

# **Speaker' s manual for CSJ Chemistry Festa 2021**

- All the events of CSJ Chemistry festa 2021 are run on Zoom meeting.
- Check if you have a stable internet connection before you join the session.
- Pre-install the latest Zoom app on your PC. [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)  
Joining Zoom via PC app is essential. Joining from browser or mobile app have limited features and functions.

# The Role of Chairperson, Speaker, Staff and Audience

Time	Chairperson (Co-host)	Speaker (Co-host)	Staff (Host)	Audience
30minutes before the session			<ul style="list-style-type: none"> <li>•Open Zoom meeting</li> </ul>	
15minutes before the session	<ul style="list-style-type: none"> <li>•Access the Zoom meeting</li> </ul>	<ul style="list-style-type: none"> <li>•Access the Zoom meeting</li> </ul>		
	<ul style="list-style-type: none"> <li>•Change Zoom name C: Full name (Affiliation)</li> <li>•Check camera and microphone</li> </ul>	<ul style="list-style-type: none"> <li>•Change Zoom name S: Full name (Affiliation)</li> <li>•Check camera and microphone</li> </ul>	<ul style="list-style-type: none"> <li>•Check if everyone is attended</li> <li>•Assign chairperson and speaker as "Co-host".</li> </ul>	<ul style="list-style-type: none"> <li>•Change Zoom name Full name (Affiliation)</li> </ul>
Session start time	<ul style="list-style-type: none"> <li>•Start session</li> </ul>			
During the session	<ul style="list-style-type: none"> <li>•Turn off Camera and microphone</li> </ul>	<ul style="list-style-type: none"> <li>•Share slides and start lecture</li> </ul>	<ul style="list-style-type: none"> <li>•Time keep</li> </ul>	
Q&A	<ul style="list-style-type: none"> <li>•Pick an audience who raise hands</li> </ul>	<ul style="list-style-type: none"> <li>•Answer questions verbally</li> </ul>		<ul style="list-style-type: none"> <li>•Raise hand if there are any questions</li> </ul>
End of session	Close session			
	<ul style="list-style-type: none"> <li>•Exit from the Zoom meeting</li> <li>•Change your Zoom name Full name(Affiliation) before you join other sessions as an audience.</li> </ul>	<ul style="list-style-type: none"> <li>•Exit from the Zoom meeting</li> <li>•Change your Zoom name Full name(Affiliation) before you join other sessions as an audience.</li> </ul>		

# How to access your session on Zoom 1

## For Invited speakers

CSJ office send email 「CSJ化学フェスタ：各種企画への参加方法及び今後のスケジュールについて」(CSJ chemistry Festa :How to join the events) at the beginning of October.

Please use ID/PASS written on the e-mail and access「化学フェスタ企画参加ページ」(Join the events),「ログインページ」. Find the session you give a lecture from 日程表 and click Zoom icon.

CSJ化学フェスタ：各種企画への参加方法及び今後のスケジュールについて」(CSJ chemistry Festa :How to join the events) Email

ID/PASS

Access 「化学フェスタ企画参加ページ」(Join the events) and choose「ログインページ」(Log in page).

ID/PASS

Choose「日程表」



会場	9	10	11	12	13	14	15	16	
A		◎ 10:30-10:40 開会式 視聴 ID: 835 4234 0235 Pass: 534180 詳細プログラム				◎ 13:00-16:40 文部省科研費新学術領域研究「生命金属科学」分野の創成による生体内金属動態の統合的研究 特別企画：生命の金属活用戦略を知る！ 視聴 ID: 835 3638 4925 Pass: 620310 詳細プログラム			
				◎ 10:40-12:00 2020ノーベル賞解説講演					

Choose「ログインページ」  
(Log in page)

# How to access your session on Zoom 2

## For Speakers of Collaboration Session (Speakers of Mitsui Chemicals, Inc. Session)

CSJ office send email 「CSJ化学フェスタ：各種企画への参加方法及び今後のスケジュールについて」(CSJ chemistry Festa: How to join the events) at the beginning of October.

Please access 「化学フェスタ企画参加ページ（公開企画）」(CSJ Chemistry Festa public events page) and choose the session you give a lecture.

Access 「化学フェスタ企画参加ページ（公開企画）」  
(CSJ Chemistry Festa public events page)



You don't need  
ID/PASS

公開企画日程表  
(Zoomへのリンク)

参加に関するご案内

2020年10月20日 (火)

使用ツール：Zoom (クリックすると、講演を視聴できます。)

会場	9	10	11	12	13	14	15	16	17
A		◎ 10:30-10:40 開会式 ID: 835 4234 0235 Pass: 534180 プログラム				◎ 13:00-16:40 文科省科研費新学術領域研究「生命金属科学」分野の創成による生体内金属動態の統合的研究 特別企画：生命の金属活用戦略を知る！ 視聴 ID: 835 3638 4925 Pass: 620310 プログラム			
		◎ 10:40-12:00 2020ノーベル賞解説講							

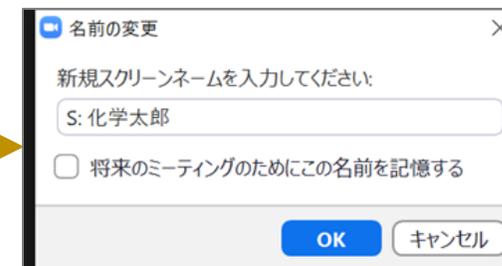
## Before the session

- ◆ Access Zoom 15 minutes before the session begins.
- ◆ Change your Zoom name.  
Speakers⇒ S: Full name (Affiliation) Ex. : S:John Smith (Tokyo University)
- ◆ Check if your camera and microphone are working properly with chairperson and staff.
- ◆ The Staff (Host) of the session assign you as “Co-host”.

Choose yourself and click 「Change name」  
Enter your name according to the Festa rule written above.

## 〈How to change your name On Zoom〉

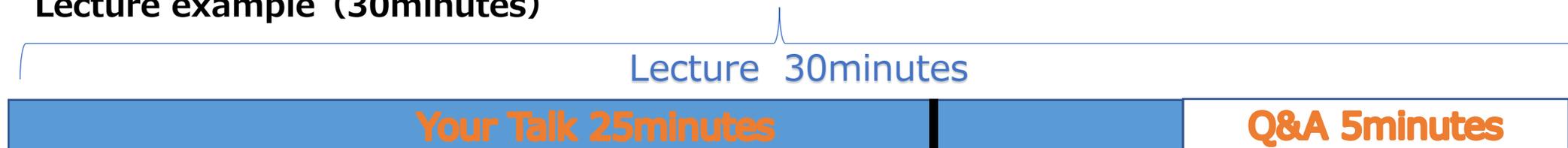
Click Attendees from tool bar



## Before the session

- ◆ Begin your talk after you are introduced by chairperson.
- ◆ Share your slide by yourself.
- ◆ Lecture time includes Q&A session(5 minutes).

### Lecture example (30minutes)



20 minutes passes

残りあと5分です  
5 minutes to go

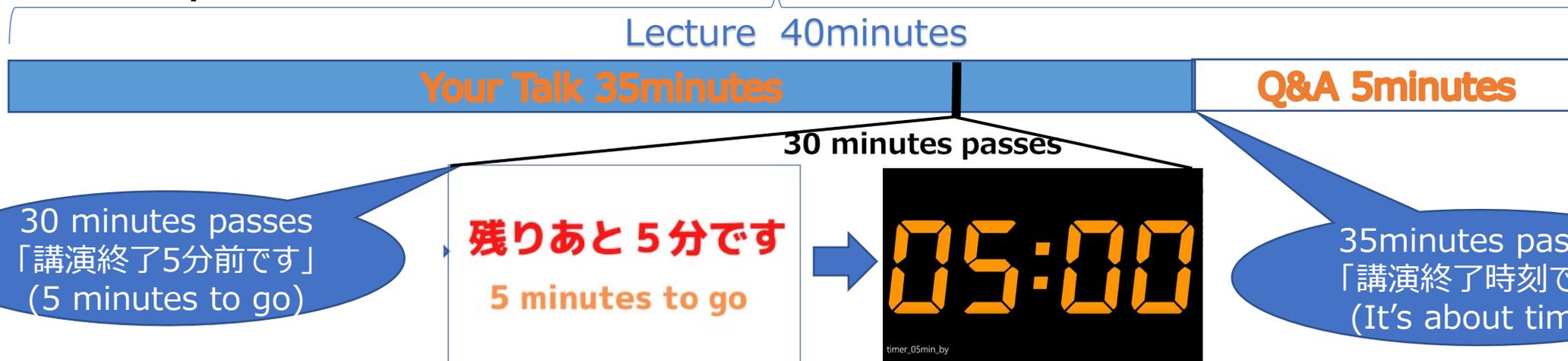


20 minutes passes  
「講演終了5分前です」  
(5 minutes to go)

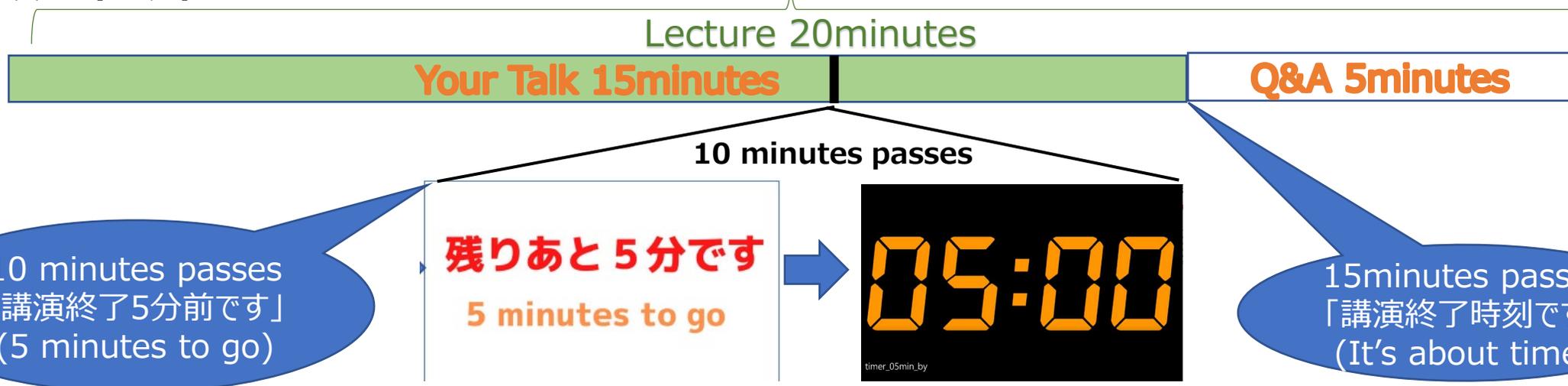
25 minutes passes  
「講演終了時刻です」  
(It's about time)

# About Session 2\_2

## Lecture example (40minutes)



## 講演例 (20分)



# About Session 3

## Q&A

- ◆ During Q&A time, chairman pick an audience who raise hands.
- ◆ Answer the questions from audience verbally.



## After the session

- ◆ Exit from Zoom meeting after the session end.
- ◆ Change your Zoom name 「Full name(Affiliation)」before you join other sessions as an audience.

- ✓ Check if you have a stable internet connection before you join the session.
- ✓ Join the Zoom meeting 15 minutes before the session starts.
- ✓ Turn off your camera and microphone during other speakers are giving lecture.
- ✓ For those who would like to use our original virtual background;  
[https://www4.csj.jp/festa/2021/images/Festa\\_OnlineSeminarbackground\\_B1.jpg](https://www4.csj.jp/festa/2021/images/Festa_OnlineSeminarbackground_B1.jpg)  
[https://www4.csj.jp/festa/2021/images/Festa\\_OnlineSeminarbackground\\_Y1-3.jpg](https://www4.csj.jp/festa/2021/images/Festa_OnlineSeminarbackground_Y1-3.jpg)
- ✓ Lecture time includes Q&A time(5 minutes).
- ✓ Chairperson may call you if there are any troubles. Please be sure that you can answer the phone.
- ✓ If you have troubles with sharing your slide, please send your slide to CSJ staff ([festa@chemistry.or.jp](mailto:festa@chemistry.or.jp)).  
The staff may share the slide on behalf of you.
- ✓ If you have any troubles on the day, call chairperson or CSJ office staff's mobile as follows.
  - ① Yabe 080-7398-0182 ② Kawase 080-7397-9797

# Orientation for Speakers and Final Check

Orientation for speakers (in Japanese) and Final Check are scheduled as follows.  
(Not mandatory. Registration is not required.)

## 【Orientation for Speakers】

4<sup>th</sup> October 17:00-18:00

5<sup>th</sup> October 10:00-11:00

## 【Final Check】

18<sup>th</sup> October 14:30-18:00

You can check your microphone, camera and share screen as well as ask questions to the staff.

More information on orientations and Final Check is here.

<https://www.csj.jp/festa/2021/index.html>

⇒ 当日はこちらから(Join the Event) > 座長講演者の方へ

11<sup>th</sup> CSJ  
Chemistry  
Festa  
日本化学会秋季事業 第11回 CSJ化学フェスタ2021  
2021. 10/19(Tue.)-21(Thu.)  
オンライン開催

- 学生ポスター発表募集期間 6/1-7/7
- 産学官R&D紹介企画募集期間 6/1-7/7
- プログラム公開 8/2
- 予備編(Web)発行日 9/24
- 参加申込期間 8/2-9/15 (9時～21時)
- 9/16-会期当日 (9時～21時)

開催概要 About | プログラム Program | 参加募集 Registration | 当日はこちらから Join the event | 各種募集要項 Application | お問い合わせ Contact

開催概要

お知らせ

2021/08/10 クレジット  
詳細は「よくある質問」

2021/08/02 ブログ

2021/08/02 参加費

趣旨

当日はこちらから  
Join the event

- ログインページ
- 当日登録の方へ
- 聴講者の方へ
- 座長・講演者の方へ
- ポスター発表者の方へ
- 審査員の方へ
- 出展者の方へ