



# THE CHEMICAL SOCIETY OF JAPAN

## THE 101<sup>ST</sup> CSJ ANNUAL MEETING

### ONLINE MEETING: GUIDELINES FOR SPEAKERS

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# THE 101<sup>ST</sup> CSJ ANNUAL MEETING GUIDELINES

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(Webinars, Meetings, and Posters)

# The 101<sup>st</sup> CSJ Annual Meeting guidelines

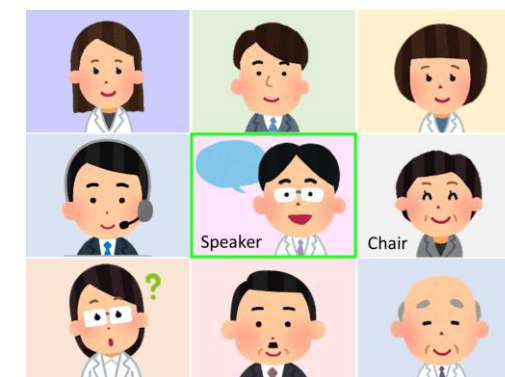
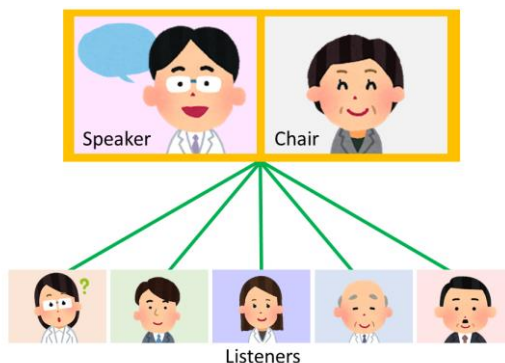
- The 101<sup>st</sup> CSJ Annual Meeting will be conducted through Zoom webinars and meetings.
- Webinars and meetings function differently; hence, please confirm the format used for the session you are presenting.

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 101<sup>st</sup> CSJ Annual Meeting guidelines

## Differences between Zoom webinars and meetings

	Webinars	Meetings
<b>Type of participant</b>	Host .....staff Co-host .....chair, organizer Panelists .....speakers Participants ...audience	Host .....staff Co-host .....chair Participants ...speakers, audience
<b>Microphone ON</b>	Only the host, co-hosts, and panelists can mute/unmute their audio. General participants cannot unmute unless permitted.	All participants can mute/unmute their audio.
<b>Camera ON/shared screen</b>	Only the host, co-hosts, and panelists can share their screen.	All participants can share their screens.



# The 101<sup>st</sup> CSJ Annual Meeting guidelines

## What to prepare before using Zoom

- 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.
- Please ensure that you have a stable internet connection.

# WEBINAR SPEAKERS

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(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## How to join webinars

- Symposiums, co-organized symposiums, award presentations, and special lectures will be held as webinars.
- Presenters (chair and speakers) will join the webinar as panelists.
- Please share your emergency contact information with the symposium organizers, speakers, chair, and other participants so that you can be contacted on the day of the webinar in case of any issues. If a speaker is not present, the symposium organizer will inform the speaker.
- Please join the webinar 15 minutes before the session starts.
- Please note that panelists can enter a webinar earlier than audience.
- Login information for the webinar will be e-mailed to the presenters from <no-reply@zoom.us>. Please click on the link “Click Here to Join” embedded in the e-mail. \*Please see the next page for details.
- The invitation e-mails will be sent on **March 12** and **March 17**. If you do not receive an e-mail on these dates, please contact the meeting secretariat.

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Invitation e-mail for webinars

- The following message will be e-mailed to you on **March 12** and **March 17**. Please confirm you have received these e-mails.

### Login information for the [name of the symposium/session]



chemnenkai@gmail.com <no-reply@zoom.us>

2:21 PM (8 minutes ago)

to me ▾

Hi Taro Kagaku,

This is the secretariat of CSJ. Below is the webinar link for the lecture you will be participating in The 101<sup>st</sup> CSJ Annual Meeting:

Date Time: Feb 18, 2021 02:30 PM Osaka, Sapporo, Tokyo

Topic: The 101st CSJ Annual Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 277562

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

You can join the webinar by clicking on “Click Here to Join”. If you cannot click on the link, please contact the meeting secretariat.



# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Preparing for your session

### <Before starting a session>

- Please join the webinar 15 minutes before the start of a session.
- When you enter a session, please confirm that your name is displayed as below:
  - speaker username (displayed name) ⇒ lecture number: full name (affiliation)  
[e.g.] S01-1am-01: Taro Kagaku (Kagaku Univ.)
- A staff will be on standby at each webinar. Please check the following:
  - ☑ Is there a problem with your video or audio? Can your screen be shared?
- **Upon initial entry into webinar, a practice session (rehearsal mode) will be active.**  
Practice session mode will be removed five minutes prior to the start of a session. This allows the audience to join.

### <Start of a session>

- Please turn your video on, unmute yourself, and begin your lecture when the chair asks you to. To use slides, please use your own screen sharing function.

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)



## Timekeeping

- Please strictly adhere to your allotted time.
- Timekeeping will be done by a staff. A countdown will begin when you have five minutes remaining.
- Please check the program to confirm the length of your lecture.



During a session



残りあと5分です  
5 minutes remaining

Five minutes left



Countdown video for the last five minutes

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Duration of lectures

Type of lecture		Duration	Lecture	Discussion	Transition
Symposium		Please check with the symposium organizer of each symposium			
Co-organized symposium					
Award Presentation	CSJ Award	50 minutes	45 minutes	4 minutes	1 minute
	CSJ Award for Creative Works				
	Other awards	30 minutes	25 minutes	4 minutes	1 minute
Special Lecture	Special Lecture	50 minutes	45 minutes	4 minutes	1 minute
	Young Scholar Lecture	30 minutes	25 minutes	4 minutes	1 minute

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)



## Q&A

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- The Q&A feature of the webinar will be used to receive questions from the audience as text. The chair will encourage the audience to ask questions.
- The chair will read the questions. When the chair calls your name, please turn your microphone ON and answer the question.
- Venue staff will manage the Q&A during your webinar. Speakers only need to answer questions posed by the chair.

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Summary

- Please join the webinar as a presenter using the invitation e-mail. The e-mail will be sent to you on **March 12** and **March 17**.
- Please share your emergency contact information with the organizers, speakers, chairs, and other participants prior to the webinar.
- Please join the webinar 15 minutes before the start of a session and perform audio/visual and screen sharing tests with the staff.
- The practice session (rehearsal mode) will end five minutes before the start of a session.
- Timekeeping will be handled by a staff (they will let you know when you have five minutes of your lecture left).
- The chair will remind you that everyone other than the speaker should mute their audio and turn their camera off.
- For the Q&A, the Q&A feature will be used.
- Please use the chat function to talk to the other panellists and the staff.

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Webinar briefings

- Webinar briefings will be held on the following dates. Participation is optional. Information on how to join and operate a webinar and guidelines for the day of the webinar will be provided.
  1. March 8 (Mon.) 10:00–11:00 (JST)
  2. March 8 (Mon.) 14:00–15:00 (JST)
- \*The briefings will be conducted in Japanese.
- The access information for briefings will be e-mailed to you.
- The content of both sessions will be the same.
- These sessions are meant for organizers, chairs, and speakers.

# Webinar speakers

(Symposiums, Co-organized Symposiums, Award Presentations, and Special Lectures)

## Final connection test

- There will be a connection test on following times. Participation is optional.  
March 18 (Thu.), 13:30 – 15:00 / 15:30 – 17:00 (JST).
- Please access the test site from the same environment as the day of your presentation.
- A staff will be on standby. You can test screen sharing, as well as video and audio connections with the staff.
- The staff will assist you in turn. If the room is too busy, please enter another webinar test site.
- You will enter the test site as a listener. Your name and e-mail address will be required. After entering the test site, the staff will promote you from a listener to a panelist.
- Please note that the entrance procedure is different from that on the day of the meeting. On the day of the meeting, please enter the webinar via the invitation email.
- The links for entering the test sites are here.

[https://www.csj.jp/nenkai/101haru/data/final\\_connection\\_test.pdf](https://www.csj.jp/nenkai/101haru/data/final_connection_test.pdf)

# MEETING SPEAKERS

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(Oral A, Oral B)



# Meeting speakers (Oral A, Oral B)

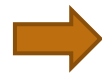
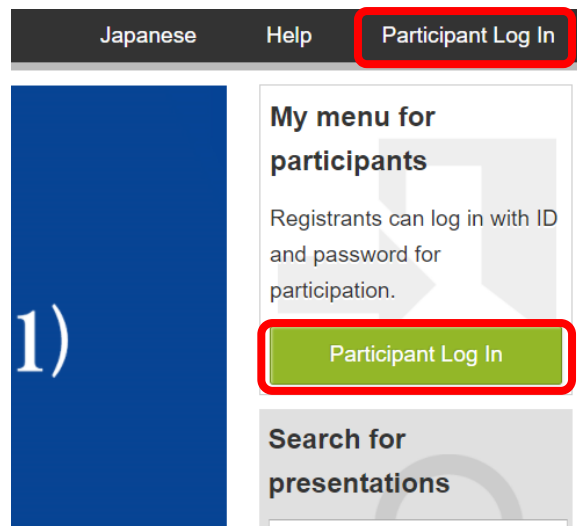
## **How to join a meeting**

- Oral A and Oral B presentations will be held as Zoom meetings.
- The link for the Zoom meetings will be posted on the Web Program.
- Please access the meeting using the Zoom link on the Web Program. Please join 15 minutes before the start of a session.

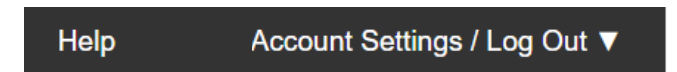
# Meeting speakers (Oral A, Oral B)

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

- First, please visit the Annual Meeting website (<https://confit.atlas.jp/guide/event/cs101st/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.



This screenshot shows the "Log In" form. It includes fields for "Login ID \*" (containing "csjnenkaitaro@chemistry.or.jp") and "Password \*" (masked with dots). There is a checkbox for "Keep me logged in" and a link to "Terms of Service". A green "Log In" button is highlighted with a red rectangle. Below the button is a link for "[Forgot your password?]".



**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.**

# Meeting speakers (Oral A, Oral B)

## 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.

**Timetable**

Fri. Mar 19, 2021 Academic Program >

Sat. Mar 20, 2021 Academic Program >

Sun. Mar 21, 2021 Academic Program >

Mon. Mar 22, 2021 Academic Program >

→

The 101st CSJ Annual Meeting  
Fri. Mar 19, 2021 Academic Pro... Display switching

Room 6 Online Meeting	Room 7 Online Meeting	Room 8 Online Meeting	Room 9 Online Meeting
Academic Program [Oral A]	Academic Program [Oral B]	Academic Program [Oral A]	Academic Program [Oral B]
[A06-1am] 08. Catalysts and Catalysis	[A07-1am] 19. Colloid and Interface Chemistry	[A08-1am] 01. Education and History of Chemistry	[A09-1am] 12. Organic Chemistry - Organic Crystals, Supramolecular Chemistry-
08. Catalysts and Catalysis Oral A	19. Colloid and Interface Chemistry Oral B	01. Education and History of Chemistry Oral A	12. Organic Chemistry -Organic Crystals Oral B
Click to the Online Room (Zoom)	Click to the Online Room (Zoom)		
	9:00 AM - 11:40 AM		

Click here to join Zoom.

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

zoom

Open Zoom Meetings?  
https://us02web.zoom.us wants to open this application.  
☐ Always allow us02web.zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

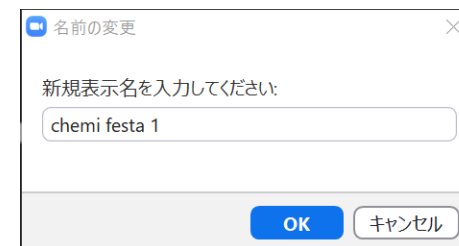
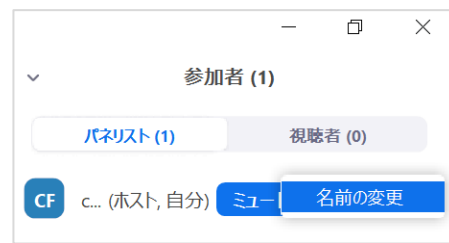
# Meeting speakers (Oral A, Oral B)

## Preparing for your session <Before starting a session>

- Please join the meeting 15 minutes before the start of a session.
- When you enter the room, please confirm that your name is displayed as below:  
speaker username (displayed name) ⇒ lecture number: full name (affiliation)  
[e.g.] A01-1am-01: Taro Kagaku (Kagaku Univ.)
- A staff will be on standby at each meeting. Please confirm the following:
  - ☑ Are the audio and video working correctly?

### Changing your display name

Hovering your cursor over your name in the participant menu will give you the option to “rename” yourself.



# Meeting speakers (Oral A, Oral B)

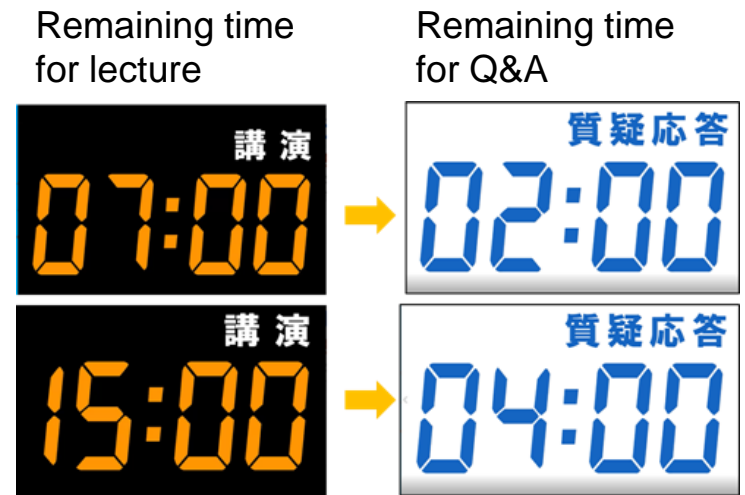
## <Start of a session>

- The chair will MC the session.
- The chair will instruct you to turn your video on, unmute yourself, and begin the presentation.
- You are responsible for sharing your presentation slides.
- The chair will remind you that everyone other than the speaker should turn their video off and mute their audio during the session.

# Meeting speakers (Oral A, Oral B)

## Timekeeping

- Please strictly adhere to your allotted time.
- Each session length is as follows:
  - Oral A: 10 minutes  
(7 minutes of lecture, 2 minutes of Q&A, 1 minute to switch)
  - Oral B: 20 minutes  
(15 minutes of lecture, 4 minutes of Q&A, 1 minute to switch)
- The staff will be timekeeping. However, the bell will not ring. Please monitor the remaining time while you give your presentation.
- Even if a speaker joins late, the end time for each lecture will remain as scheduled.



# Meeting speakers (Oral A, Oral B)



## Q&A

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- The “raise hand” feature will be used during Q&A.
- During Q&A, the chair will ask audience to click on the “raise hand” icon to show that they would like to ask a question.
- The chair will choose a listener to ask a question; please answer the question.
- You do not have to answer any questions posed via the chat function.

# Meeting speakers (Oral A, Oral B)



## Summary

- Please access meetings using the Web Program.
- Please join the meeting 15 minutes before the start of a session and confirm with the staff that your audio and video are working.
- When you enter the room, please confirm that your name is displayed as below:
  - Lecture number: full name (affiliation)  
[e.g.] A01-1am-01: Taro Kagaku (Kagaku Univ.)
- Timekeeping will be done by the staff.
- Please strictly adhere to your allotted time.
- The chair will remind you that cameras should be off, and audio should be muted for everyone other than the presenter and the person asking the question.
- Please answer questions verbally.



# Meeting speakers (Oral A, Oral B)

## Test Zoom meeting

- We will open a Zoom meeting room for testing at the following times. Please feel free to test screen sharing, as well as video and audio connections.
  - March 9 (Tue.), 10:00 – 17:00 (JST) 
  - March 10 (Wed.), 10:00 – 17:00 (JST) 
- Click on a “Enter Zoom” button above.
- There will be no staff available. We recommend that you gather several people and test these functions together.
- When testing the screen sharing function, please confirm that the contents of the document you plan to share are disclosable.
- A breakout room will be used for this test meeting. However, the breakout room function will not be used for Oral presentations on the day of the conference. \*Please install the latest Zoom Desktop Client on your computer as the breakout room function is not available on the Web Client.

# Meeting speakers (Oral A, Oral B)

## Final connection test

- There will be a connection test on following times. Participation is optional.  
March 18 (Thu.), 13:30 – 15:00 / 15:30 – 17:00 (JST).
- Please access the test site from the same environment as the day of your presentation.
- A staff will be on standby. You can test screen sharing, as well as video and audio connections with the staff.
- The staff will assist you in turn. If the room is too busy, please enter another meeting test site.
- The links for entering the test sites are here.  
[https://www.csj.jp/nenkai/101haru/data/final\\_connection\\_test.pdf](https://www.csj.jp/nenkai/101haru/data/final_connection_test.pdf)

# POSTER PRESENTERS

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# Poster presenters

## How to join the poster venue

- 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”
- The link for the Zoom meetings will be posted on the Web Program; please ensure you join the meeting 15 minutes before the start of a session.
- Once you join the main room, please go to the breakout room corresponding to your lecture number.
- Please wait in your breakout room for the duration of your presentation time.
- There will be no chair for the poster venue. When someone comes into your breakout room to ask you a question, please provide information and start your own Q&A session.

# Poster presenters

## Presentation length

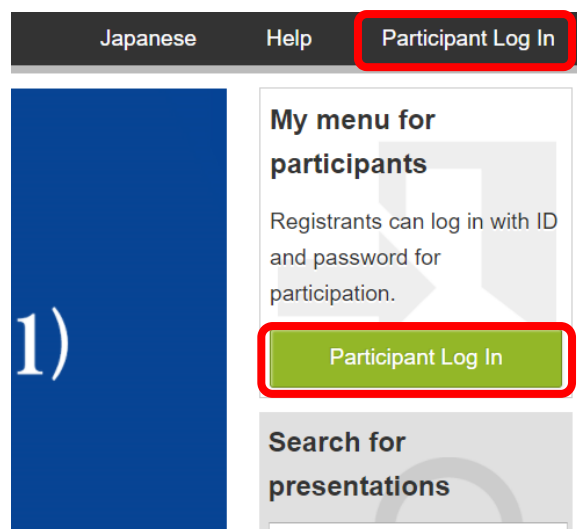
- The duration of each poster presentation is 45 minutes.
- Please wait in your breakout room during your presentation time.

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

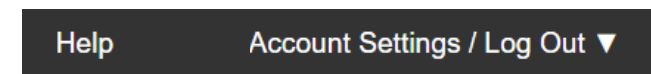
# Poster presenters

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

- First, please visit the Annual Meeting website (<https://confit.atlas.jp/guide/event/cs101st/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.



This screenshot shows the "Log In" form. It includes fields for "Login ID \*" (containing "csjnenkaitaro@chemistry.or.jp") and "Password \*" (masked with dots). There is a checkbox for "Keep me logged in" and a link to "Terms of Service". A green "Log In" button is highlighted with a red rectangle. Below the button is a link for "[Forgot your password?]".



**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.**

# Poster presenters

## 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.

Timetable	
Fri. Mar 19, 2021 Academic Program	>
Sat. Mar 20, 2021 Academic Program	>
Sun. Mar 21, 2021 Academic Program	>
Mon. Mar 22, 2021 Academic Program	>

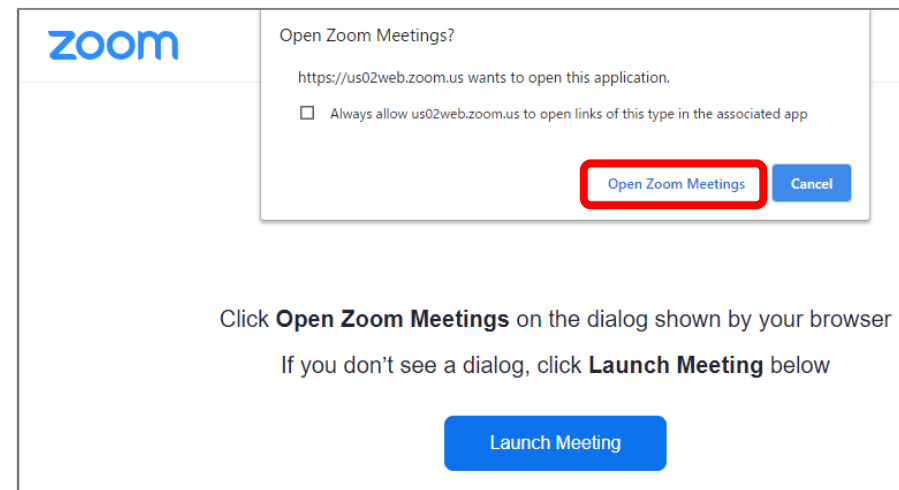


The 101st CSJ Annual Meeting				
Fri. Mar 19, 2021 Academic Pro...				Display switching
Area 1 Online Meeting	Area 2 Online Meeting	Area 3 Online Meeting	Area 4 Online Meeting	
Academic Program [Poster]	Academic Program [Poster]	Academic Program [Poster]	Academic Program [Poster]	
[P01-1am].02. Theoretical Chemistry, Chemoinformatics, and Computational	[P02-1am].03. Physical Chemistry -Structure-	[P03-1am].04. Physical Chemistry -Properties-	[P04-1am].05. Physical Chemistry -Chemical Kinetics and Dynamics-	
	03. Physical Chemistry -Structure- Poster	04. Physical		
	<a href="#">Click to the Online Room (Zoom)</a>			
	9:40 AM - 11:10 AM			

Click here to join Zoom.



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



# Poster presenters

## Preparing for your session

### <Before starting a session>

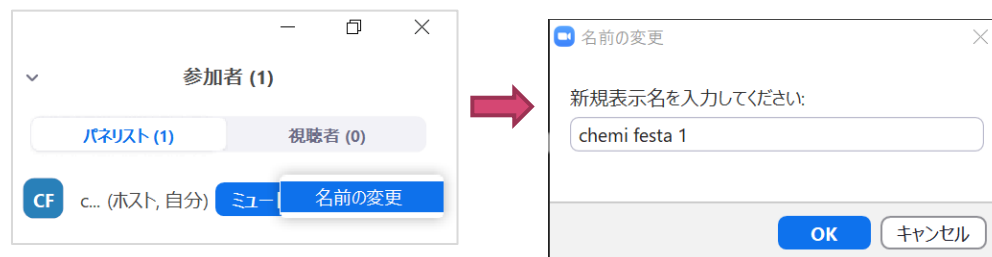
- Please join the webinar 15 minutes before the start of a session.
- When you enter the room, please confirm that your name is displayed as below:

speaker username (displayed name) ⇒ lecture number: full name (affiliation)

[e.g.] P01-1am-01: Taro Kagaku (Kagaku Univ.)

#### Changing your display name

Hovering your cursor over your name in the participant menu will give you the option to “rename” yourself.



- There will be a staff on standby in the main room (the first room). Please ask the staff if you have any questions.
- Please move to the breakout room of your presentation number.

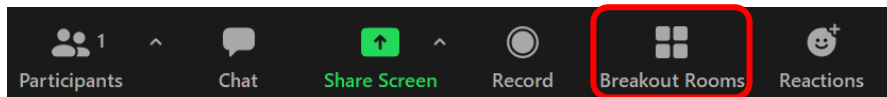


# Poster presenters

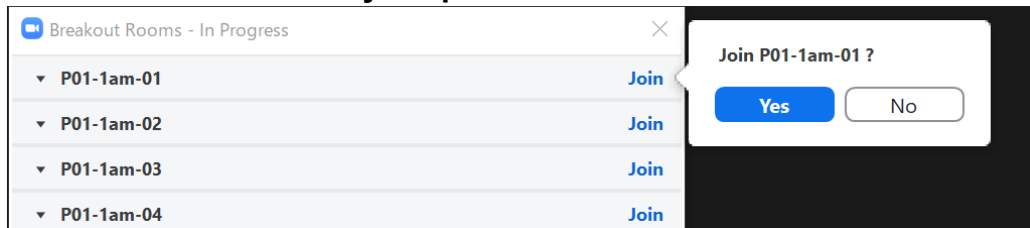
## How to enter the breakout room \*Please make sure that you have the latest version of the Zoom Desktop Client.

- ① First, join the meeting room of the poster session (see P. 30–32).
- ② Click on the “breakout room” icon on the toolbar and enter the breakout room of your presentation number.

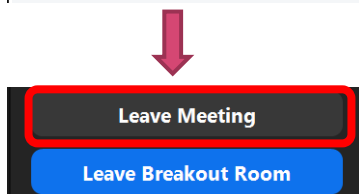
Click on the breakout room icon on the tool bar at the bottom of the screen.



Please click “Join” on your presentation number.



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



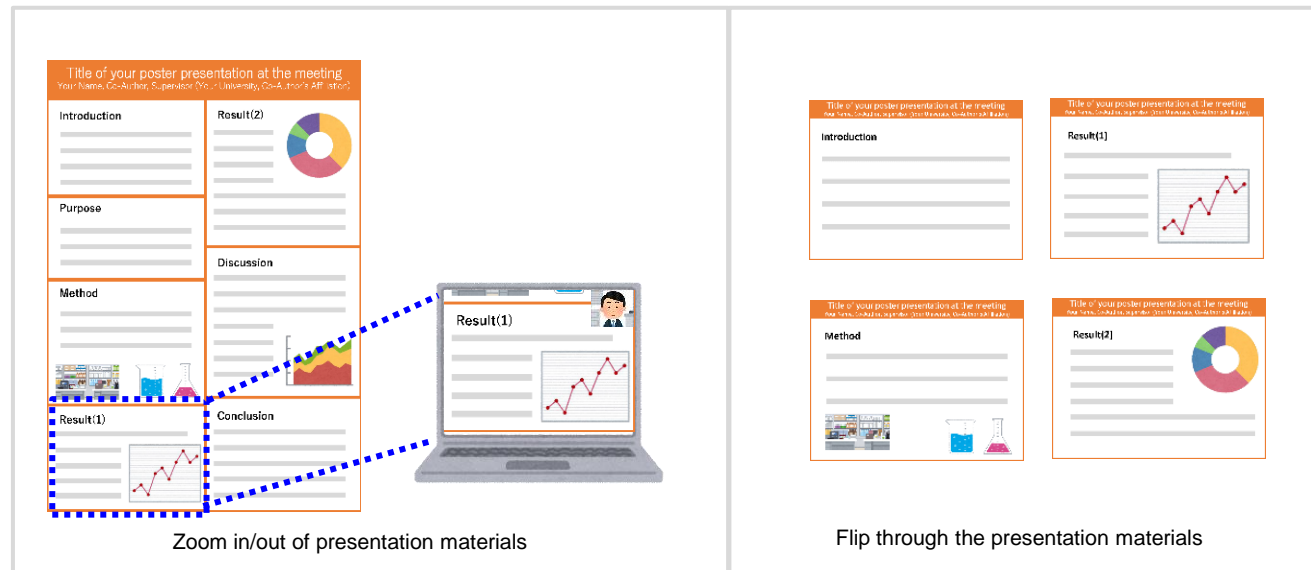
When the session ends:

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

# Poster presenters

## Presentation documents

- The screen share function of Zoom will be used for presentations. The presenter can zoom in or out of the document and change the page.
- Please prepare your document in landscape orientation.
- Presentation materials can be summarized in one page or divided into multiple pages.





# Poster presenters

## Summary

- Please access the meeting from the Web Program.
- Please join the meeting 15 minutes before the start of the session.
- When joining the room, please confirm that your name is displayed as below:  
Lecture number: full name (affiliation)  
[e.g.] P01-1am-01: Taro Kagaku (Kagaku Univ.)
- After joining the meeting room, please move to the breakout room of your presentation number.
- Please wait in your breakout room for the duration of your presentation time, providing information and answering any questions.
- Please respond to questions verbally.

# Poster presenters

## Test Zoom meeting

- We will open a Zoom meeting for testing at the following times. Please feel free to test screen sharing, as well as your video and audio connections in the breakout room provided.
  1. March 9 (Tue.) 10:00–17:00 (JST) 
  2. March 10 (Wed.) 10:00–17:00 (JST) 
- Click on a “Enter Zoom” button above.
- There will be no staff available. We recommend that you gather several people and test these functions together.
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# Poster presenters

## Final connection test

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- A staff will be on standby. You can test screen sharing, as well as video and audio connections with the staff.
- The staff will assist you in turn. If the room is too busy, please enter another poster test site.
- The links for entering the test sites are here.  
[https://www.csj.jp/nenkai/101haru/data/final\\_connection\\_test.pdf](https://www.csj.jp/nenkai/101haru/data/final_connection_test.pdf)

# EMERGENCY RESPONSE AND CONTACT INFORMATION

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(Webinars, Meetings, and Posters)

# Emergency response and contact information

(Webinars, Meetings, and Posters)

- If a speaker is late for their lecture, the session will be used as a break-time instead of moving the program up. The same applies to lectures that are withdrawn and lectures that are interrupted due to disconnection.
- Even if a speaker arrives late, or if there is an interruption, the lecture will end at the scheduled time.
- Only a co-author can substitute for a speaker. The substitute presenter must be an individual member of The Chemical Society of Japan.
- If an oral presenter is being substituted, the chair must be notified on the day. If it is a poster, the staff must be notified. The office does not need to be contacted.
- If, for some reason, the lecture must be withdrawn, please email the meeting secretariat:  
E-mail: [nenkai@chemistry.or.jp](mailto:nenkai@chemistry.or.jp)
- If there are connectivity issues or any other problems during a meeting, please contact below:

**Emergency Office Contact for Zoom-related Problems**

**090-3842-3970 / 070-4137-4828**

\*International calls unavailable. If you reside outside of Japan, please contact us by e-mail.