

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

version: 4.0 (February 25, 2022)

Created by: Annual Meeting Executive Committee

Table of Contents

1.	Introduction.....	3
a.	Regarding online format.....	3
b.	Points to note regarding participation	3
2.	Prior preparation	3
a.	Preparation of the connection environment	3
b.	Preparing the application (Zoom).....	4
c.	Connectivity test	4
3.	Participation on the day in question (Zoom meeting).....	5
a.	Preparing the connection information	5
b.	Entry to the venue.....	6
c.	Attend Session	7
d.	Presentation.....	8
e.	If you receive a question.....	9
f.	Troubleshooting.....	10
g.	Feedback	10
4.	Conclusion	10

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 speakers 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.

- **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>

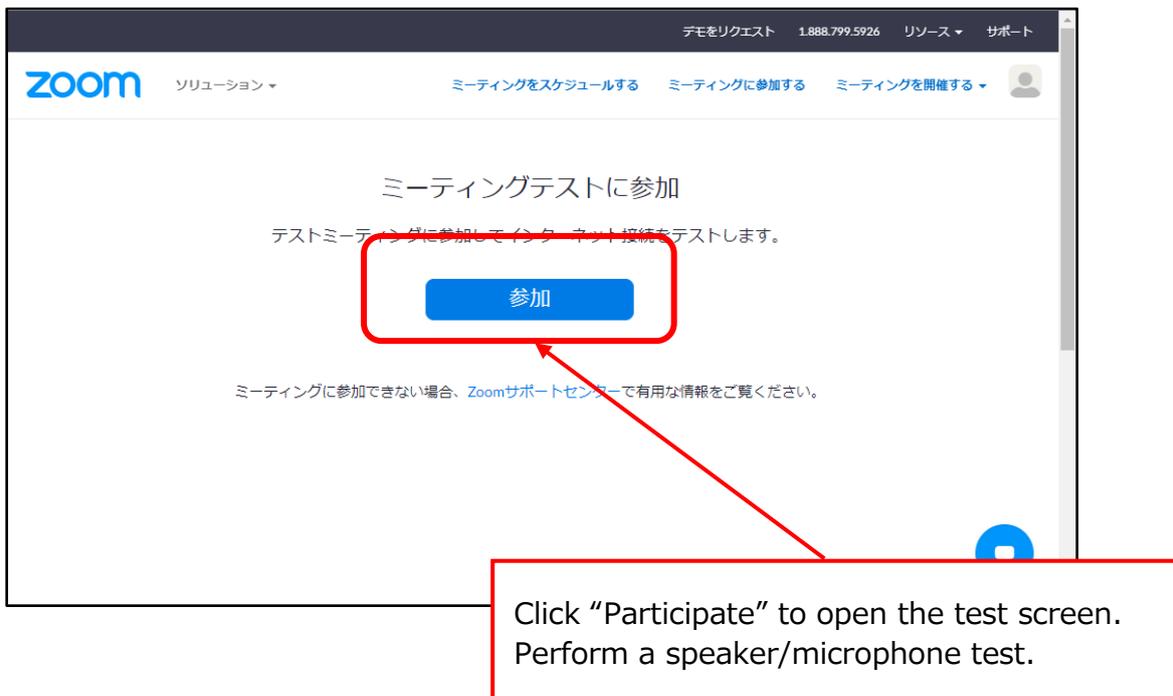
[Caution!!] As demand has greatly increased recently, there are frequent updates to improve security. We recommend keeping the application as up-to-date as possible after downloading it.

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

The speakers should enter each venue **10 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 a Zoom registration form with the following details:

- トピック: 年会1日目午前 A会場 (座長: ○○○○)
- 説明: 年会1日目 通常セッションA会場
分野: M,太陽
- 時刻: 2020年6月17日 04:00 PM 大阪、札幌、東

Registration fields include:

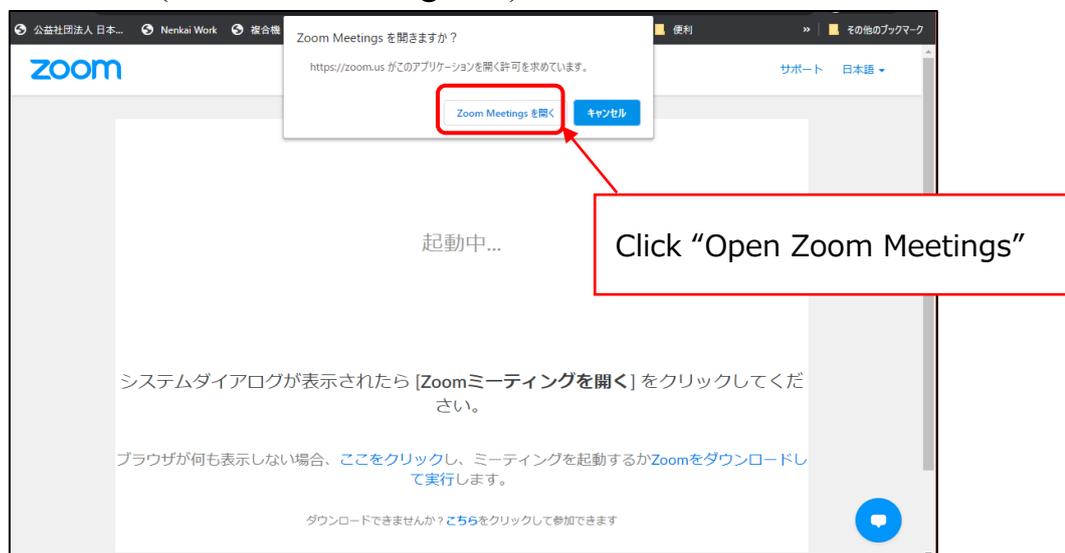
- 名*: 花子
- 姓*: 天文
- メールアドレス*: nenkai@asj.or.jp
- メールアドレスを確認*: nenkai@asj.or.jp

Annotations include:

- A red box containing instructions: "Name": Enter your name, "Surname": Enter your surname, "Email address": Enter your EMail address, and a red note: "*Surname/name must be changed after entry".
- A red box around the registration fields with an arrow pointing to the "ミーティング参加が進行中" button.
- A red box containing the text "Press the blue button" with an arrow pointing to the same 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

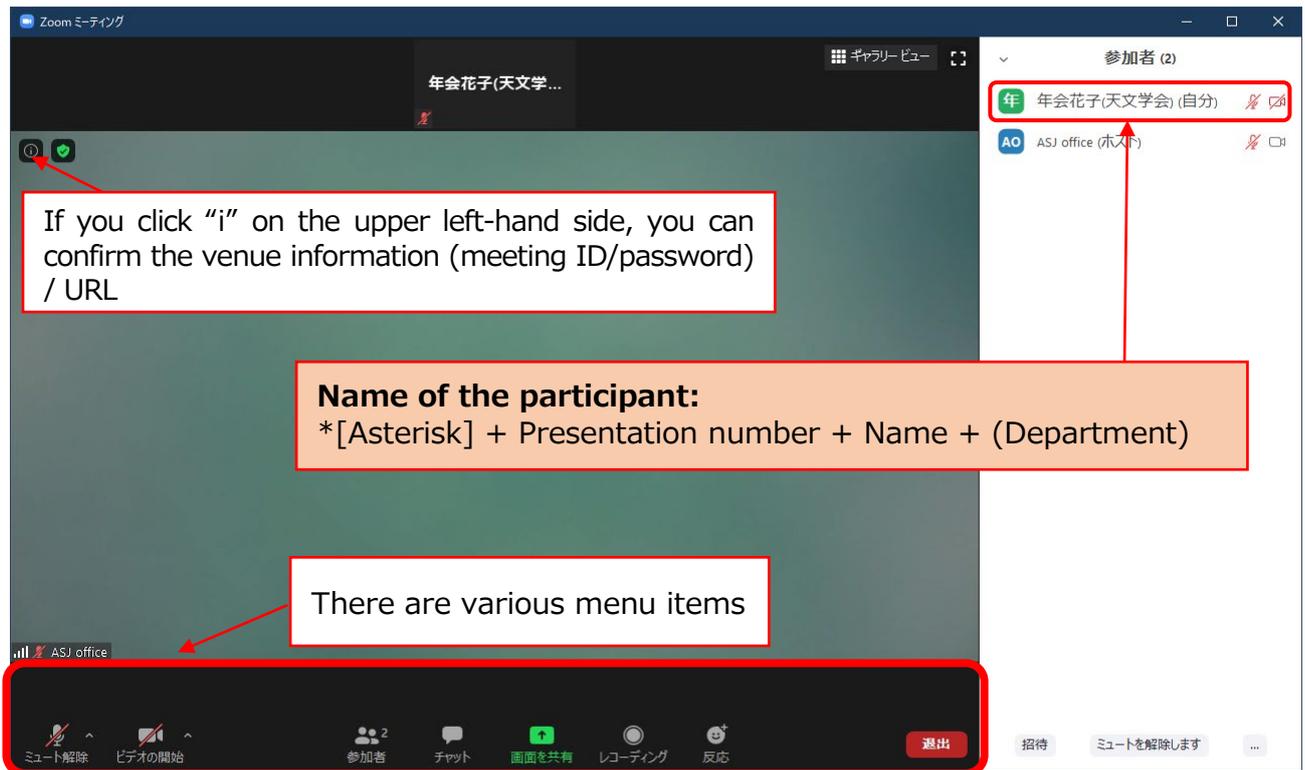
Here, we will explain the procedure after starting Zoom.

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

Participant name: *[Asterisk] + Presentation number + name + (department)

Example) *Z401aTaroTenmon (Tenmon University)

2. Five (5) minutes beforehand, confirm audio between the operator and speaker. When mute is released, speak in accordance with the instructions given by the operator
3. Three (3) minutes beforehand, the operation will be explained to the speaker. Prepare the manual.
4. Three (3) minutes beforehand, explain the operation(s) (how to ask questions) to the speakers. Listen to the explanation so you can be ready if you are asked questions.



<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

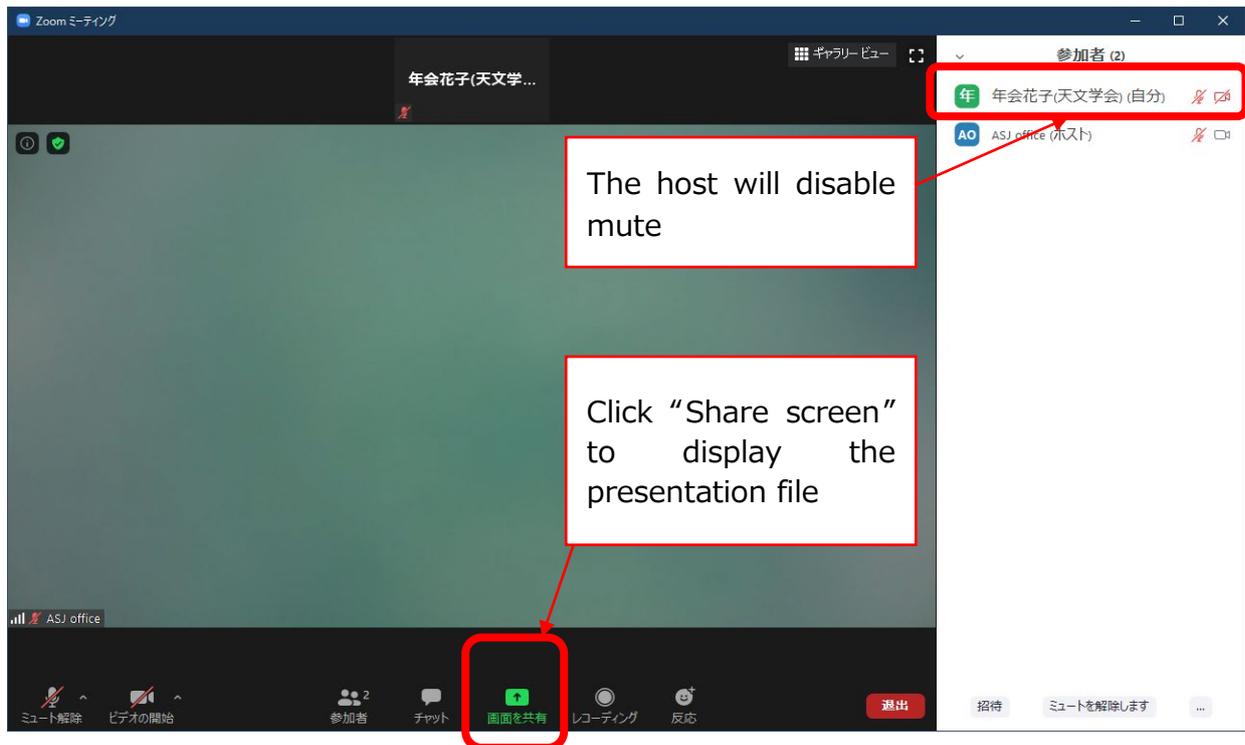
- When leaving, click the “**Leave**” button on the bottom right-hand portion of the screen.
- You can enter or exit the meeting midway through.

d. Presentation

- 1 . The host (operator) sets a joint host during the previous speaker’s talk.
- 2 . When the previous speaker stops sharing the screen, click “Share screen”, and promptly prepare and display the presentation file. (within 1 minute)

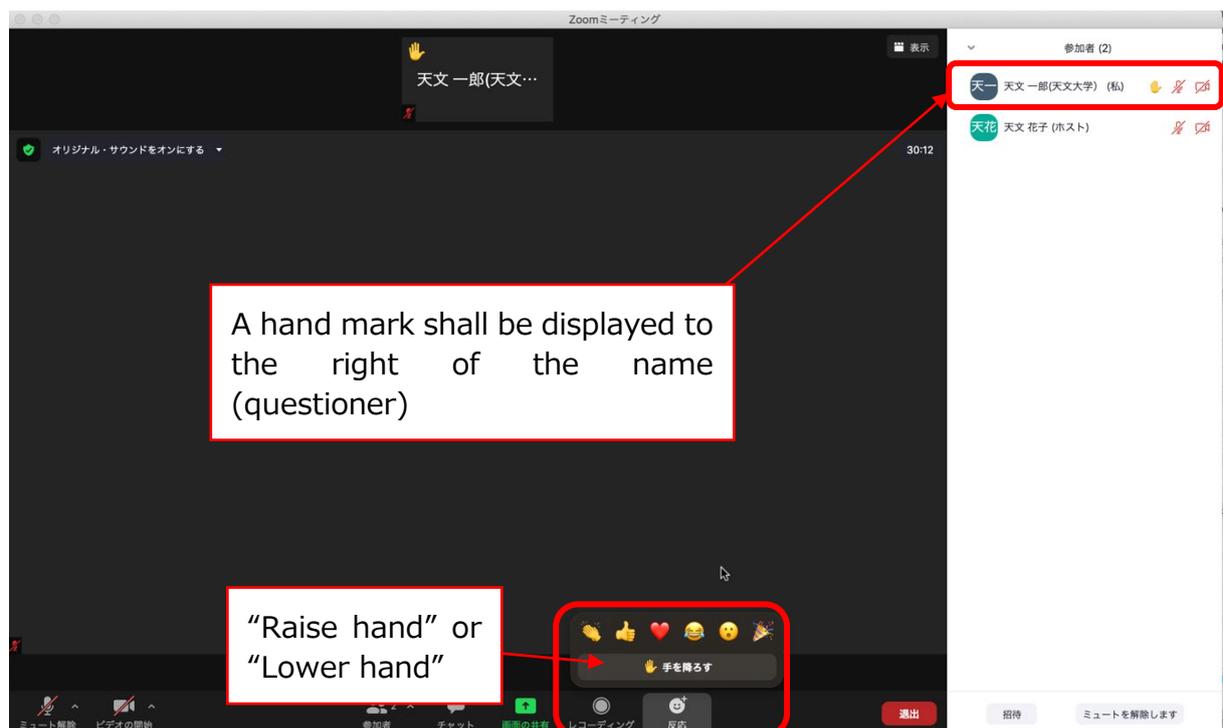
So that you can select the presentation file right away when sharing the screen, keep only the presentation file and Zoom on your Desktop screen.

- 3 . Let us know if the screen will not share. The host will display the presentation file submitted in advance instead. In cases where file preparation requires more than 1 minute, the host will be displayed instead.
- 4 . Start the presentation.



e. If you receive a question

1. The chairperson will collect questions.
2. People with questions will “**raise their hand**”, and speak when designated by the chairperson.
3. The presenter should listen to and answer the question.
4. After the Q&A is finished, the operator shall disable the “Shared host” setting for the presenter.



f. Troubleshooting

1. If there is acoustic feedback
→ This will be adjusted by the operator. Please follow their instructions.
2. If the connection is lost
→ Check cables, etc., and attempt to reconnect.
3. If you are suddenly unable to give the talk, and somebody will give the talk in your place
→ nenkai-committee@asj.or.jp (Annual Meeting Executive Committee)

g. 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/MSEvdRS5wvYHfBNz6>



4. Conclusion

This is the first time that the Astronomical Society of Japan Annual Meeting shall be held online. It is possible that unexpected issues may arise; in such a case, please respond in a relaxed manner. If you are unsure how to deal with the issue, please consult with the chairperson or operator.

The main contact points are as follows:

Contacts

Telephone number during the period of the Annual Meeting:

090-4387-6893 (Academic Secretariat)

Email addresses:

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

nenkai@asj.or.jp (Academic Office)