

2021 IEEJ Annual Meeting Online Manual

Ver. 2021.2.26

0. How to hold IEEJ Annual Meeting in 2021

IEEJ Annual Meeting will be held on Cisco Webex Meetings (hereinafter referred to as “Webex”). All of the presenters are required to **make a presentation through Webex in real time**. Please note that projecting pre-recorded video is strictly prohibited. We do not record any presentations and do not provide any on-demand services.

To avoid copyright infringement, taking photographs and recording video and audio of this meeting are strictly prohibited.

Sharing information of this meeting (ID, password, and proceedings etc.) with the third party is strictly prohibited. We also do not allow applicants to transfer his/her participation right to the third party.

Only one person can participate per one application. **Applicants are not allowed to see presentations with others on one screen even if they all pay participation fee.**

If the violation about above-mentioned matters is found, we may force violators out of the meeting and claim his/her participation fee.

All of the access information of this meeting are recorded in order to know participants' information.

1. Equipment for presentation

Presenters are required to prepare following equipment to make a presentation.

*PC or Tablet device

Please make sure that your device meets *Webex System Requirements*.

<https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

*Internet Connection (LAN cable connection is recommended for stability.)

*Headset (Recommended / Build-in microphone and speaker are also acceptable.)

*Web Camera (Build-in camera is also acceptable.)

2. How to prepare a presentation slide

***A presentation slide must be operated correctly on Webex. If you prepare a slide using Power Point, please prepare PDF file as well as Power Point file in case of need.**

***All of the presenters are required to strictly observe *The Guideline for Video Contents* when presenters prepare a slide.**

https://www.iee.jp/wp-content/uploads/honbu/31-doc-honb/video_guideline.pdf

*Please insert “Venue number”, “Name of the session”, “Presentation number”, “Presenter’s name”, “Presenter’s affiliation”, and “Page number/Total number of pages” at the bottom of each page. Please divide each item by a slash.

Example
Web 3 / Static Apparatus / 5-128 / Taro Denki (Denki Univ.) 15/23

3. Test Connection in advance

In order to proceed with the Annual Meeting smoothly, **please make sure to join *Webex Test Meeting* in advance.** <https://www.webex.com/test-meeting.html>

Please check following items when you join *Webex Test Meeting*.

(1) (A) Enter your name and e-mail address, (B) click “Join”, and you can access *Webex Test Meeting*.

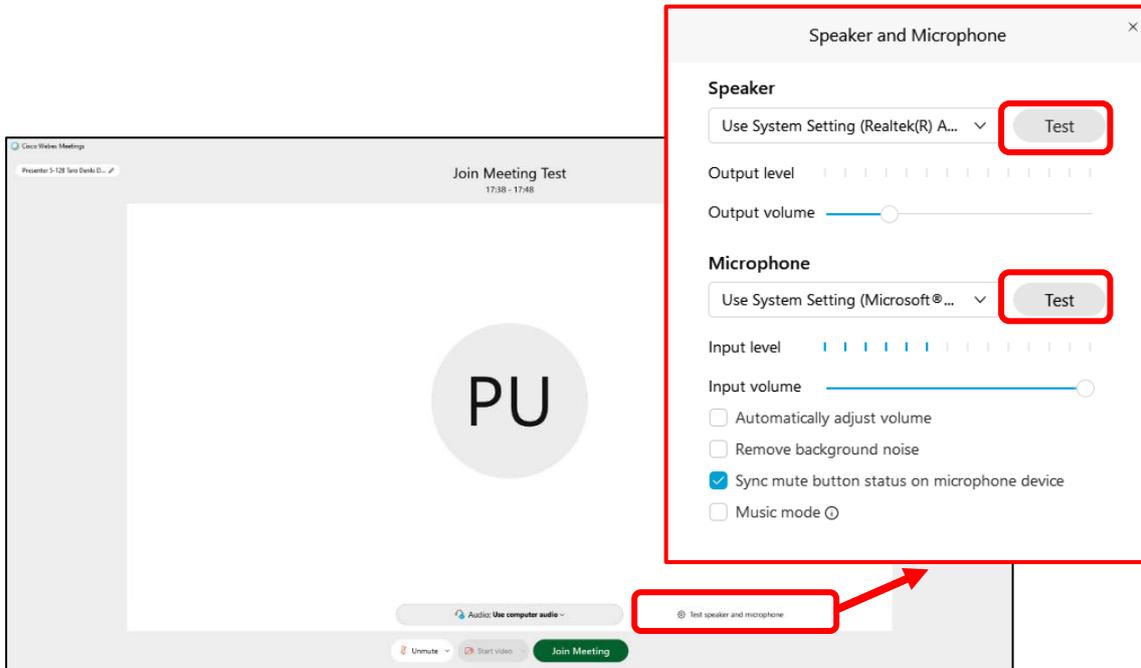
Try out a real
Webex online meeting.

Test a video meeting on your device.

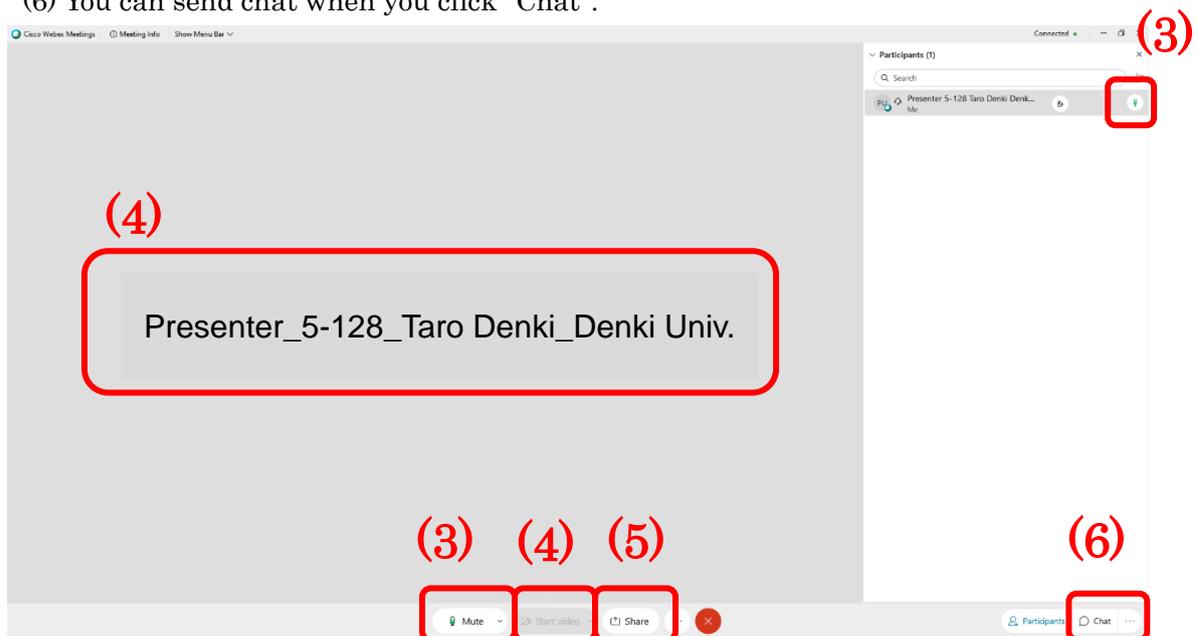
(A)

(B)

- (2) After joining *Webex Test Meeting*, your speaker and microphone run correctly.
- ★ You can hear test sound when you click “Test” of the speaker. You can record your voice when you click “Test” of the microphone. Your voice is reproduced soon after recording. If you failed to hear your recorded voice, please re-confirm or re-adjust your equipment or try with spare one.



- (3) After clicking “Join Meeting”, a microphone icon appears when you unmute.
- (4) Your video appears at the center of the screen when you click “Start Video”.
- (5) You can share your file when you click “Share”.
- (6) You can send chat when you click “Chat”.



*Presenters who cannot solve the problems with *Webex Test Meeting* can join a test connection. Please make a registration in advance by following website if you would like to join.

https://www.iee.jp/blog/taikai2021_test_application/ (Available from February 1 to 8)

4. How to access Webex and setting system during the Annual Meeting.

In order to enter a session, please access “日程表”, the session program, via “個人ページ”, the personal page, for this meeting (<https://gakkai-web.net/p/iee/ippan/mod2.php>), and click Webex icon which is located under the session name you would like to join. If you fail to join with icon, please enter the meeting number and password to Webex app.

日程表				
一般講演日程別セッション一覧				
会場	3月9日 (火)			
	午前(A1)	午前(A2)	午後(A3)	午後(A4)
WEB1		1206-A2 放電/プラス マ/バルスバ ワー 真室・治面 No.1-091~1- 094 ミティング 番号 : 111 222 333 ミティング パワード: abcdef123	1206-A3 放電/プラス マ/バルスバ ワー 浜中・液体放 電 No.1-081~1- 090 ミティング 番号 : 111 222 444 ミティング パワード: abcdef456	1206-A4 放電/プラス マ/バルスバ ワー プラスマ応用 No.1-119~1- 127 ミティング 番号 : 111 222 444 ミティング パワード: abcdef456

Click this icon
to enter the session

Your name shown in Webex is required to set as follows.

“Presenter”_“Presentation number*”_“Your name*”_“Your affiliation (must be shortened)*”

*Please replace it with your information.

If you are Taro Denki belongs to Denki University, and has the presentation number “5-128”, please set as follows.

Presenter_5-128_Taro Denki_Denki Univ.

Please divide each item by an underscore symbol.

The presentation number is not the application number, but the number announced in program.

Please make sure to finish setting your name before entering the Webex.

When you enter the Webex, please mute and turn the video off, and wait without talking to a staff until your name is called.

Webex may update irregularly. In order to prevent Webex app from unintentional update, we recommend you enter the Webex in plenty of time.

The non-latest Webex app may occur a functional difference between you, a chair and a staff. Please make sure that your Webex app is the latest version first, and enter the session via “日程表”, the session program.

5. Arrival Confirmation and Test Connection on the Day of Presentation.

All of the presenters are required to enter Webex at the latest 20 minutes before the session starts. Each Webex is opened by 30 minutes before the session starts.

(If you cannot enter the Webex because of some troubles etc. please call the secretariat.

Phone number is announced in “7. How to solve your problems” of this manual.

When a staff calls your name, please unmute and turn the video on, and answer for the questions asked by a staff. A staff confirms with you (1) whether you are the same as the person registered as a presenter (2) whether your slide is prepared by following to *The Guideline for Video Contents*.

After above confirmation, a staff guides you the slide sharing test. A staff confirms (1) whether your slide is shared correctly, (2) whether scrolling works correctly, (3) Whether Microphone runs correctly. The time for confirmation is within 2 minutes per one person.

After finishing the test, please stop sharing slide, mute, turn the video off, and wait for your presentation turn. Please keep your slide on your own screen in order to share it as soon as your turn comes.

6. System Setting and Time Management during Presentation.

The presentation is 12 minutes long in total per one person. (Presentation: 8 minutes, Q&A: 3 minutes, Presenter Changing: 1 minute)

When a chair ask you to start your presentation, please unmute, turn the video on, and share the slide. Please make sure to confirm with a chair whether the slide is shared correctly before starting your presentation.

A staff starts measuring the time at the same time as you start your presentation. A staff notifies you of the time left as follows.

- * 6 minutes passed: “2 minutes left.”
- * 8 minutes passed: “Please finish your presentation.”
- * 11 minutes passed: “Please finish Q&A.”

Both question and answer must be oral. Please unmute and answer the question. Please keep in mind to mute except your presentation time so that your microphone do

not pick up noise.

A chair may turn your video off when a chair cannot hear you clearly. Please continue your presentation even if your video turns off unintentionally.

After you finish your presentation, **please stop sharing slide, mute, and turn the video off.**

7. How to solve your problems

If you cannot enter the Webex because of some troubles etc. please call the secretariat at the following phone numbers.

WEB3	: 080-6783-6927
WEB4~7	: 080-6783-6921
WEB8~11	: 090-8735-0152
WEB12~15	: 090-1410-3641
WEB16~18	: 090-2776-7157
WEB20~23	: 080-1577-4806
WEB24~27	: 090-7602-7633
WEB28~31	: 080-6783-6923
WEB32~33	: 090-5629-7443

*Above-mentioned phone numbers are for presenters only and available on the day of the Annual Meeting.

If you have any inquiries, please contact IEEJ Secretariat at taikai10@iee.or.jp.

*To prevent the spread of covid-19, we have been encouraged the teleworking and staggered commuting. During this period, any replies might be delayed.

Revision History

[February 26, 2021]

- P1: Added prohibited matters.
 - *No taking photographs / recording video and audio
 - *No sharing information of this meeting with the third party
 - *No transferring participation right to the third party
- P3: Added notes beginning with “★”.
- P3: Added (6) and its notes.
- P6: Added phone numbers.