) On-site presenters are required to display their designated poster, horizontal (A0 size), in the designated area in the foyer on the first floor of the Civic Center from 8:45 to 16:45 on the day of their poster presentation. As previously announced, whenever possible, poster presenters are requested to stand in front of their posters from 13:40 to 14:10 to explain and discuss their posters.

Study on * * * *

Taro Fuji¹, Hanako Fuji², Jiro Fuji³
¹* * University, ²* * University, ³* * Company

Background

Experiments

Results

Sample

Discussion

Remark

- Chose wide display size (16 : 9) for good visibility in online presentation.
- On top of the poster, place the title, authors, affiliations and presentation number in the conference program.
- The set of subtitles is an example.
- The flow of explanation along arrows is recommended.

【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:

Main phone: 080-1609-7780

Sub phone: 080-6783-6821 (Please use this if you cannot connect to the main)

*Only available during the conference period, September 13-15, 2022.

Email: a-taikai-2022@semiconportal.com

About the Venue

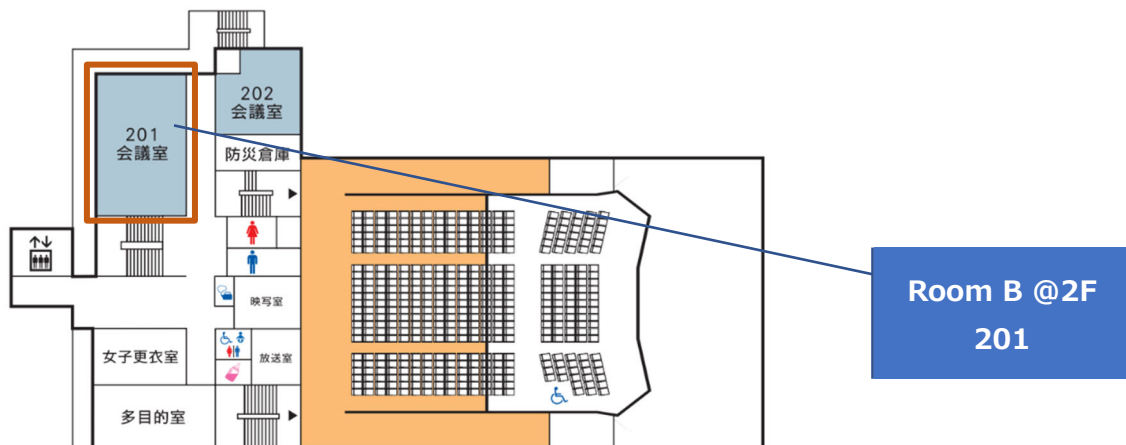
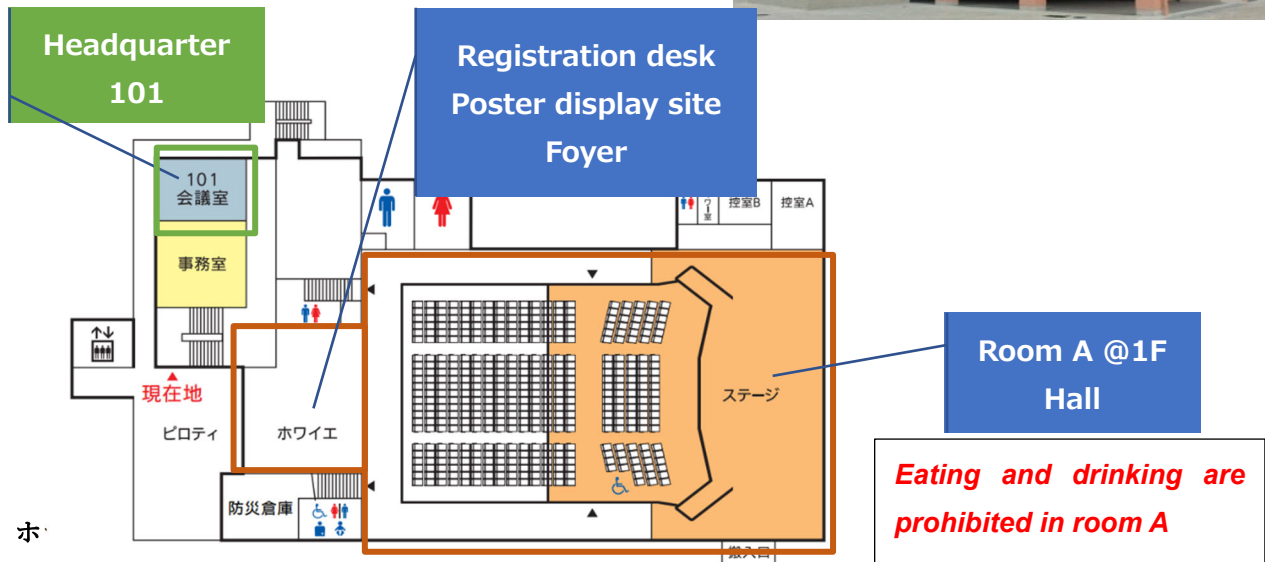
Nishino-omote Civic Center

7612, Nishinoomote, Nishinoomote City,
Kagoshima, 891-3101, Japan

Tel: 0997-22-1116

There are rooms A, B, C, poster room, and general
reception desk.

(Room D is in a different location)

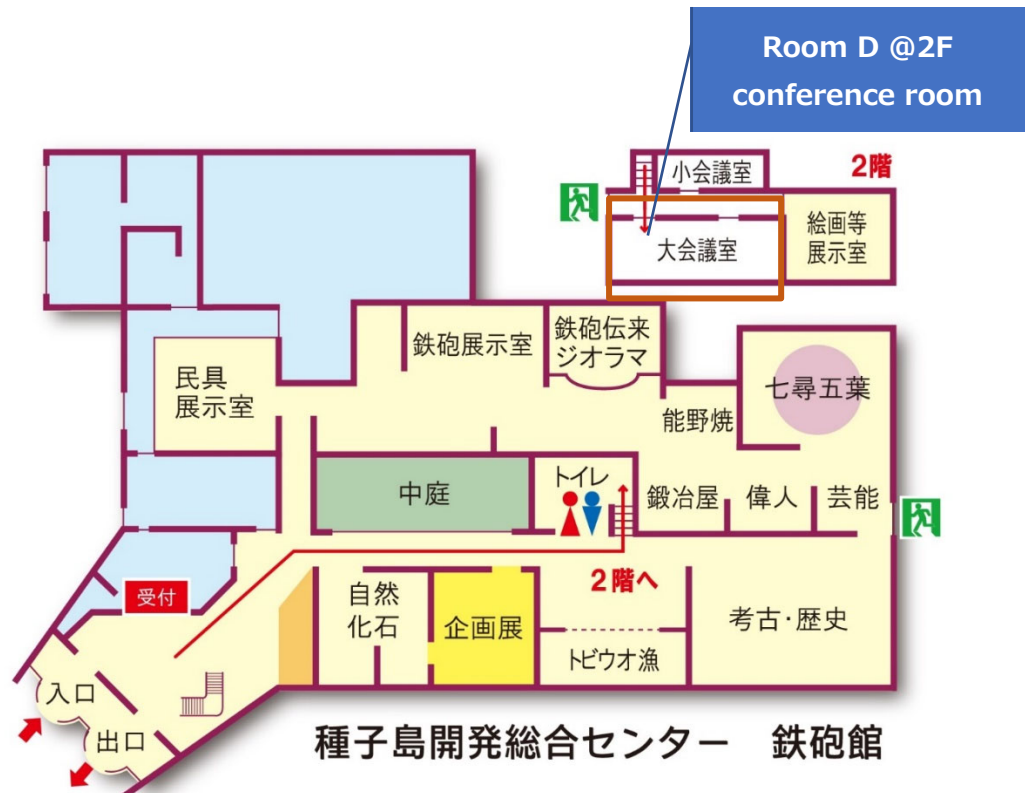


Tanegashima Development Center, Teppo Kan

7585 Nishinoomote, Nishinoomote City, Kagoshima, 891-3101 Japan

Tel: 0997-23-3215

Room D is located at 2F.



Map around the venue

