

The Astronomical Society of Japan Annual Meeting
Hybrid Meeting Participation Manual
For Oral and Poster Presenters

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Created by Annual Meeting Organization Committee 2025

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1. Introduction

1.1 Hybrid-mode meeting

The 2025 Annual Spring Meeting of the Astronomical Society of Japan is held by Ibaraki University for the following period:

March 17, 2025 (Mon) — March 20, 2025 (Thu)

Participants are expected to give their presentations on site, while the presentations will be distributed 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. All participants at the venue or from remote sites need to register for participation prior to the 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 organizing committee does not provide the Internet access. Please prepare the Internet access on your own.

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 17 (Mon) Day 1

09:30 – 10:30	Registration
10:30 – 12:40	Normal Session (morning)
12:40 – 14:00	Lunch Break
14:00 – 16:10	Normal Session (afternoon)
16:10 – 17:00	Poster Session
17:00 – 18:30	Astronomy Education Forum
19:00 – 20:30	Administration Board Meeting

March 18 (Tue) Day 2

09:00 – 09:30	Registration
09:30 – 11:40	Normal Session (morning)
12:10 – 13:00	Lunch Break
13:00 – 15:10	Normal Session (afternoon)
15:10 – 16:00	Poster Session
16:00 – 17:30	Society General Assembly

March 19 (Wed) Day 3

09:00 – 09:30	Registration
09:30 – 11:40	Normal Session (morning)
12:10 – 13:00	Lunch Break
13:00 – 15:10	Normal Session (afternoon)
15:10 – 16:00	Poster Session
16:00 – 17:30	Commemoration Lecture
18:00 – 20:30	Social Hour

March 20 (Thu) Day 4

09:00 – 09:30	Registration
09:30 – 11:40	Normal Session (morning)
12:10 – 13:00	Lunch Break
13:00 – 14:00	Poster Session
14:00 – 16:00	Special Session (White Paper)

※ Detailed schedule is available on the website 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.

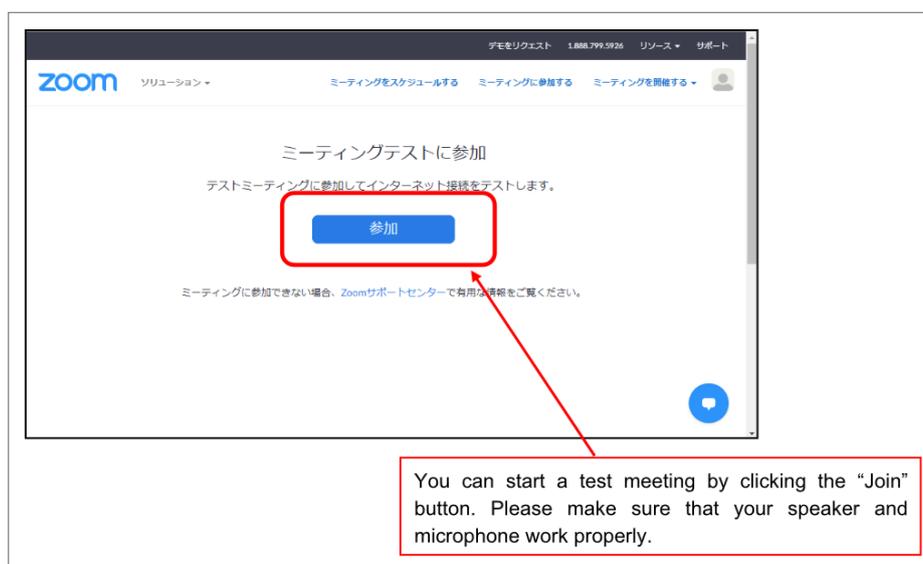
You can download the latest Zoom software from the URL below:²

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>



Zoom Meeting Test

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 speakers)

3.1 Preparation

3.1.1 Preparing the presentation material

You are supposed to make an oral presentation on your own device. We offer an HDMI cable for connecting to a projector. Make sure that your device has an HDMI terminal. Otherwise, please have an HDMI adaptor should be prepared. You do not need to submit a backup presentation material in advance, but we recommend you making a PDF version of the presentation material in case of troubles.

Posters (b- and c-type presentations) will be presented in a special website. All the posters should be uploaded in advance. Submit the poster file via the uploading form.³ The due date of the poster submission is as follows. After the deadline, the poster file cannot be replaced.

Deadline of Poster File Submission: **March, 14 (Fri) 12:00**

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 email 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

Presenters should come to the room by 10 minutes before the starting time of the session. The session chair will call over the names about 5 minutes before the 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. You may be asked to join the session in a spare room and move to the session room before your presentation.

3.2.3 Preparation just before the session

The presenters are allowed to check if your presentation device can have a connection to the projector by 10 minutes before the session starting time. Start the test with the permission from the session chair and meeting staff.

The chair will call over the names and provide a session guide by 3–5 minutes before the session starting time. Prepare this manual at hand. The chair will provide the brief instructions for audiences about 3 minutes before the session starting time.

³ Detailed information will be announced by the society and presented in the ASJ website.

3.2.4 Presentation

Please move near the presentation stage when your presentation time approaches. The waiting space may be different in the session room. Please follow the chair's instruction. We offer an HDMI cable for presentations. Wait at the presentation stage with your device connected with an available HDMI cable if you are the first presenter in the session. Otherwise, wait near the stage so that you can start your presentation swiftly.

Your presentation time starts when the session chair declares the end of the former presentation and introduces your name and presentation title. The meeting staff will arrange the connection and your device is connected with the projector. Please start your presentation when your screen is successfully displayed.

Inform the chair and LOC if you have any difficulty in sharing the presentation window. There are two possible workarounds as follows:

1. You can make a presentation as an online presentation, if you can join the session via Zoom. Show your presentation material via the screen sharing function of Zoom. Please follow the instruction in Section 4.
2. You can make a presentation with another computer (e.g., the laptop hosting the meeting). We offer a USB storage to share the presentation material. Only the PDF version of the presentation material is acceptable.

Please follow the chair's instruction in any cases.

The microphones are prepared by the LOC. The speaker and microphone of your device should be muted. In the presentation, make sure to use the microphone so that online participants can listen to you.

When the Q&A time after the presentation ends, the chair declares the end of your presentation. Immediately go back to your seat with the HDMI cable pulled out. Thank you for keeping the session on time.

3.2.5 Q&A Session

The chair offers questions from the audiences. Participants who have questions should raise the hands (online participants are supposed to use "Raise Hand" button). The participants chosen by the chair will make questions. Answer the question using the microphone for the presenter.

4. Participation Guide (online speakers)

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, smartphones, 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.

4.1.2 Preparing the presentation material

You are supposed to make an oral presentation on your own device. Make sure that you can share your presentation via the screen sharing function of Zoom.

Posters (b- and c-type presentations) will be presented in a special website. All the posters should be uploaded in advance. Submit the poster file via the uploading form.⁴ The due date of the poster submission is as follows. After the deadline, the poster file cannot be replaced.

Deadline of Poster File Submission: **March, 14 (Fri) 12:00**

4.2 Participation (online)

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.

Connect to the Zoom meeting when you arrive at the session room. Clicking the meeting URL in the PDF document sent from the LOC will bring you to the registration page. After filling the information (name and email address), you can join the Zoom meeting. A step-by-step instruction is described below:

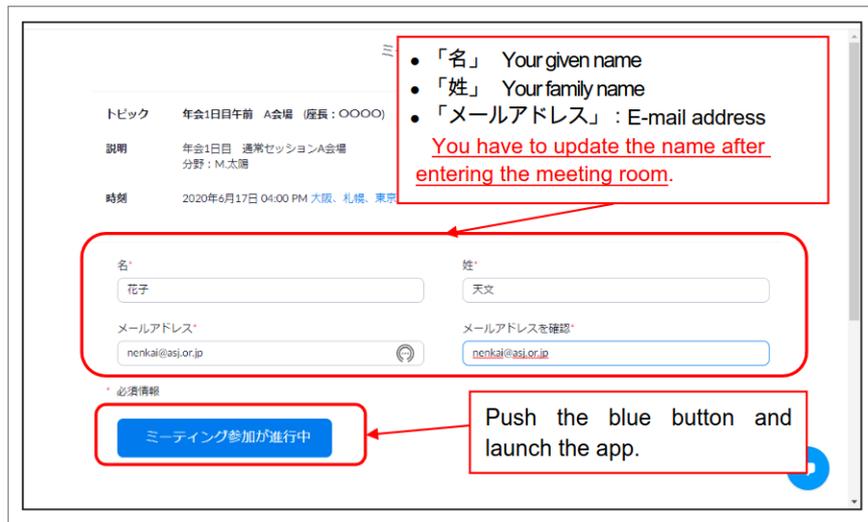
1. Click the meeting URL, or enter it in the browser address bar.

e.g., <https://zoom.us/meeting/register/XXXXXXXXXXXXXXXXXX>

2. Fill out the information in the registration page.⁵

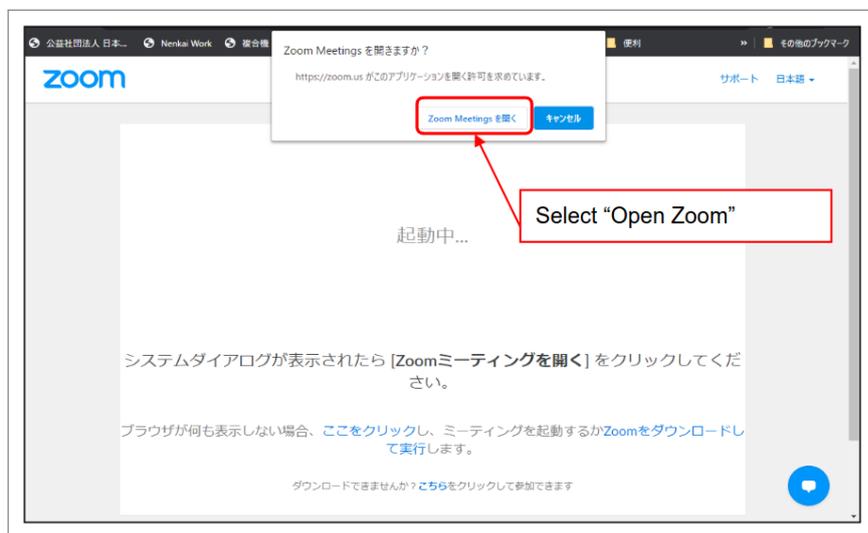
⁴ Detailed information will be announced by the society and presented in the ASJ website.

⁵ 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.



Registration

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



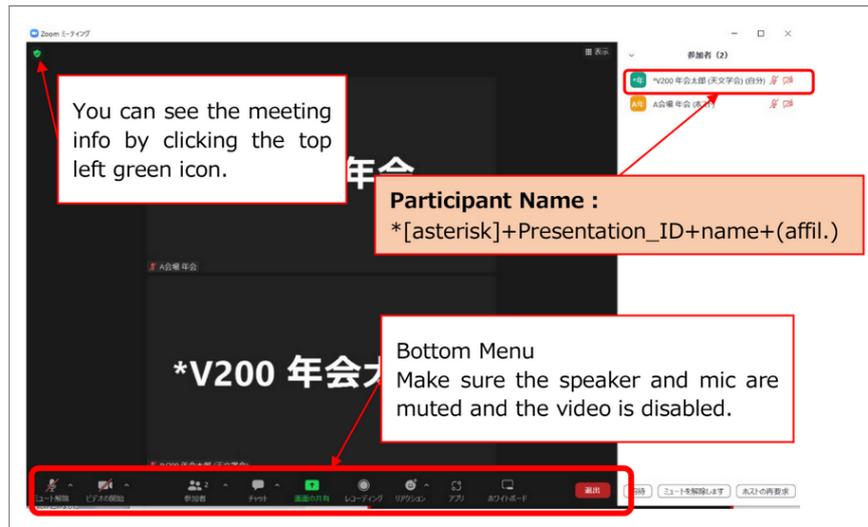
Start Zoom

4. Enter the meeting room.



Enter the meeting room

5. Change the display name.



Change the display name

The participants should change the display names along with the following 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:

***(presentation ID) + name + (affiliation)** / e.g., *Z401a 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. On-site participants 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.

4.2.1 Preparation just before the session

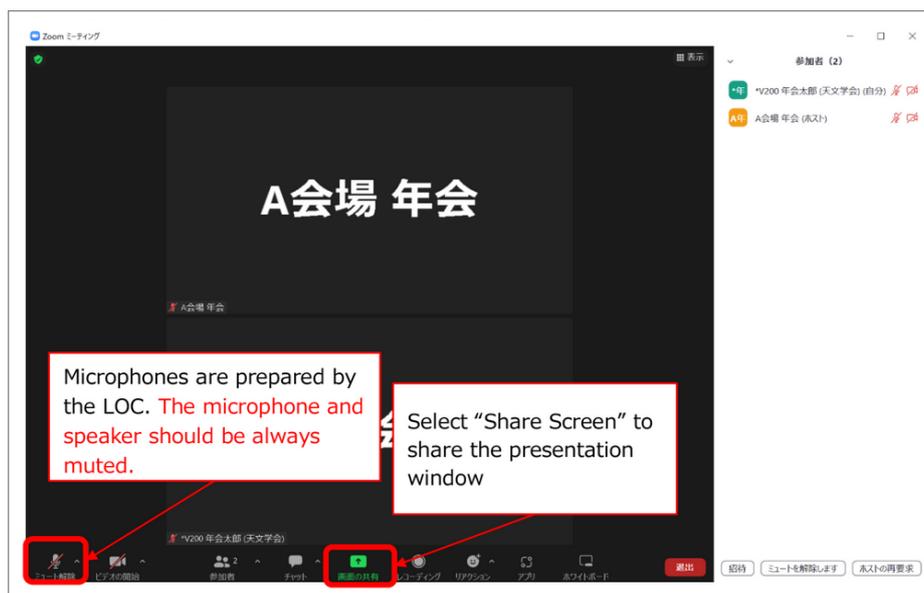
The presenters are allowed to do a screen sharing test via Zoom by 10 minutes before the session starting time. Start the test with the permission from the session chair and meeting staff.

The chair will call over the names and provide a session guide by 3–5 minutes before the session starting time. Prepare this manual at hand. The chair will provide the brief instructions for audiences about 3 minutes before the session starting time.

4.2.2 Presentation

Keep your device connected to the Zoom meeting. When your slot approaches, move close to the presenter’s stage and wait.

Your presentation time starts when the chair declares the end of the former presentation and introduces your name and presentation title. Share the screen via Zoom and start the presentation.⁶



Sharing presentation

Inform the chair and LOC if you have any difficulty in sharing the presentation window.

The microphones are prepared by the LOC. The speaker and microphone of your device should be always muted. In the presentation, make sure to use the microphone so that online participants can listen to you.

When the Q&A time after the presentation ends, the chair declares the end of your presentation. Immediately terminate the screen sharing and go back to your seat. Quickly changing places will help keep the session on time.

4.2.3 Q&A Session

The chair offers questions from the audiences. Answer the question using the microphone of your device.

5. Troubleshooting

5.1 Troubles on presentations

5.1.1 Cannot make a presentation

You cannot cancel the presentation or change the presenter without the permission of the Annual Meeting Organization Committee. Please contact the Annual Meeting Organizing Committee promptly via email nenkai-committee@asj.or.jp or phone (see, p.11) and follow the instructions.

If there are urgent circumstances such as the sudden need for isolation due to an infectious disease, we may permit online presentations. Please notify the Annual Meeting Organization Committee as early as possible, by the evening of the day before the presentation at the least.

⁶ In case that the former presenter does not stop sharing, you may see an alert message that the operation may terminate the other screen sharing. Dismiss the message and go ahead with screen sharing.

5.1.2 Cannot share the presentation application via Zoom

Share the presentation material to a LOC in the session when you cannot share the presentation screen via Zoom. The chair will decide which computer shows the presentation material (e.g., the Zoom host computer in a hybrid session). You are not required to submit a backup presentation file, but we recommend you making a PDF version of the presentation material.

The chair may allow you to make a presentation at the end of the session, if you cannot make a presentation via serious troubles. Please follow the instruction of the chair.

5.1.3 Serious troubles on the host computer

The LOC will provide a backup hybrid system (a laptop, conference microphone, and video capture device). The hybrid session can be terminated in case that it requires too much time to deal with troubles (e.g., all the backup systems are occupied).

5.2 Troubles on online session

5.2.1 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).

5.2.2 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.

5.2.3 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.

5.2.4 Audio feedback happens

On-site presenters are to make sure both the microphones and speakers are muted. Follow the instruction of the chair and meeting staff.

5.2.5 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.

5.2.6 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.

5.3 Miscellaneous troubles

5.3.1 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.

5.3.2 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

6.1 Feedback

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

6.2 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)