

The English Linguistic Society of Japan for the 15th International Spring Forum (Online): Guide for Presenters and Participants

I. General Information

Due to the ongoing spread of the COVID-19 pandemic and its potential impact on the safety of presenters and attendees, the 15th ELSJ International Spring Forum is going to be held **online**.

Dates: Saturday and Sunday, May 14 - 15, 2022

Venue: Online (Zoom) (with support from Chukyo University)

Fee: Free

A PDF file containing the URLs, meeting IDs and passcodes for sessions will be uploaded to the ELSJ website by May 7, 2022 (a week before the start of the forum).

The file is protected by a password. **The password is available from the back cover of the society's flagship journal *English Linguistics* Vol. 37.2.** For those who do not have access to the journal, click the following URL for the participation form on the ELSJ website, and provide the necessary information. The password will be automatically sent to your e-mail address that you used in the registration form. PLEASE DO NOT SHARE THE PASSWORD WITH ANYONE.

https://docs.google.com/forms/d/1mItDhMv2siPZgdQoKnEwye-Z_t6TGCMWv8cybbeQ2Qk

II. Information on Zoom

Please be advised that the maximum number of participants for each session is 300.

“Breakout Rooms” will be used for the poster session. You need the Zoom version 5.3.0 or a more recent version to move between "Breakout Rooms."

Use the full name used in your research. In case you are currently using a nickname in Zoom, please click “Participants” 「参加者」 and point your cursor at your name on the list of participants on the right side. Then click “More” 「詳細」, choose “Rename” 「名前の変更」, and change your nickname into your name for research.

Recording of the sound or image of the forum is strictly prohibited.

If you are not familiar with Zoom or feel uneasy with it, you may find the following website helpful:

(English) <https://support.zoom.us/hc/en-us>

(Japanese) <https://support.zoom.us/hc/ja>

III. Guide for Participants

1. Entrance and Exit

Feel free to enter and exit sessions during the presentations.

2. Microphone and Camera

During presentations, keep your microphone and camera off with the respective icons crossed with red). The chair and/or the organizing committee may mute participants' microphone or disconnect the connection in case there is a disturbance or obstruction to the session.

3. Questions and Comments for Oral Presentations

If you have a question or a comment, indicate in the “chat” window, e.g., “I have a question/comment.” to all participants during or after the presentation. You do not need to write the content of your question/comment. It is often hard for the chair to notice “Raise Hand” 「手を挙げる」 icons, so make sure to write in the “chat” window. Start your question/comment after you are asked to do so by the chair. Make sure your microphone is turned on. You may turn on your camera or keep it off while giving your question/comment. Please identify your name and affiliation (if any) before speaking.

In the interest of time, limit your question/comment to one at a time. You may ask additional question(s) and give additional comment(s) if there are no other questions/comments. After your question/comment, make sure your microphone is turned off.

4. Discussion for Poster Presentations

The “Main Room” is set up for the poster session. Each of the six poster presenters in this session will give a five-minute summary, after which presenters will move to the designated “Breakout Rooms” 「ブレイクアウトルーム」. Please enter the one you are interested in, and join the discussion as guided by the presenter.

III. Guide for Oral Presentations

1. Entrance

Enter the designated session room 10 minutes prior to the starting time. Presentations are made in accordance with the program: your presentation will be held as scheduled even if the preceding presentation is cancelled.

2. Microphones, Cameras and Share Screen

Upon entrance, confirm with the chair (and the Zoom host) that your microphone, camera and presentation material on “Share Screen” 「画面の共有」 are available. You may turn on your camera or keep it off during your presentation. For the sake of a smooth presentation, keep your presentation material open and ready.

3. Presentation and Question/Discussion Period

Start your presentation after a brief introduction by the chair. Make sure your microphone is turned on and your presentation material is shared. **You have 20 minutes to deliver the presentation and another 10 minutes for questions and answers.** A 5-minute warning is given on the “chat” window by the timekeeper.

After your presentation, make sure that your microphone is turned off and that your Share Screen is cleared. The next presenter cannot share her/his presentation material unless you finish sharing yours.

4. Copyright

Online presentations are considered public broadcasting from the viewpoint of copyright law. Make sure that the contents of your presentation do not infringe copyright laws.

VI. Guide for Poster Presentations

The poster session begins with **a 5-minute summary** of the presentation by each of the six presenters in the “Main Room”, followed by **another 30-minute time for discussions** in Breakout Rooms.

1. Entrance

Enter the main room 10 minutes prior to the starting time.

2. Microphones, Cameras and Share Screen

Upon entrance, confirm with the chair (and the Zoom host) that your microphone, camera and presentation material on “Share Screen” 「画面の共有」 are available. You may turn on your camera or keep it off during your presentation. For the sake of a smooth presentation, keep your presentation material open and ready.

3. Summary of Presentation

Start the 5-minute summary of your presentation after a brief introduction by the chairs. Make sure your microphone is turned on and your presentation material is shared. After your summary, make sure your microphone is turned off and the shared material is cleared. The next presenter cannot share her/his presentation material unless you finish sharing yours.

4. Discussion Period

After the presentations in the Main Room, you will be moved to the designated Breakout Rooms by the chairs/host. **You have 30 minutes for discussion with participants.**

5. Copyrights

Online presentations are considered public broadcasting from the viewpoint of the copyright law. Make sure that the contents of your presentation do not infringe copyright laws.