

Manuals for NDTFMA 2021

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NDTFMA 2021 will be held online via Zoom on Jan. 23 (Sat) **JP/KE time**, 2021. **Please confirm the time of your countries.**

To inform participants of conference Zoom link in advance, please send your registration form as soon as possible.

(Un-registered Zoom ID will be deleted)

<https://www.pu-toyama.ac.jp/EM-NANO2021/NDTFMA2021/>

Instructions

- you **MUST** have following items;

1. **Device:** PC (Windows, Mac OS, Linux, etc.) or Mobile (Android, iOS)

It is recommended to update to the latest version of Zoom app (Desktop Client or Zoom Mobile App) from zoom Download page (<https://zoom.us>) in advance. You can join the zoom meeting via Web browser (some function restricted)

2. **Network**

A high-speed network is required for stable connection.

- following items are **recommended** to have;

3. **Headset (microphone + earphones)**

It is possible to participate Zoom with a computer/device built-in audio, but you can enjoy conversations with high-quality voice by headset, as well as reduce unnecessary echoes/howling.

4. **Webcam**

Built-in webcam of notebook/mobile is good enough.

When you speak, i.e., when you are the speaker or the chairperson, or you would like to ask some questions, please “TURN ON your VIDEO” for smooth communication.

In other cases, please “TURN OFF your VIDEO” to reduce network traffic.

Instructions

Notes

- **When multiple people participate the conference from the same room**

If multiple computers with active audio in the same room, it may cause echo or howling.

Please MUTE the microphones except speaker and participate the conference with earphones, etc. to suppress echo or howling.

- **Copyright**

Unauthorized recording and redistribution (audio, video, still photography, etc.) of this meeting is strictly prohibited.

If necessarily, please obtain permission from all parties concerned, including presenters and organizer.

Citations and reprints in presentation materials, etc. are the same as above.

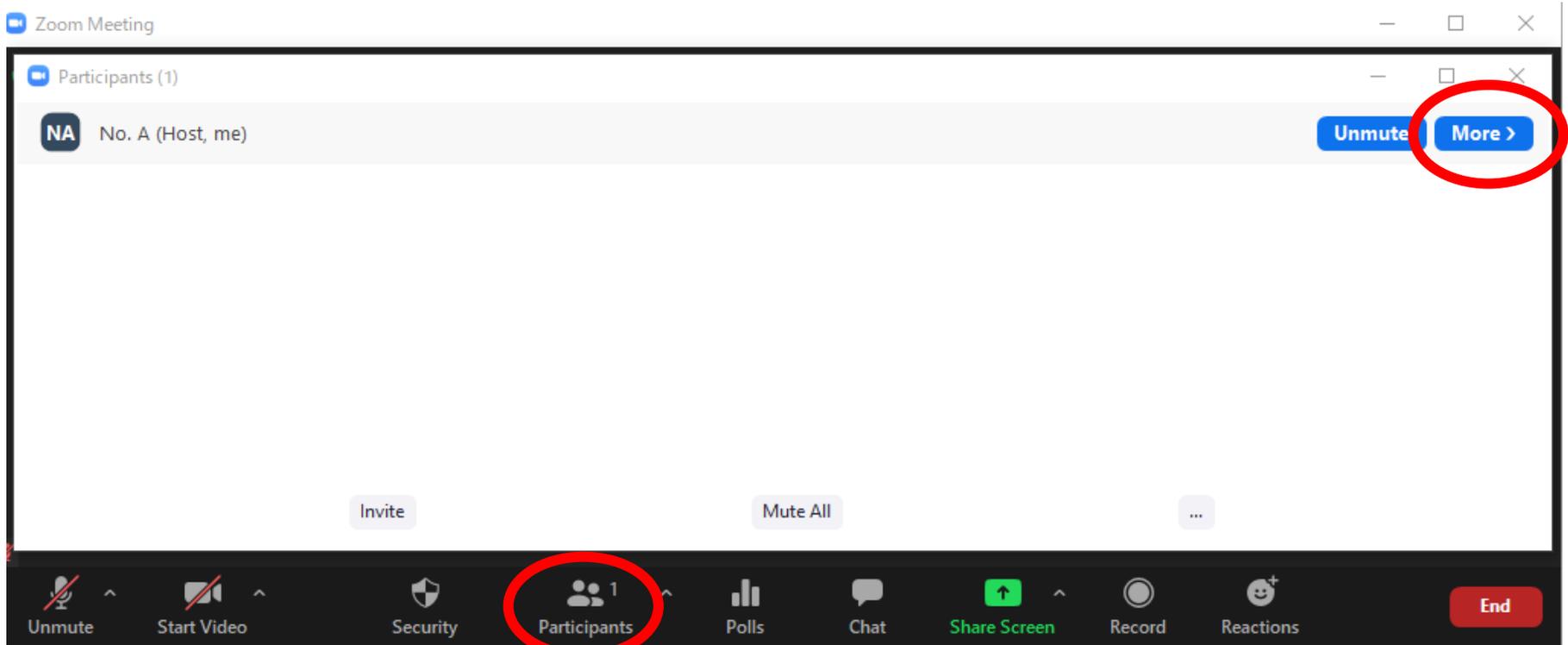
Instruction for Speakers

The organizing committee will send an email with a Zoom invitation link to all speakers by Jan. 18. The speakers can forward the email to their second ID* colleague, who can attend the conference. We want to confirm who is attending the Zoom conference, and delete any un-registered Zoom IDs. So, we need all Zoom ID information. Please send the registration form as soon as possible if you do not send yet.

* Zoom ID means the name being shown in the Zoom conference.

Instruction for speakers

0. Enter zoom meeting room by “URL, meeting ID, and password” provided in advance.
Please TURN OFF your microphone and video.
1. Click on Participants ⇒ Your Name ⇒ More ⇒ Rename
Rename as the Zoom ID you sent to the committee
(Ex: Asakawa YUJ)
2. Please enter zoom meeting room and complete rename process
at least 3 minutes before the Session



Instruction for speakers

3. 【Beginning of Presentation】

We have 6 sessions for on time oral Zoom presentations. At first, a session chair will determine if all speakers of this session are present or not before starting the session. When your presentation time (see program) comes, a moderator of the committee member starts your pre-recorded mp4 video presentation. After the video, the session chair asks the presenter the first question. After, there will be an open and live Q&A until the time is up. If the presentation and Q&A time is 20 seconds over the specified time, the moderator will stop it and starts next presentation.

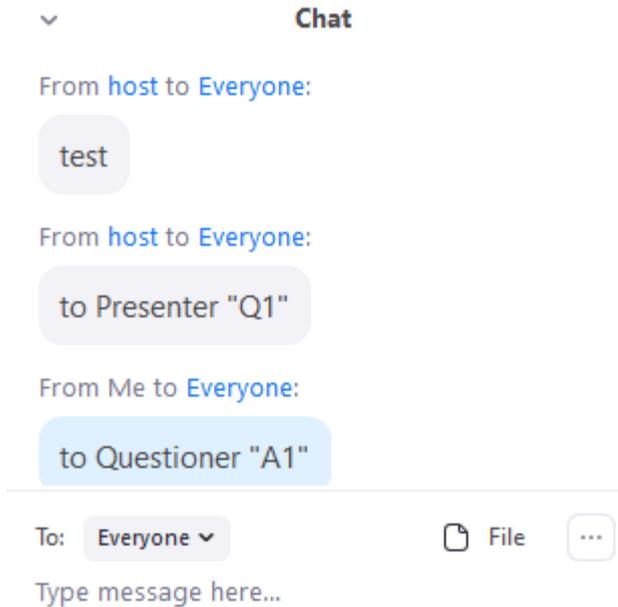
In short presentation (SP) session, there is no live Q&A. So, all speakers/attendees can ask questions directly to the SP speakers by e mail shown in the top page of the presentation video.

Instruction for speakers

4. 【Q&A】

The questioner is nominated by chairperson among who raise their hands, so please answer the questions orally.

* If there is a questioner not nominated by chairperson, Q&A may be operated by chat
(Ex)



* to (Questioner's name)
Please describe to whom you are answering

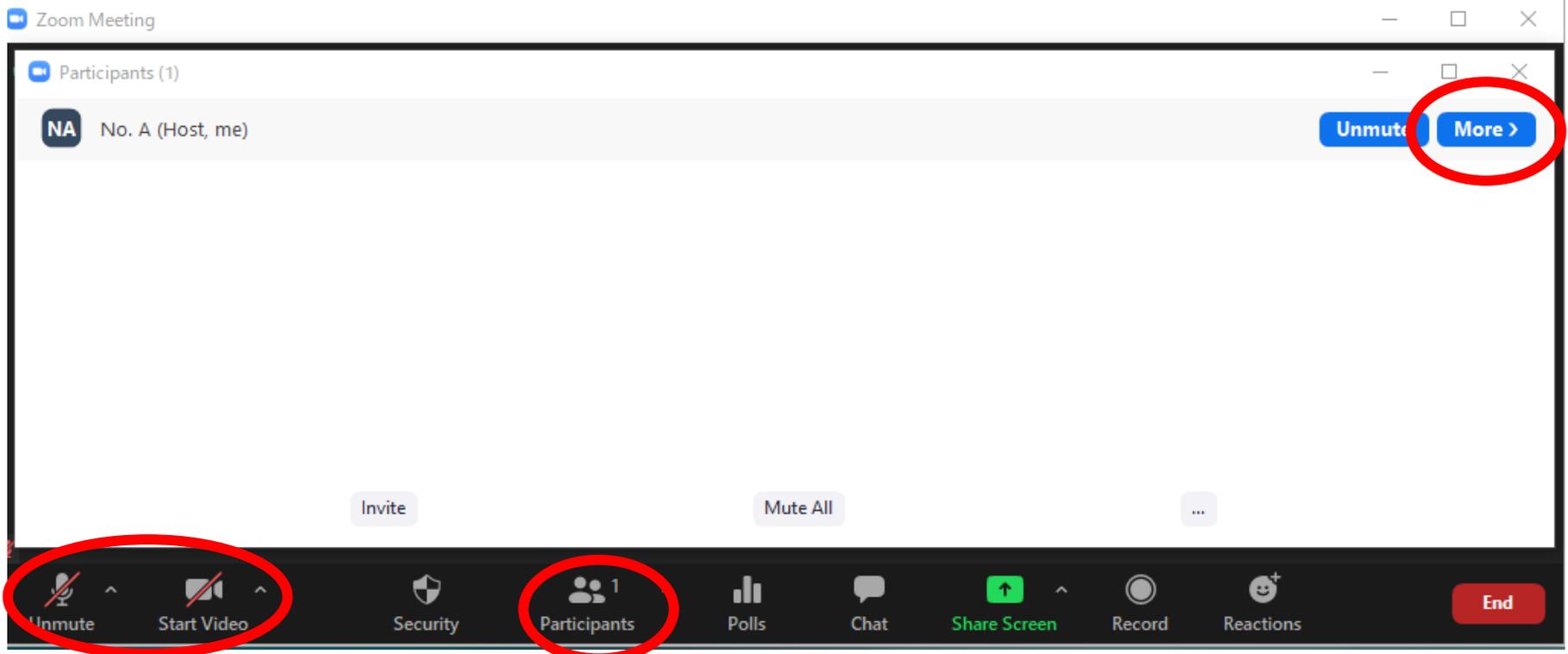
5. 【End of Presentation】

Please MUTE and STOP Share screen of presentation materials

Instruction for Attendees

Instruction for attendees

0. Enter Zoom meeting room by “URL, meeting ID, and password” provided in advance.
Please TURN OFF your microphone and video.
1. Click on Participants ⇒ Your Name ⇒ More ⇒ Rename
Rename as the Zoom ID you sent to the committee
(Ex: Asakawa YUJ)



Instruction for attendees

2. 【Q&A】

If you would like to ask questions, when the chairperson says “Ex: It’s now open for questions and comments,. Please raise Hand before your questions” ,

Choose “Raise Hand”

⇒When the chairperson call your name,

UNMUTE then ask questions

⇒MUTE again after your questions.

* In case your name is not caller by the chairperson :

Please post your question on chat system.

Please mention to whom you want to ask questions.

The screenshot displays a meeting interface. At the top, a 'Participants (2)' list shows 'Attendee (Me)' and 'host (Host)'. Below this, a toolbar contains 'Invite', 'Unmute Me', and a three-dot menu. The three-dot menu is open, showing options: 'Raise Hand' (circled in red), 'Reclaim host', and 'Merge to Meeting Window'. A chat window is open below the toolbar, showing messages from the host and the attendee. The chat messages are: 'test', 'to Presenter "Q1"', and 'to Questioner "A1"'. At the bottom, there is a 'To: Everyone' dropdown, a 'File' icon, and a text input field 'Type message here...'.