

The Astronomical Society of Japan Annual Meeting
Hybrid Meeting Participation Manual
For Audience

version: 1.0 (March 10, 2024)

Created by Annual Meeting Executive Committee 2024

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1 Introduction

1.1 Hybrid-mode meeting

The 2024 Annual Autumn Meeting of the Astronomical Society of Japan is held at the University of Tokyo for the following period:

March 11, 2024 (Mon) — March 15, 2024 (Fri)

The first two days (March 11–12) will be dedicated mainly to the focused sessions, special session, commemoration lecture, and general assemblies with both in-person and online participation (hybrid-mode). The remaining days of the meeting will host regular sessions with online participation (online-mode).

All participants at the venue or from remote sites need to register for participation prior to the meeting. The online participants can join the meeting via a web-meeting system “Zoom.” Note that the support for online participants will be on a best-effort basis. This manual describes how to participate in the hybrid and online meeting.

1.2 Notice for participation

Participants should carefully read the information provided by the organizer before joining the meeting. Online participants are required to prepare to use Zoom software on your own device. Please make sure the Zoom connection addresses for each session, sent about a week before the meeting.

The quality of Zoom meeting will depend on the performance of your devices (e.g., PC) and network (bandwidth). Check in advance [the ZOOM website \(Help Center\)](#) to confirm that you can successfully participate a Zoom meeting.

Please pay attention to the following points:

- **Recording presentations and taking screenshots are strictly prohibited.**
- **Do not disclose the meeting information on the web. Redistribution of the meeting is strictly prohibited.**

1.3 Network Connection

The eduroam is available in the University of Tokyo. Participants who have access to the eduroam are supposed to use the eduroam. Guest accounts for the UTokyo Wi-Fi network are issued for participants who cannot use the eduroam. Apply for the guest account at the Wi-Fi booth in the registration.

1.4 Meeting Schedule

The meeting schedule is provided below. The hybrid or on-line sessions as Zoom meetings are written **in blue**. The sessions **in green** are hybrid sessions as Zoom webinars.

March 11 (Mon) Day 1

- 09:30 – 10:00 Registration
- 10:00 – 12:10 Normal Session (morning)
- 12:10 – 13:30 Lunch Break
- 13:30 – 15:40 Normal Session (afternoon)
- 15:40 – 16:30 Poster Session
- 16:30 – 18:00 Society General Assembly
- 17:00 – 18:30 Astronomy Education Forum

March 12 (Tue) Day 2

- 09:30 – 10:00 Registration
- 10:00 – 12:10 Normal Session (morning)
- 12:10 – 13:30 Lunch Break
- 13:30 – 14:30 Poster Session
- 14:30 – 16:15 Commemoration Lecture
- 16:30 – 17:30 Special Session (TAO)

March 13 (Wed) Day 3

- 10:00 – 12:10 Normal Session (morning)
- 12:10 – 13:30 Lunch Break
- 13:30 – 15:40 Normal Session (afternoon)
- 16:00 – 17:00 Poster Session

March 14 (Thu) Day 4

- 10:00 – 12:10 Normal Session (morning)
- 12:10 – 13:30 Lunch Break
- 13:30 – 15:40 Normal Session (afternoon)
- 16:00 – 17:00 Poster Session

March 15 (Fri) Day 5

- 10:00 – 12:10 Normal Session (morning)
- 12:10 – 13:30 Lunch Break
- 13:30 – 15:40 Normal Session (afternoon)
- 16:00 – 17:00 Poster Session

※ Detailed schedule is available on the web site of the annual meeting.¹

¹ <https://www.asj.or.jp/jp/activities/nenkai/>

2 Preparation of Meeting Application Zoom

2.1 Zoom Installation

The meeting application Zoom will provide the online streaming of the meeting. The standard Zoom meeting is used in normal sessions, while the Zoom webinar is used in the society general assembly. All the online presenters and participants should install the Zoom application in their devices. When a session room is fully occupied, on-site participants may be guided to a spare room for online participation. Thus, the on-site participants are also recommended installing the Zoom application in their computers.

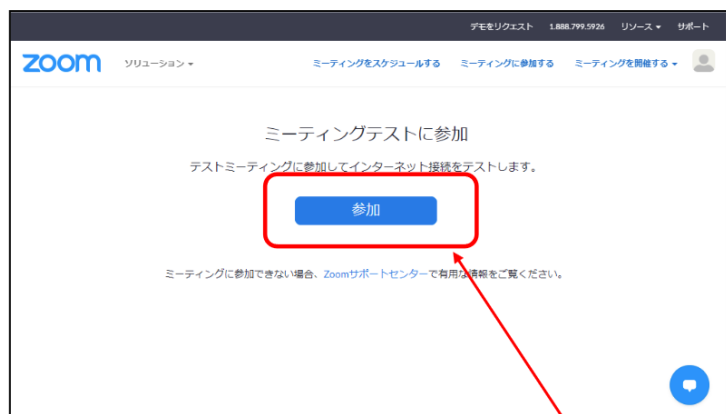
You can download the latest Zoom software from the URL below:²

Zoom Download Center <https://zoom.us/download>

2.2 Connection Test

When you successfully completed the preparations above, go ahead with the Zoom connection test. You can test your network via the following URL:

Zoom Meeting Test <https://zoom.us/test>



You can start a test meeting by clicking the “Join” button. Please make sure that your speaker and microphone work properly.

2.3 Preparing the meeting information

Each session has its own meeting URL and password. A PDF document that lists the URLs and passwords will be sent in advance from the LOC. Make sure to have the document in participating in a meeting.

² The Zoom application is frequently updated for security. We strongly recommend keeping the software up-to-date.

3 Participation Guide (on-site participants)

3.1 Preparation

Carefully read the guidance and announcement form the venue. Please take good care of your health and refrain from participating if you are not feeling well.

3.2 Participation (on-site)

3.2.1 Registration

Come to the reception desk and receive the name badge when you arrive at the venue. Carefully read the announcement from the LOC. You need to show a QR cord at the reception desk, which will be sent in advance to the e-mail address in the application. Make sure that you bring the code with you and come to the venue.

3.2.2 Entering the session room

Please come to the session room by about 5 minutes before the session starting time. The number of seats may be limited. Please have a seat after confirming the availability of the seat. In case that the number of seats is not sufficient, some participants will be guided to spare rooms. Follow the instruction by the chair and LOC.

Follow the guidance from the meeting committee (e.g., wearing a mask properly).

3.2.3 Session guide

The chair will provide a brief instruction of the session. About 3 minutes before the session starting time, the chair will explain how to join the session for audiences.

3.2.4 Question & Answers

The chair offers questions from the audiences. If you have questions, **raise the hand and wait** until the chair names you. A staff will hand you a Q&A microphone to you. Then, ask questions. In some session rooms where the Q&A microphone is set at the front, come to the microphone and make questions. Making clear and short questions are preferred so that on-line participants easily listen to the questions.

4 Participation Guide (online participants)

4.1 Preparation

4.1.1 Setting up your environments

Prepare the following items and environments in advance.

- **Network connection:** A stable network connection is preferred. The Zoom application may show an alert message “Your internet connection is unstable” and abruptly terminate when your network has a problem.
- **Meeting Device:** Prepare your preferred device for presentation (laptops, tablet PCs, smart phones, etc.).
- **Speaker:** Make sure that you are able to listen to the meeting. Any types of speakers (built-in, external, or earphones) are available, but headphones and earphones are preferred to avoid the audio feedback in case that there is someone else in the same room.
- **Microphone:** Make sure that your microphone works so that you can ask questions. Any types of microphones are available (built-in, external, headset, etc.). ※ Make sure to mute the microphone except when necessary.

4.2 Participation (online)

4.2.1 Preparing the meeting information

Each session has its own meeting URL and password. A PDF document that lists the URLs and passwords will be sent in advance from the LOC. Make sure to have the document at hand in participating in a meeting.

4.2.2 Entering the session room

Please come to the session room by about 5 minutes before the session starting time.

Connect to the Zoom meeting by clicking the URL corresponding to the session. After filling the information (name and e-mail address), the Zoom application will start. Do not enter multiple session rooms to reduce excessive network load. A step-by-step instruction is provided below:

1. Click the meeting URL, or enter it in the browser address bar.
e.g., <https://zoom.us/meeting/register/XXXXXXXXXXXXXXXXXX>
2. Fill out the information in the registration page.³ Note that the appearance of the registration page may be slightly different if the session is held as a Zoom webinar.

The screenshot shows a Zoom registration page with the following fields and annotations:

- Legend:**
 - 「名」 Your given name
 - 「姓」 Your family name
 - 「メールアドレス」 : E-mail address
- Note:** You have to update the name after entering the meeting room.
- Form Fields:**
 - 名 (Given Name): 花子
 - 姓 (Family Name): 天文
 - メールアドレス (E-mail address): nenkai@asj.or.jp
 - メールアドレスを確認 (Confirm E-mail address): nenkai@asj.or.jp
- Button:** ミーティング参加が進行中 (Meeting participation is in progress)
- Annotation:** Push the blue button and launch the app.

³ Note: the Zoom connection information will be sent by an email if the registration is more than 30 minutes earlier than the session starting time. Use the URL in the email when the session starts.

3. Launch the Zoom application (showing the case of the PC application)



4. Enter the meeting room.



5. Change the display name.



The participants should change the display names following the format. Select “Participants” in the bottom menu, and you will find the participant list. Show the mini menu by clicking “More” of your name in the list, and select “Rename” to change your display name as follows:

Display Name

name + (affiliation)

e.g., John Tenmon (Tenmon University)

Make sure that both the speaker and microphone are muted.

The following functions may be used in the session.

- Mute: Controls of the speaker and microphone. You can mute/unmute the microphone here. In-person participant should mute the microphone.
- Reactions: There is a "Raise Hand" button, used in the Q&A session.
- Participants: You can open/close the participant list (the right pane in the figure).
- Chat: You can send messages to participants.

4.2.3 Presentations

The chair or organizer will provide an instruction of the session about 3 minutes before the session starting time.

Make sure that your microphone is muted during a presentation. The LOC may make you muted in case that your microphone is wrongly activated.

Presentations are distributed via Zoom in two ways:

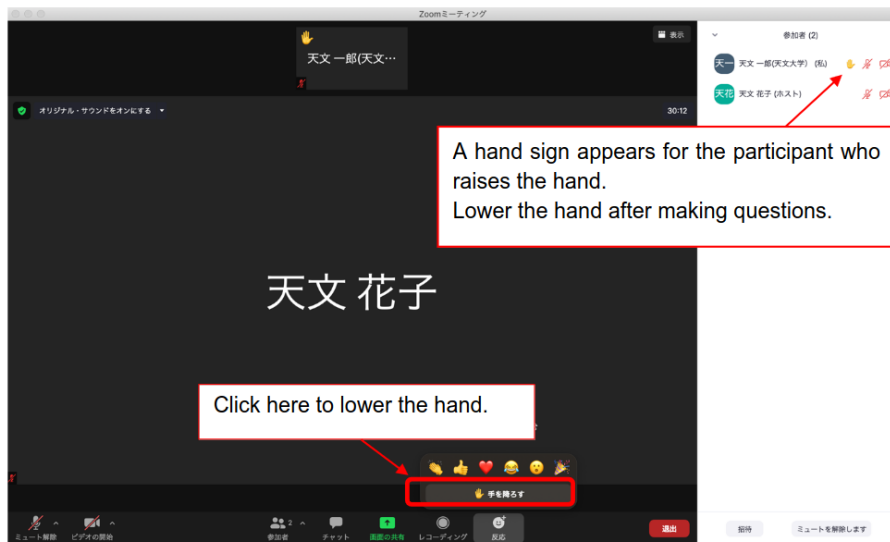
1. On-site speaker: The presentation is shared as the video of the meeting host. Make sure that the Zoom application is in "Speaker View".⁴
2. Online speaker: The speaker will share the presentation application via the screen sharing function of Zoom. Watch the shared contents.

Entering and leaving the session are not restricted. Use the red "Leave" button on the bottom right to leave the session.

4.2.4 Q&A Session

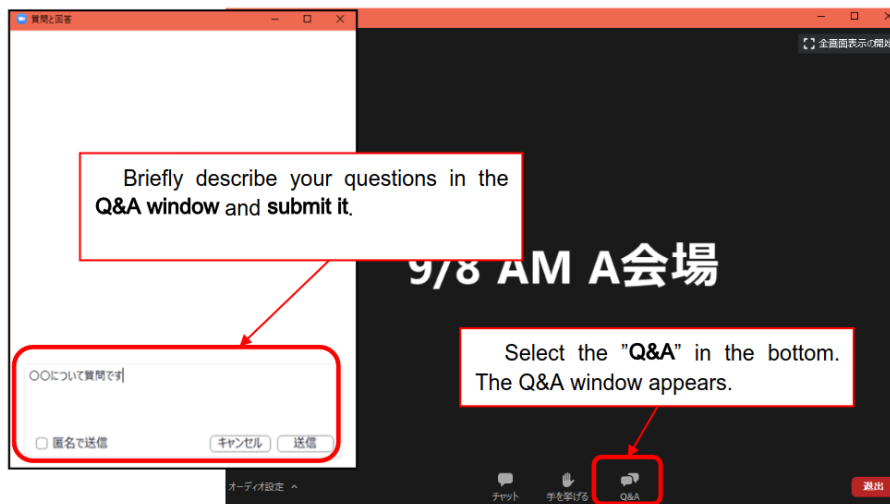
The chair offers questions from the audiences. If you have questions, use the "Raise Hand" button in "Reactions" of the bottom menu and wait until the chair names you. Then, unmute your microphone by yourself and ask questions.

⁴ The host is spotlighted so that the presentation video will be shown by default. Please inform the chair if the presentation video is not prioritized.



- First identify yourself and then ask questions.
- Speak steadily. Making clear and short questions are preferred.
- Mute your microphone by yourself after the question is completed.

The Q&A procedure is slightly different in Zoom webinars. Select "Q&A" and briefly describe your questions (e.g., I have a question on XXX.).



Use the "Raise Hand" button in case that the chair requests. After the chair names you, the meeting staff will unmute your microphone. Then, ask questions via Zoom. When the questions are completed, the meeting staff will mute again.

The Q&A session may be in a different manner for webinars. Follow the moderator and the chair of the session.

5 Troubleshooting

5.1 Troubles on online session

5.1.1 Zoom meeting is unstable.

In case that the local network is unstable, the Zoom meeting may frequently freeze or be disconnected. The chair may ask on-site participants not to use the Wi-Fi network, or another Wi-Fi network is prepared for on-site presenters. Follow the instruction of the chair and meeting staff.

If it seems impossible to run a session via the Zoom meeting, we may give up the hybrid-style session (streaming presentations and online presentations).

5.1.2 Zoom meeting is disconnected.

Try to reconnect after checking the LAN cable or the Wi-Fi network. In case that it takes time to solve the problem, let the chair know the situation and follow the instruction of the chair and meeting staff.

5.1.3 No presentation screen in a hybrid session

Make sure if the presentation is given by an onsite speaker or online speaker. The presentation screen of an onsite speaker will be shared as the video of the meeting host in a hybrid session. Please make sure that the Zoom window is set "Speaker View" instead of "Gallery View". Refer to the Zoom manual for the way to change the Zoom view mode.

5.1.4 Audio feedback happens

On-site presenters are to make sure both the microphones and speakers are muted. Please review your audio settings if you join the session via Zoom in a spare room. Follow the instruction of the chair and meeting staff.

5.1.5 The voices of on-site participants are inaudible.

Notify the chair of the voice inconvenience. The meeting staff will rearrange the audio setting and the microphones.

5.1.6 The voices of remote participants are inaudible.

Check your audio setting if you join as an online participant. If you are on-site participants, notify the chair or meeting staff of the voice inconvenience. The meeting staff will rearrange the setting of the conference microphone, or the chair will use a hand microphone to amplify the voice.

In case that the microphone of the online participant matters, the chair will ask the online participant to speak louder.

5.2 Miscellaneous troubles

5.2.1 Meeting schedule is delayed.

A large delay may affect other sessions. In case that the delay gets more than 20 minutes, the annual meeting committee will discuss the measures to be taken. Follow the instruction of the chair and meeting staff.

5.2.2 A presenter does not attend the session.

The presentation will not be skipped to keep the schedule. The presentation will be regarded as canceled if the presenter does not show up.

6 Closing Remarks

7 Feedback

There will be a questionnaire after the meeting. We'll fully appreciate your cooperation.

7.1 Hybrid and Online Meeting

Since the Zoom application is frequently updated, the appearance of the menu may be different among devices and versions. Refer to the official website. If you have any questions and unclear points on the meeting and the manual, do not hesitate to ask the chair, LOC, and committee.

There can be some unexpected troubles in the hybrid-style meeting. Keep calm and flexibly tackle with unexpected troubles. If you have any questions and unclear points, do not hesitate to ask the chair, LOC, and committee.

Phone Number during the meeting:

090-4387-6893 (Academic Secretariat)

E-mail Addresses:

nenkai-committee@asj.or.jp (Annual Meeting Executive Committee)

nenkai@asj.or.jp (Academic Office)