

The 16th ELSJ International Spring Forum: Guide for Presenters and Participants

I. General Information

As notified in Calls for Papers, the 16th ELSJ International Spring Forum is going to be held **online**.

Dates: Saturday and Sunday, May 13 - 14, 2023

Venue: Online (Zoom) (with support from Aoyama Gakuin University)

The registration fee for the forum is **JPY 2,000** for ELSJ members and **JPY 4,000** for non-ELSJ members. The payment method will be announced on the ELSJ website (<https://elsj.jp/>) by April 7, 2023. After confirming that your payment is completed, we will send you a password for a PDF file containing the URLs, meeting IDs and passcodes for all the forum sessions by May 11, 2023.

II. Information on Zoom

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

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 websites 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.

IV. Guide for Oral Presentations

※ **There is no poster presentation for the 16th ELSJ International Spring Forum.** ※

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.