

The Astronomical Society of Japan Annual Meeting  
Online Participation Manual  
(for Audience)

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Created by: Annual Meeting Executive Committee

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## 1. Introduction

### a. Regarding online format

The spring 2022 Annual Meeting of the Astronomical Society of Japan was due to be held at Hiroshima University, but considering the impact of the spread of the COVID-19 infection, it has been decided that it will be held completely online, according to the **following schedule**.

March 2, 2022 (Wed) - March 5, 2022 (Sat)

The Web meeting system “Zoom” will be used to hold this meeting. This manual is to be provided to audience participating in the annual meeting online using their PCs from the University or home.

### b. Points to note regarding participation

The recommended connection environment depends on Zoom. As the settings for the connection media (PC, etc.) and communication environment greatly influence the service status, use the ZOOM (Help Center) site to confirm that your environment is supported in advance. Please also pay attention to the following points.

- It is strictly prohibited to record or capture the screen, audio recordings, or presentation materials when participating in the course.
- It is strictly prohibited to redistribute, by publishing or distributing to a site.
- If you intend to make an article about the meeting to the public, please contact the ASJ office in advance.

## 2. Prior preparation

### a. Preparation of the connection environment

For the day, you will need the following items.

- **Network**

Prepare a stable connection before connecting. In case the connection is likely to be dropped, an alert such as “the OO network bandwidth has become low” will be displayed, and the application may close.

- **Terminal that can be used for connecting**

PC, smartphones, tablets, etc.

- **Speakers**

Built-in PC speakers, external speakers, earphones, etc. When you use a microphone, we recommend the use of earphones or headphones to prevent feedback.

- **Microphone**

This is required for asking questions, etc. (Built-in microphone, externally-attached microphone, headset etc.)

- **Camera**

This is used when showing your face (PC's built-in camera, Web camera, etc.) \* Basically, this is set to OFF

b. Preparing the application (Zoom)

Install Zoom on the terminal you will use on the day in question.  
You can download it from the following site.

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

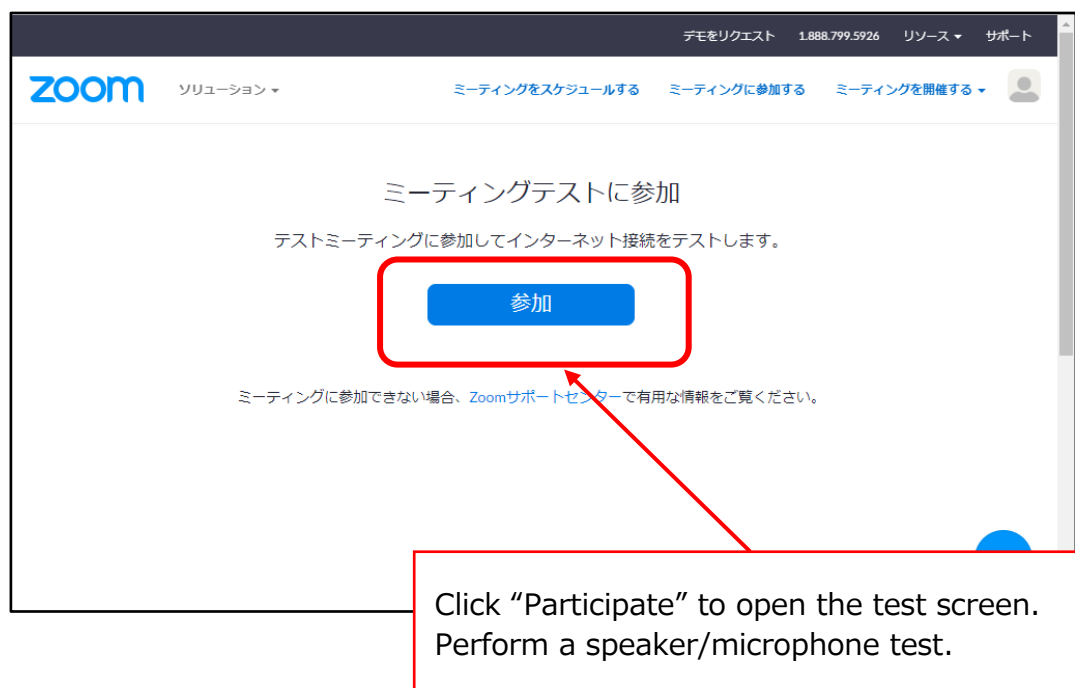
**[Caution!!]** As demand has greatly increased recently, there are frequent updates to improve security. We recommend keeping the application as up-to-date as possible after downloading it.

c. Connectivity test

After preparing a and b above, we recommend that you perform a connectivity test.

The connectivity test can be performed from the following site.

Zoom meeting test <https://zoom.us/test>



### 3. Participation on the day (Zoom meeting)

#### a. Preparing the connection information

You will need the URL and password of the venue to connect.

Prepare the PDF file on which the connection information is written, which will be sent by email in advance. The schedule during the meeting period shall be as follows. The blue text indicates the normal sessions when talks will take place.

#### ◆ March 2nd (Wed) Day 1

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)

#### ◆ March 3rd (Thu) Day 2

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)  
16:30 – 18:00 Special session (Astronomy Education Forum)

#### ◆ March 4th (Fri) Day 3

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)  
16:30 – 18:00 Gathering of all members

#### ◆ March 5th (Sat) Day 4

09:30 – 11:40 Normal session (morning)  
13:30 – 15:20 Commemorative Award Lectures Part 1  
15:30 – 16:30 Commemorative Award Lectures Part 2

\*Please check the annual meeting website for more detailed information.

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

## b. Entry to the venue

Audiences should enter each venue 5 minutes before the session is due to start. View the list sent in advance and click the relevant connection URL. When participation information (name/email address) input is complete, this is displayed on the ZOOM screen.

1. Click the URL of the connection destination (or jump to the URL by entering it into the address bar of your browser.)

Example) <https://zoom.us/meeting/register/XXXXXXXXXXXXXXXXXXXX>

2. Input the participation information on the participant registration screen

The screenshot shows the Zoom participant registration page. A red box highlights the registration form fields: "名\*" (Name) with the input "花子", "姓\*" (Surname) with the input "天文", "メールアドレス\*" (Email address) with the input "nenkai@asj.or.jp", and a confirmation field "メールアドレスを確認\*" with the input "nenkai@asj.or.jp". A red arrow points from a text box to the "姓\*" field. The text box contains: "• 'Name': Enter your name", "• 'Surname': Enter your surname", "• 'Email address': Enter your EMail address", and "\*Surname/name must be changed after entry". Another red arrow points from a text box to the "ミーティング参加が進行中" (Meeting participation in progress) button. The text box contains: "Press the blue button".

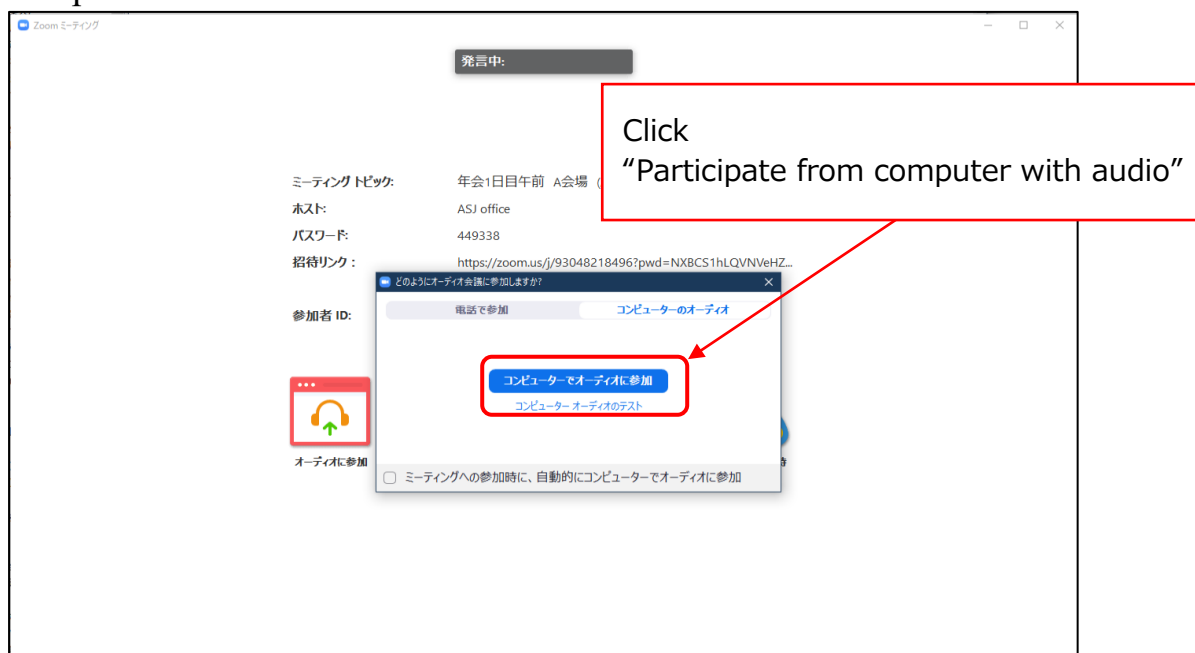
Note: If you register more than 30 minutes before the start of the session, the Zoom connection information will be sent to you by email. Click the URL in the received email 10 minutes before the start of the session to connect.

3. Start Zoom (in cases involving PCs)



#### 4. Start attendance

Open the Zoom screen.



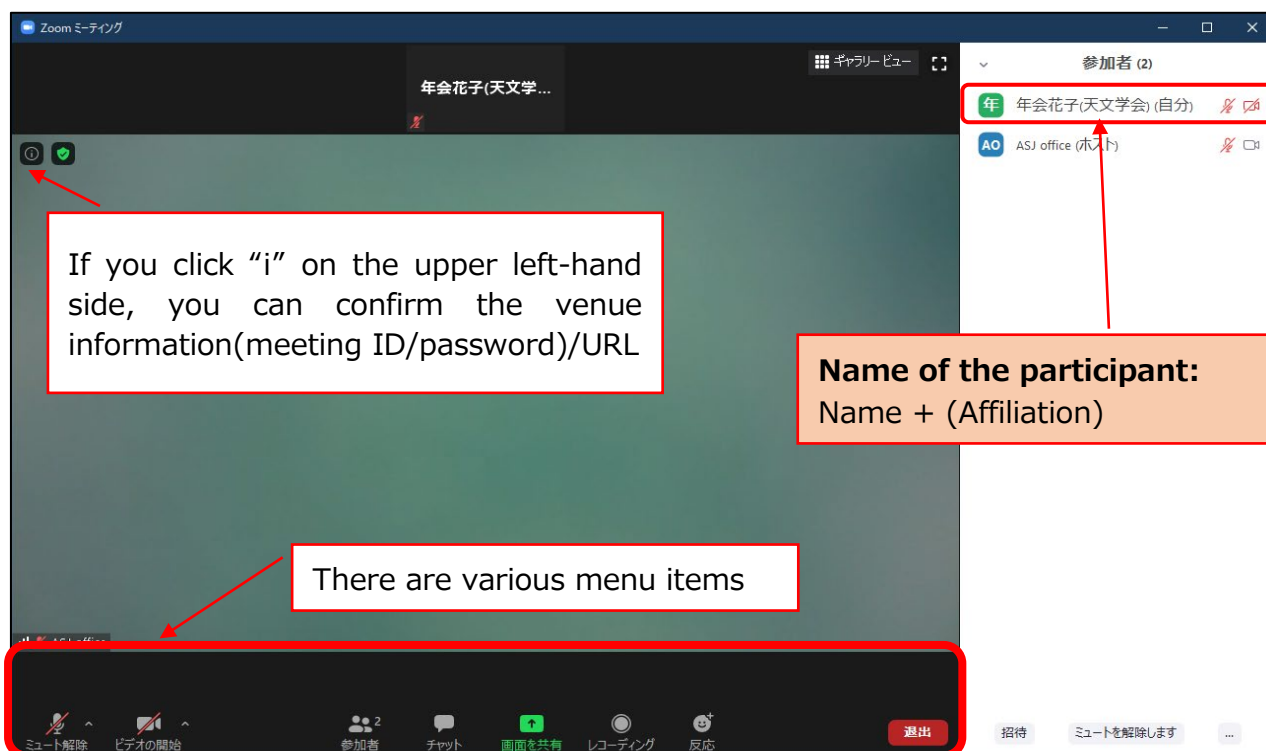
#### c. Attend Session

##### 1. Set "Name of participant". (Click name - "Details" - "Change name")

**Participant name: name + (affiliation)**

Example) Taro Tenmon (Tenmon University)

※ Three (3) minutes beforehand, the operation (how to ask questions) is explained to the audiences.



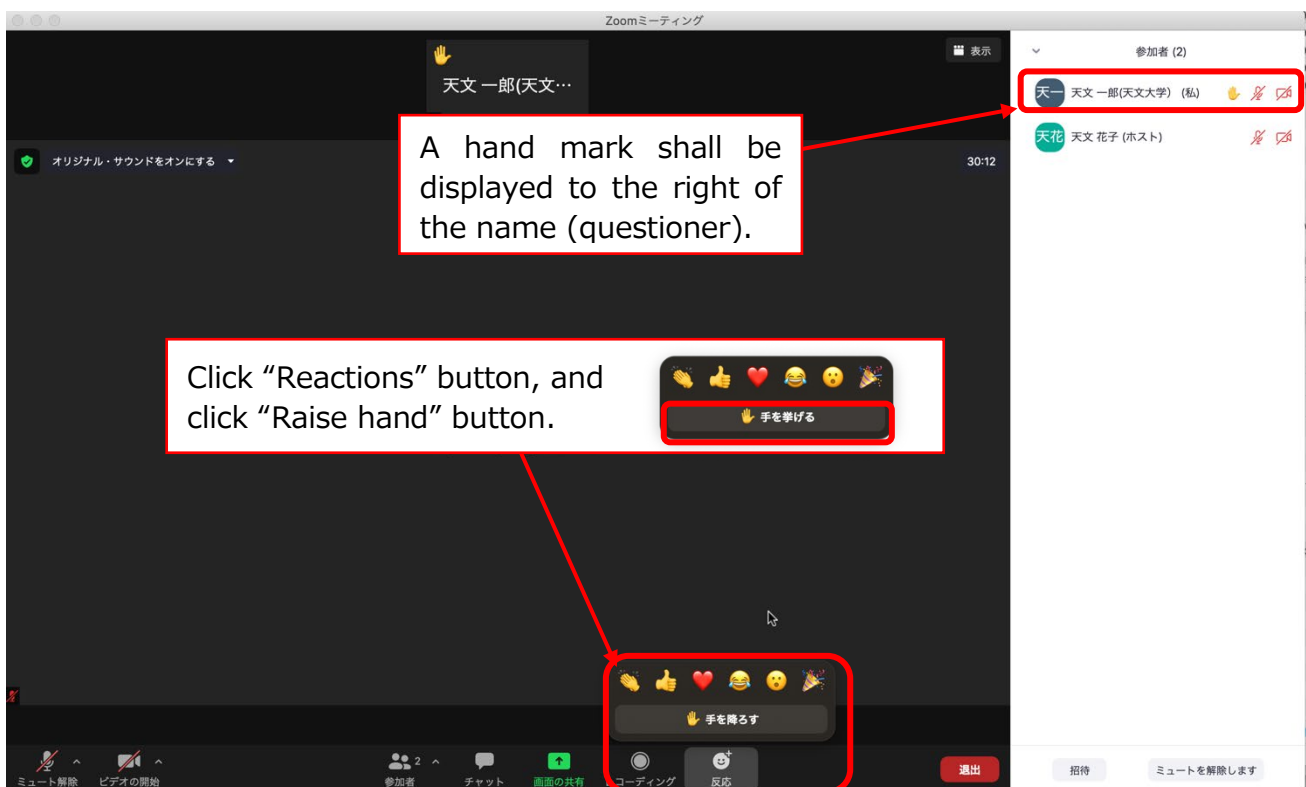
<Explanation of the main menu items used>

- Mute: Settings for the microphone/speakers. You can switch the microphone ON/OFF (only when permitted by the host).
- Participants: Enables you to confirm the meeting participants (upper right-hand portion of the screen)
- Chat: You can send messages to participants

- When leaving, click the “**Leave**” button on the bottom right-hand portion of the screen.
- You can enter or exit the meeting midway through.

d. If you ask a question

- 1 . The chairperson will collect questions.
- 2 . Please click the “**Raise Hand**” button, and wait until your name is called by the chairperson.
- 3 . The chairperson will unmute you, and then, you can ask a question.





#### 4. Participation on the day (Zoom Webinar)

##### a. Preparing the connection information

You will need the URL and password of the venue to connect.

Prepare the PDF file on which the connection information is written, which will be sent by email in advance. The schedule during the meeting period shall be as follows. The green text indicates the events with Zoom webinar.

#### ◆ March 2nd (Wed) Day 1

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)

#### ◆ March 3rd (Thu) Day 2

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)  
16:30 – 18:00 Special session (Astronomy Education Forum)

#### ◆ March 4th (Fri) Day 3

09:30 – 11:40 Normal session (morning)  
13:00 – 15:10 Normal session (afternoon)  
15:30 – 16:30 Poster session (Slack)  
16:30 – 18:00 Gathering of all members

#### ◆ March 5th (Sat) Day 4

09:30 – 11:40 Normal session (morning)  
13:30 – 15:20 Commemorative Award Lectures Part 1  
15:30 – 16:30 Commemorative Award Lectures Part 2

\*Please check the annual meeting website for more detailed information.

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

## b. Entry to the venue

Audiences should enter the Zoom webinar 5 minutes before the session is due to start. View the list sent in advance and click the relevant connection URL. When participation information (name/email address) input is complete, this is displayed on the ZOOM screen.

1. Click the URL of the connection destination (or jump to the URL by entering it into the address bar of your browser.)

Example) <https://zoom.us/meeting/register/XXXXXXXXXXXXXXXXXXXX>

2. Input the participation information on the participant registration screen

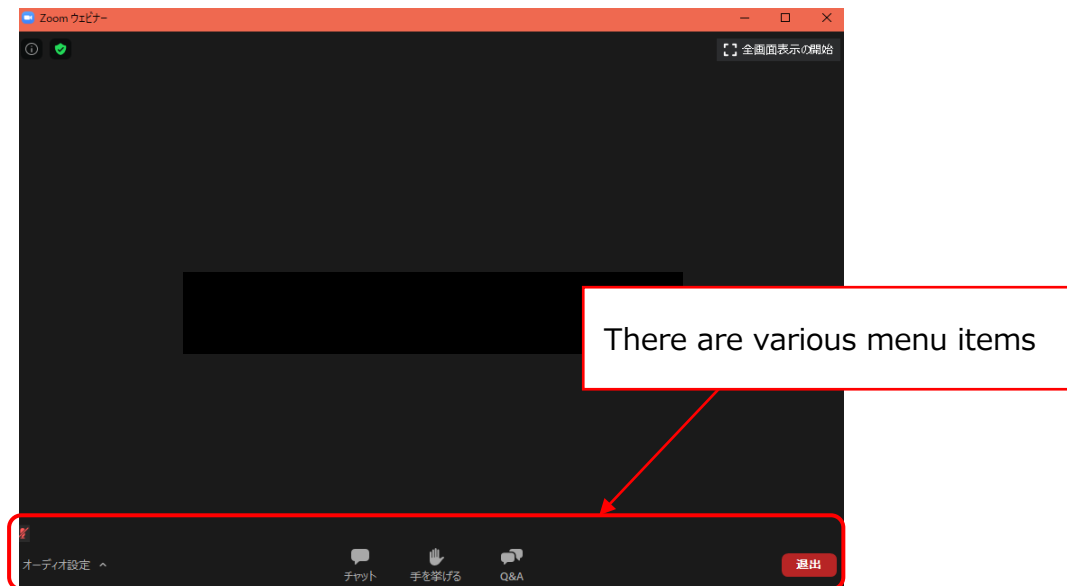
The screenshot shows the Zoom webinar registration page. The title is "ウェビナー登録". Below the title, it says "トピック TEST0605" and "時刻 2020年6月5日 12:30 PM 大阪、札幌、東京". There are two input fields for "名" (Name) and "姓" (Surname), both containing "天文" and "花子" respectively. Below these are two input fields for "メールアドレス" (Email address), both containing "nenkai@asj.or.jp". A red box highlights the "名" and "姓" fields with the text: "• 'Name': Enter your name", "• 'Surname': Enter your surname", "• 'Email address': Enter your EMail address", and "\*Surname/name must be changed after entry". A red arrow points from this box to the "名" field. Another red box highlights the "開催中のウェビナーに参加する" (Join the webinar in progress) button with the text "Press the blue button". A red arrow points from this box to the button.

Note: If you register more than 30 minutes before the start of the session, the Zoom connection information will be sent to you by email. Click the URL in the received email 5 minutes before the start of the session to connect.

3. Start Zoom (in cases involving PCs)



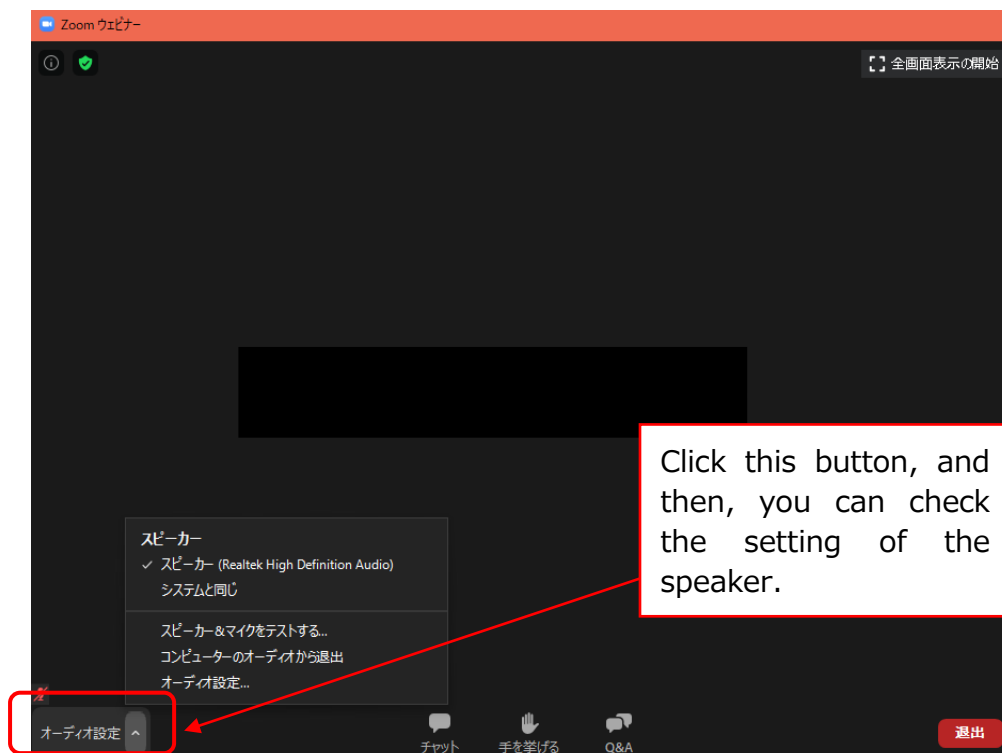
#### 4. Start attendance and open the Zoom webinar



##### c. Attendance

You can check the setting for a speaker by the bottom and left button.

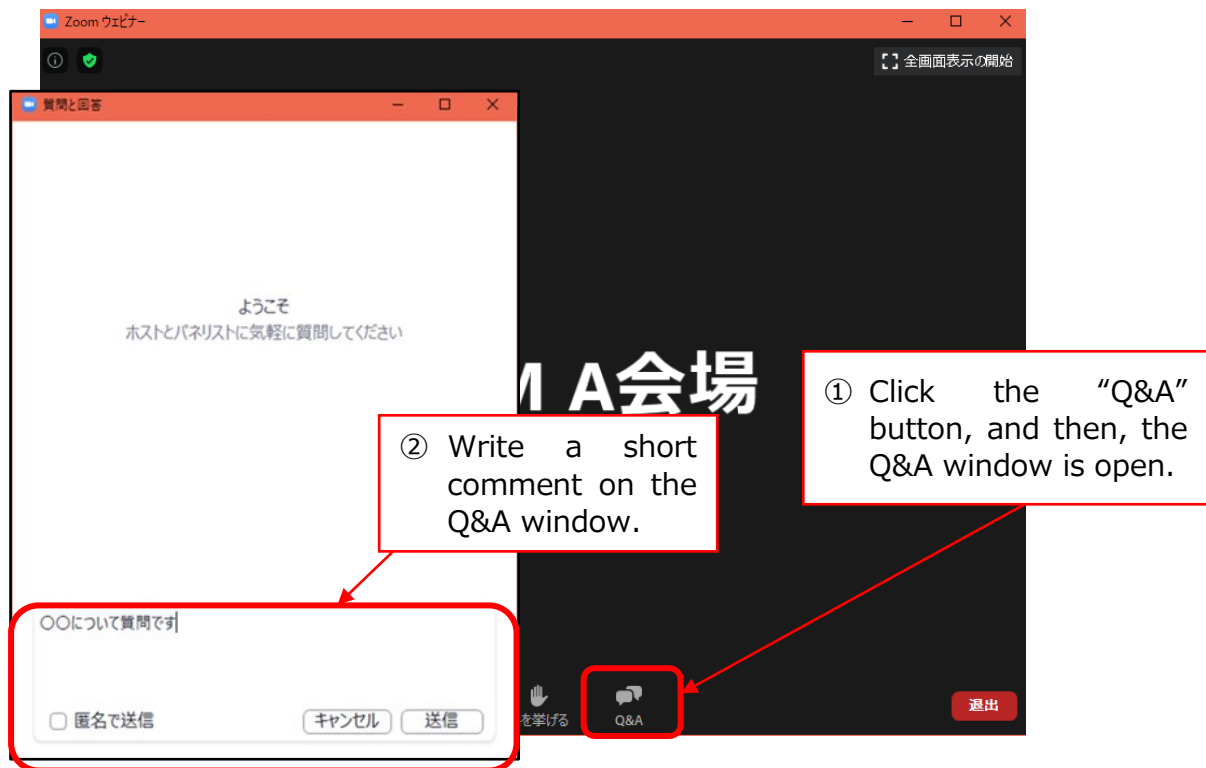
※ Three (3) minutes beforehand, explain the operation(s) (how to ask questions) to the participants.



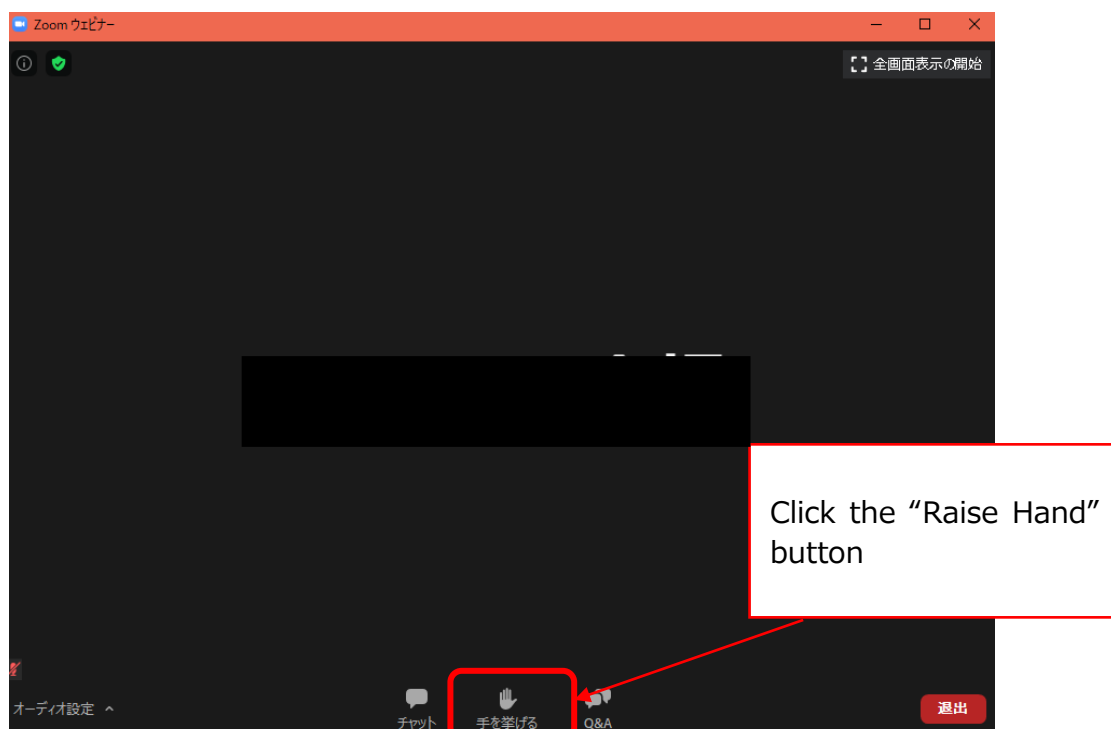
- When leaving, click the “**Leave**” button on the bottom right-hand portion of the screen.
- You can enter or exit the meeting midway through.

d. If you ask a question

1. The chairperson will collect questions.
2. Please click the “Q&A” button, and write a short comment (e.g. I have a question about \*\*\*)



3. Please click the “**Raise Hand**” button, and wait until your name is called by the chairperson.



## 5. Feedback

If you have any feedback, please input your thoughts and opinions at the following site. We will use these for reference purposes moving forward.

<https://forms.gle/SZd7NFyz8QDbmGn98>



Note: The description of the Zoom menu may depend on the medium used (PC, tablet, or smartphone) and the version of Zoom itself. If you are unclear, please refer to the website for further information.