THE CHEMICAL SOCIETY OF JAPAN

THE 101ST CSJ ANNUAL MEETING

ONLINE MEETING: GUIDELINES FOR LISTENERS (FOR REGISTRANTS)

Mar. 11, 2021 - Ver.2

Introduction

- This guideline is intended for those who have completed the registration procedures according to the registration guidelines for the 101st CSJ Annual Meeting.
  - Registration guidelines: https://confit.atlas.jp/guide/event/csj101st/static/meeting_registration?lang=en
- The registration is valid only after you (1) fill in the registration form and (2) pay the registration fee. If the registration procedure is not completed by the deadline, the registration is invalid.
- The co-organized symposiums and the public lecture are free of charge. If you plan to attend only these events, please register at the following URL.
  - Co-organized symposiums: https://confit.atlas.jp/guide/event/csj101st/static/CoSymp?lang=ja
  - Public lecture: https://confit.atlas.jp/guide/event/csj101st/static/civil?lang=ja

*only available in Japanese language

The 101st CSJ Annual Meeting Guidelines

- The 101st CSJ Annual Meeting will be conducted through Zoom webinars and meetings.

Symposiums	Zoom Webinar
Co-organized Symposiums	
Award Presentations	
Special Lectures	
Oral A	Zoom Meeting
Oral B	
Poster	Zoom Meeting *each presentation will be held in a breakout room.

The 101st CSJ Annual Meeting Guidelines

What to prepare before using Zoom

- Please make sure that your environment meets Zoom's requirements from the following websites.
  - System requirements for Windows, macOS, and Linux: https://support.zoom.us/hc/en-us/articles/201362023
  - Try Zoom - Join Meeting Test: https://zoom.us/test
- Please download and install the latest version of the Zoom Desktop Client. You can download it here:
  - https://zoom.us/download * Please select “Zoom Client for Meetings”.
- Zoom Web Client is not recommended as it has fewer features.
- Please create a Zoom account ahead of time.

The 101st CSJ Annual Meeting Guidelines

Terms of Service

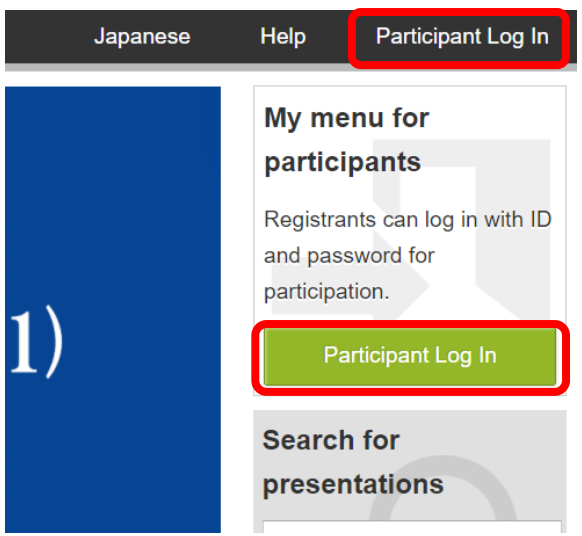
- Please observe the Terms of Service of the 101st CSJ Annual Meeting.
- Any of the following actions, or any actions with the risk of resulting in the following are strictly prohibited.
  - Recording, photocopying, duplicating, transcribing, screenshotting, or storing a part or all of a lecture without permission from CSJ.
  - Recording the content of a lecture and making it available on social networking services or websites.
  - Distributing or forwarding materials or videos given in a lecture to third parties or allowing third parties to access it.
  - Using another participant's ID or password.
  - Any actions that may interfere with the operation of the Meeting.
  - Any actions that are or may be in violation of laws, regulations, or ordinances.
  - Any other actions that CSJ deems inappropriate.
- If any prohibited behaviors specified in the Terms of Service are found, appropriate measures such as suspension of participation will be taken.

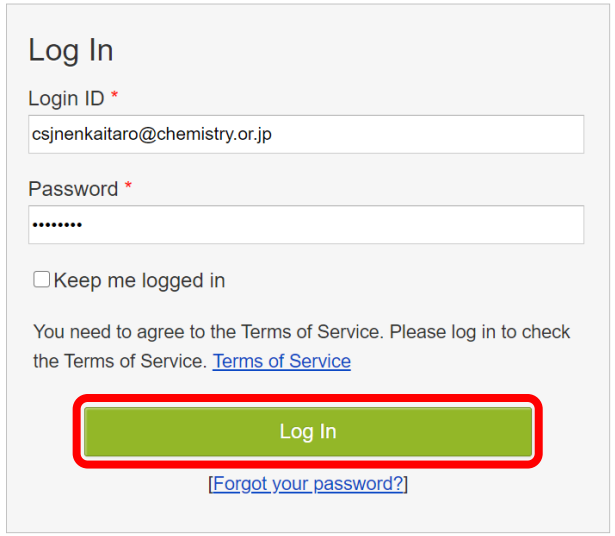
How to Join

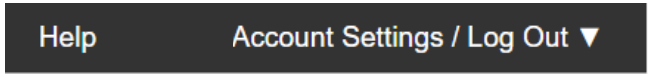
Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

How to access the Zoom link. (1/2)

- First, please visit the Annual Meeting website (https://confit.atlas.jp/guide/event/csj101st/top).
- Click on the "Participant Log In" button. Enter your ID and password for participation.
- The ID and password for participation will be sent by e-mail to those who have completed registration and payment.







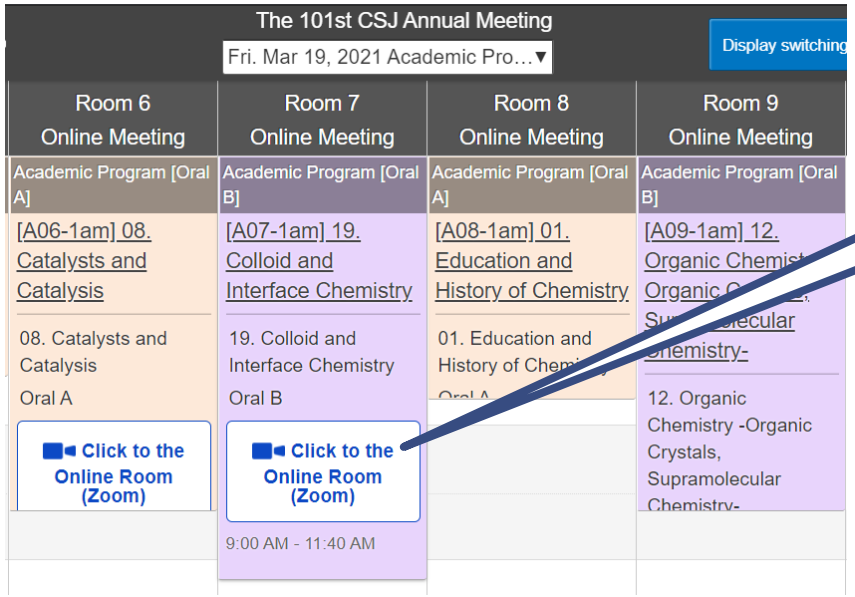
Once you have logged in, you will be returned to the top page of the website, and the [Account Settings / Log Out] menu will appear at the top of the page.

How to Join

Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

How to access the Zoom link. (2/2)

- Go to "Timetable" from the menu of the Annual Meeting website.
- Click on the “Click to the Online Room (Zoom) " button on the session you will be speaking.
- The “Click to the Online Room (Zoom) " button will appear on March 18.



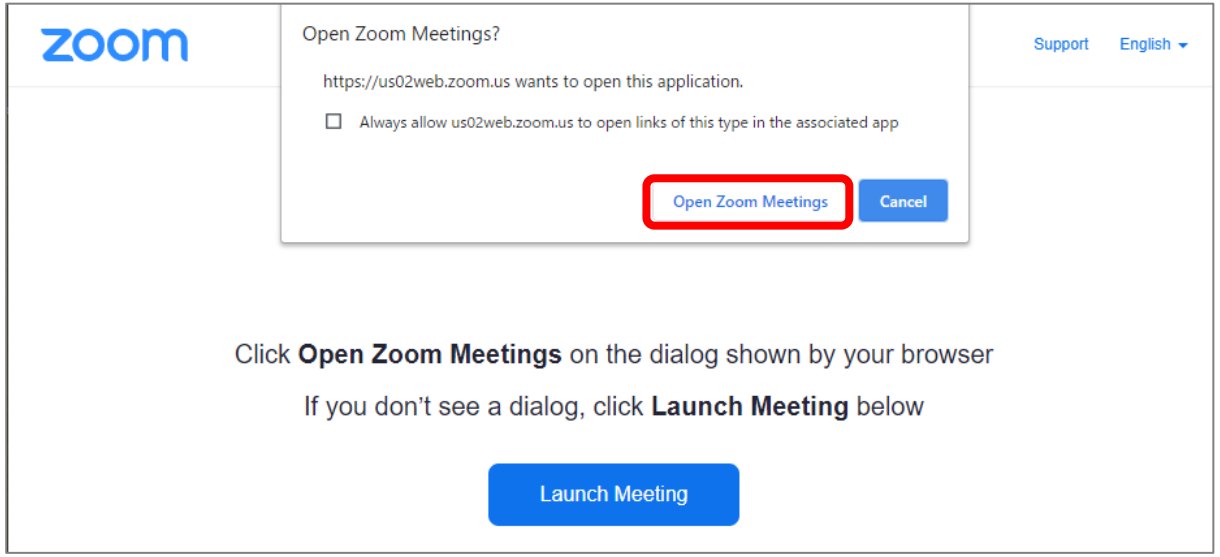
Click here to join Zoom.

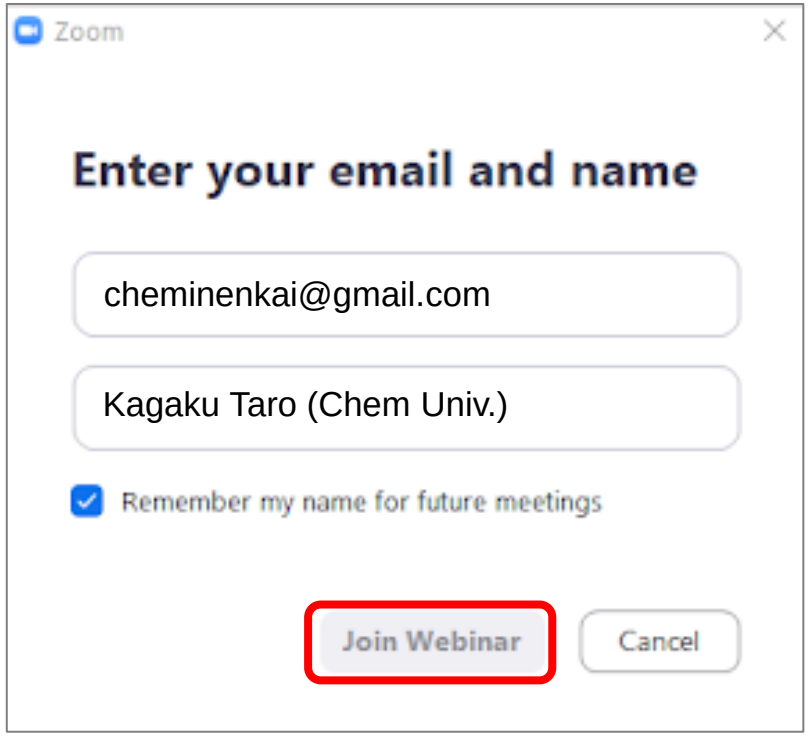
*The entrances to the Co-organized symposiums will be registration forms.

Please fill out the form, and the Join URL for Zoom will be displayed.

How to Join

Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters





When you click on the zoom link in the timetable, the Zoom screen will launch.
Click on [Open Zoom Meetings] button.

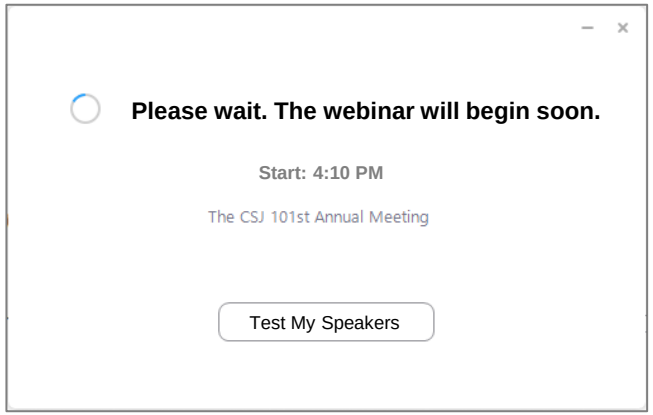
- Webinars: Enter your name, affiliation and e-mail address. Then click on [Join Webinar] button.
- Meetings and Posters:
  You will enter the room directly.

How to Join

Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

<Before starting a session>

- Please enter the room 5 minutes before the session starts or later.
- You can enter or leave the room during the session.
- You may see a waiting screen until the session starts.
  Please wait for a while.



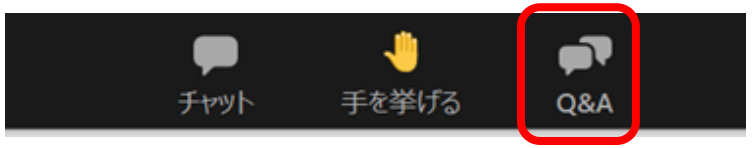
- About microphones:
  - Your microphone is automatically muted when you enter.
- About cameras:
  - Webinars (Symposiums, Co-organized symposiums, Award presentations, Special lectures): Audience's cameras will not be turned on.
  - Meetings (Oral A, Oral B): Participants other than the chairs or speakers are requested to turn off their cameras during the lecture in order to reduce the bandwidth usage.
- When you enter the room, please set your screen name to be your full name and affiliation.
  [e.g.] Taro Kagaku (Kagaku Univ.)

How to Join

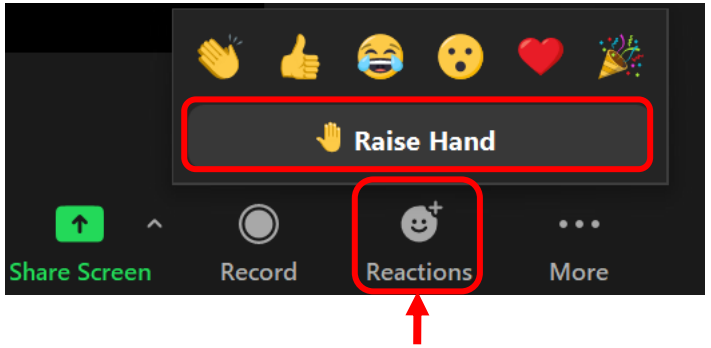
Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

<During a session>

- Webinars
  - Please use the Q&A feature of the webinar and post questions.
  - You can post questions during the lecture.
    Your written questions will be displayed to speakers, chairs and other listeners.
  - If other listeners have already asked a similar question, you can upvote to promote that question to the chair and the speaker.



- Meetings
  - The “raise hand” feature will be used.
  - During Q&A, please click on the “raise hand” icon to show that you would like to ask a question.
  - The chair will choose a listener to ask a question. If you are called, turn on the microphone and web camera and ask a question verbally.



Choose “Raise Hand” from the Reactions menu.

*The chat function will be used for operational purposes.
Please refrain from using the chat function for posting questions.
*Due to time constraints, all questions may not be answered.

<The end of a session> Please leave the room when the session is ended.

How to Join

Apply to: Webinars (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

- Poster presentations use the breakout room feature of Zoom. Using breakout rooms allows each Zoom meeting to be divided into separate rooms; participants can move freely between breakout rooms.
- Please make sure to install the latest Zoom Desktop Client on your computer as the breakout room function is not available on the Web Client.
  - https://zoom.us/download *Please choose “Zoom Client for Meetings”
- Once you join the main room, please move to the breakout room corresponding to the lecture number which you are interested in.
- The presenters will be waiting in their breakout rooms for the duration of presentation time. The presenter will begin providing information and answering questions when you enter the breakout room.
- Please ask questions verbally with your microphone and web camera turned on.

<Presentation length>

- The duration of each poster presentation is 45 minutes.

Time	Poster number	Presentation
AM (09:40–11:10)	Odd	09:40–10:25
	Even	10:25–11:10
PM (13:20–14:50)	Odd	13:20–14:05
	Even	14:05–14:50
VN (16:10–17:40)	Odd	16:10–16:55
	Even	16:55–17:40

How to Join

Apply to: Webinars (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

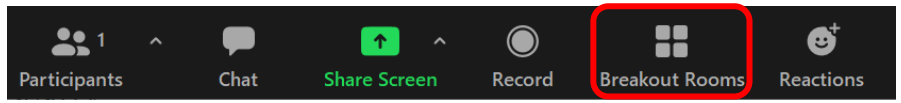
How to enter the breakout room

*Please make sure that you have the latest version of the Zoom Desktop Client.

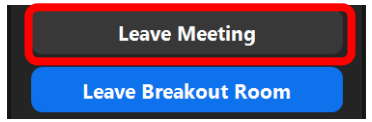
① First, join the meeting room of the poster session.

② Click on the “breakout room” icon on the toolbar and enter the breakout room of the presentation number you are interested in.

Click on the breakout room icon on the tool bar at the bottom of the screen.



Please click “Join” on the presentation number.



If you are using a Mac, hover your cursor over “0”. This gives you the option to “Participate”.

When the session ends:
- **Choose “Leave Meeting” to exit.**
- **If you want to return to the main room, choose “Leave Breakout Room”.**

Emergency Response

Apply to: **Webinars** (Symposiums, Co-organized symposiums, Award presentations, Special lectures)
Meetings (Oral A, Oral B)
Posters

- If you have any trouble during a session, please contact the staff using the Zoom chat function.
- If you are unable to use the chat function, please contact us from the following:
  - Inquiry form https://form.csj.jp/view.php?id=26815