Society of Geomagnetism and

Earth, Planetary and Space Sciences (SGEPSS)

The 154th SGEPSS Meeting

Participation Manual

(For Audience)

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Prepared by: 2023 Local Organizing Committee

Table of Contents

1. Introduction

a. About hybrid meeting

The meeting is held in a hybrid style (in-person and online)

The presenters and online audiences will use the web conferencing system "Zoom meeting." This manual describes various information for 'online attendees' using Zoom.

b. Notes on Participation

The recommended connection environment depends on Zoom's system requirements. The settings of the connecting device (PC, etc.) and the network will significantly affect the Zoom reception, so speakers participating online should check the Zoom (Help Center) website in advance to see if their environment is compatible with Zoom.

Please keep the following regulations.

- Recording video and audio of any presentation and capturing snapshots are strictly prohibited.
- Redistribution of the presentation materials, including posting or distribution on websites, is strictly prohibited. (Except for the presenter's work.)
- In case when you give a presentation with the camera turned on, please make sure that no one unrelated to the conference (e.g., colleagues in your workplace, family in your house, etc.) can be seen in the background.

2. Preliminary preparations

a. Preparing devices for the Zoom meeting

The following items are required for participation.

- **Network**

Please prepare a stable network connection as possible. A wired connection is recommended. If the link is about to be interrupted, an alert such as "Network bandwidth is low at …" may appear, and the application (Zoom) may close.

- **Connecting terminal**

PC, tablet, etc.

- **Speaker**

PC built-in speaker, external speaker, earphones, headphones, etc. We recommend using earphones or headphones when the microphone (see below) is turned on to prevent howling.

- **Microphone**

Built-in microphone, external microphone, headset, etc. These are necessary for speaking during presentations, questions, etc.

- **Camera**

Built-in PC camera, webcam, etc. This camera is necessary when you show your face in the role of a presenter or a chairperson. In other cases, the camera should be turned off.

b. Preparing the Zoom application

Please install Zoom on your device. You can download it from the following site.

Zoom Download Center https://Zoom.us/download

[Caution!] Please update and use the latest version.

c.   Checking connection

We recommend checking your Zoom connection when the above items a and b are ready. The test connection can be performed at the following site.

Zoom Meeting Test https://Zoom.us/test

Click "Join" to open the test window to check the speaker and microphone.

3. Participation in the Zoom meeting

a. Preparing access information

You will need a meeting ID and passcode for each meeting room to connect to the meeting. Please register your participation in advance, and you will get the meeting ID link from the registration site's login screen. The schedule of the session is as follows. Regular sessions with lectures are indicated in blue.

The registration site URL: https://secure101.jtbcom.co.jp/sgepss/

Sep. 24 (Sunday) [Day 1]
 13:45-15:30 Regular Session (PM1)
 15:45-18:15 Regular Session (PM2)

Sep. 25 (Monday) [Day 2]
 09:00-10:30 Regular Session (AM1)
 10:45-12:30 Regular Session (AM2)
 13:45-15:30 Regular Session (PM1)
 15:45-18:15 Regular Session (PM2)

Sep. 26 (Tuesday) [Day 3]
 09:00-10:30 Regular Session (AM1)
 10:45-12:30 Regular Session (AM2)
 13:45-16:15 Special lecture Tanaka Tate Prize Lecture
 16:30-19:00 SGEPSS General Assembly

Sep. 27 (Wednesday) [Day 4]
 09:00-10:30 Regular Session (AM1)
 10:45-12:30 Regular Session (AM2)
 13:45-15:30 Regular Session (PM1)

※ For more information, please visit the meeting website.
　https://www.sgepss.org/meeting/fallmeeting.html

b. Entry to meeting rooms

Please confirm the meeting ID and passcode of the room you will enter (A-D) from the registration system.

1. Starting Zoom (on a PC)
   Double-click the Zoom icon.

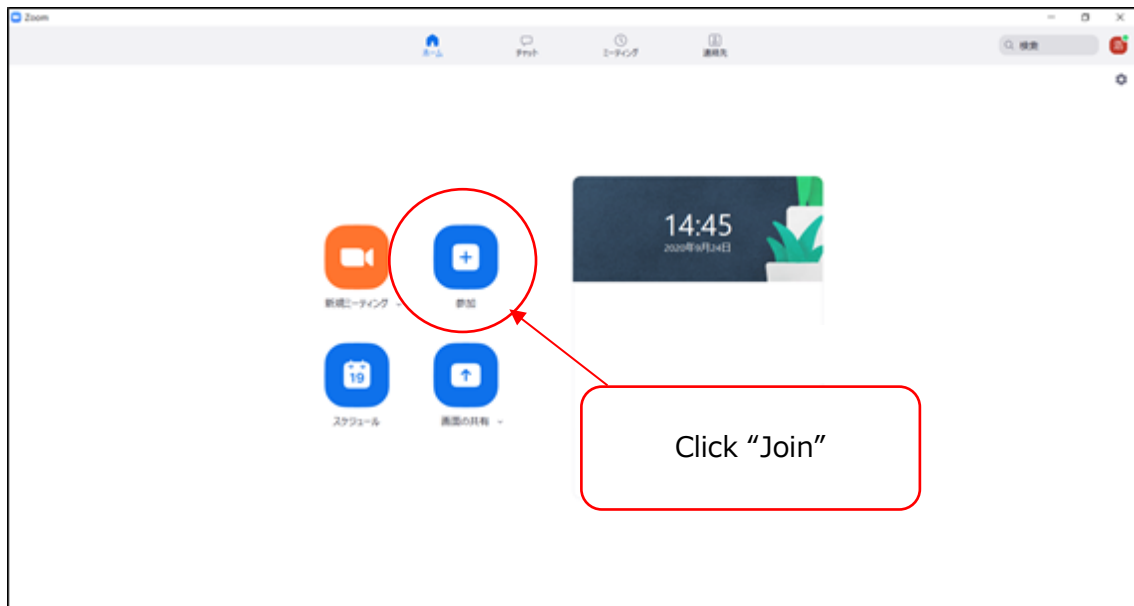2. Preparing to enter the room
   Click on "Join" (Figure 1).

Figure 1 Zoom startup screen

3. Enter meeting ID and name
   Enter your meeting ID (Figure 2).

   Please use the form below to enter your "Name."

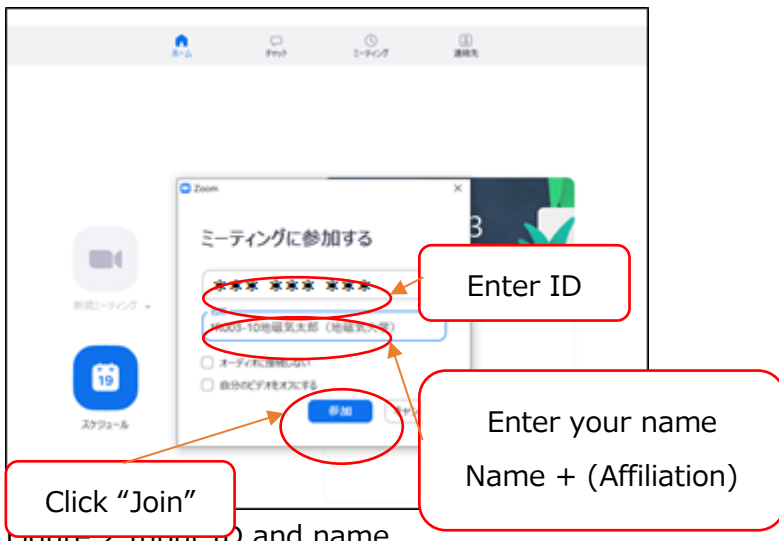| |
|---|
| **Online attendee's Name:** Name + (Affiliation) |
| Example: Taro Geomagnetism (Geomagnetism University) |
| Example: Hanako Geomagnetism (Electromagnetism Research Institute) |

Enter ID

Enter your name
Name + (Affiliation)

Click "Join"

Figure 2 Input ID and name.

4. Enter "Meeting Passcode"

Enter the "Meeting Passcode" and click "Join Meeting" (Figure 3).

Enter "Passcode"
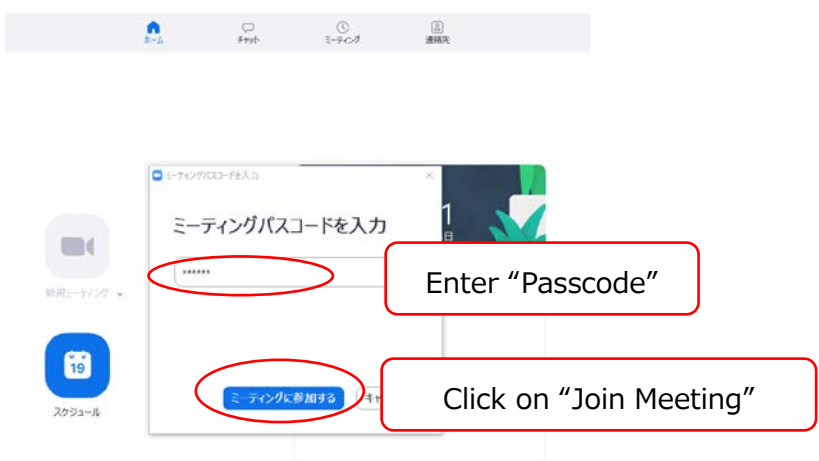
Click on "Join Meeting"

Figure 3 Entry of "Passcode."

5. Enter the room

When the "Join with Audio Device" box appears, click "Join Audio Device on Computer" to open the Zoom screen (Figure 4).

6. Microphone and Camera Setup

Check that both the microphone and camera icons in the lower-left corner of the screen are shaded in red (Figure 4). If there is a red diagonal line, the microphone is muted, and the camera is off. If there is no red diagonal line, then the microphone and camera are turned on and click on the corresponding icon to turn off both the microphone and camera.
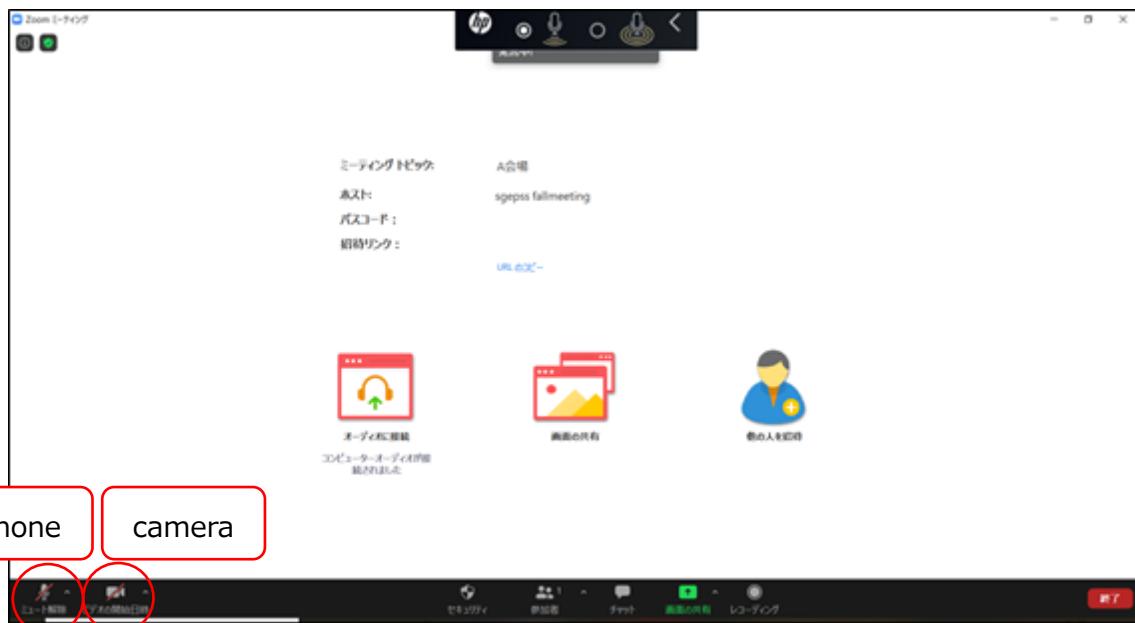

Figure 4 Zoom microphone and camera settings

To start Zoom via the link URL, follow the instructions below.

i. Open Link

Click on the URL of the session you wish to attend, and a box will appear in your browser that says, "This site is about to open a Zoom Meetings session. Click "Open."

※The checkbox "Always allow Zoom.us to open this link in the associated application" does not have to be checked.

※This screen may appear differently depending on your browser and whether the Zoom application is already installed.

ii. Set your name

Enter your name in the "Enter your name" box in the format shown in "b-3".

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(The "Enter your name" box may not appear depending on the computer environment. In that case, please refer to "c. Attending sessions" for how to change the name). After entering your name, click "Join Meeting."

※The "Remember this name for future meetings" checkbox may or may not be checked.

c. Attending sessions

This section describes the procedure after entering the room.

1. Three minutes before the start of the session, the chairperson will explain the operation (how to ask questions, etc.) to the audience. Please listen to this explanation in preparation for your questions during the QA time.
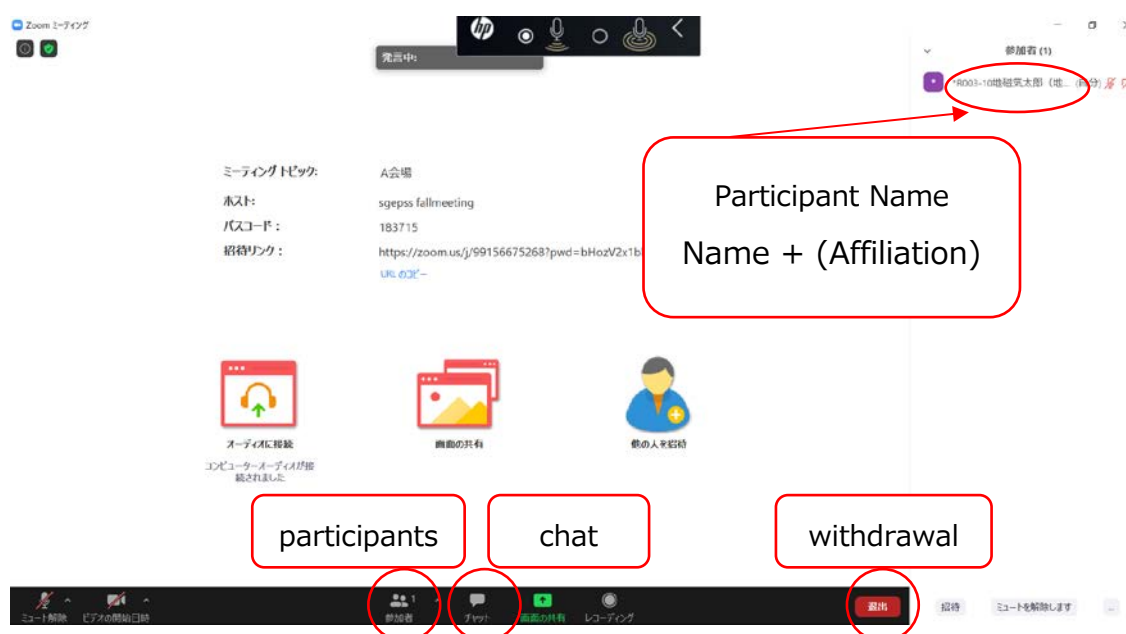

Participant Name
Name + (Affiliation)

participants   chat   withdrawal

Figure 5 "Participants" setting in Zoom

< Description of the menu mainly used> (Figure 5)

• **Mute:** Allows you to set the microphone/speaker and switch the microphone on and off (see Figure 4).

• **Participants**: You can see the participants of the session (right side of the screen). You can also move the cursor over your name to display "Details>" and press "Details>" again to display "Change Name," from which you can change

your screen name. If you did not see the window to enter your name when you entered the room, you could change it here. Please refer to "3-b-3. Enter Meeting ID and Name" for the name format.

- **Chat**: You can send messages to participants.
- **Exit:** To exit, click the red button "Exit" at the bottom right of the screen (you can enter/exit during the session).

d. Asking your questions

1. The chairperson will call for questions.

2. Those who have questions should raise their hands, and speak when the chairperson nominates them (Figure 6).
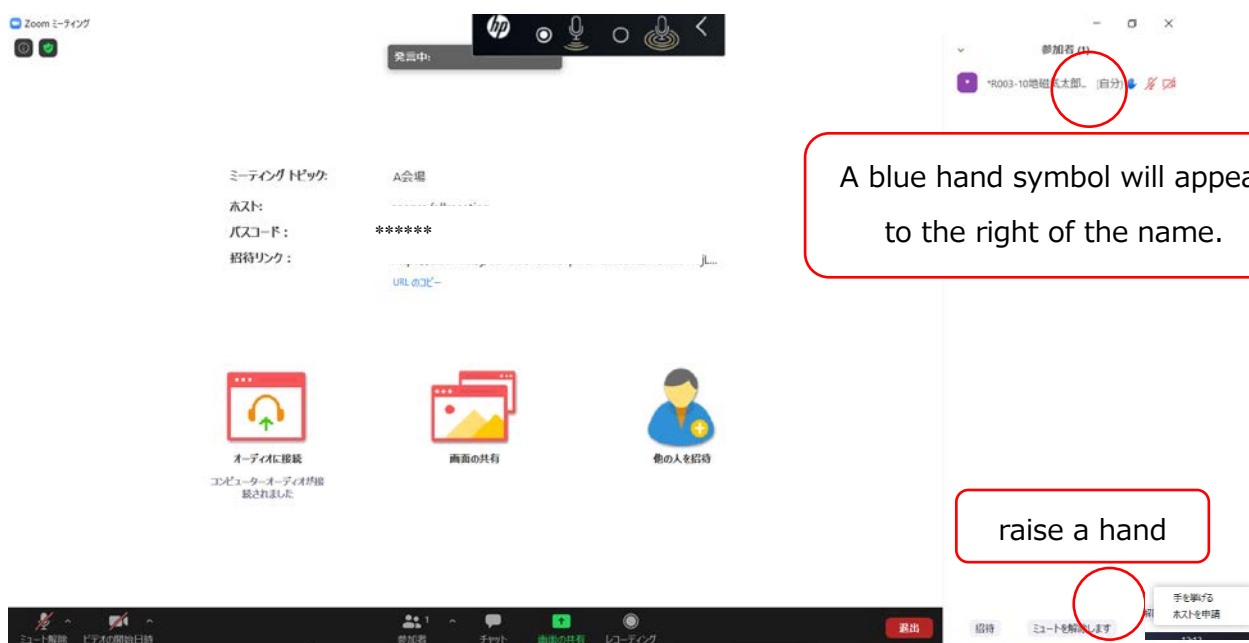

Figure 6 Raise your hand if you have questions.

3. Questions, comments, etc.

Please speak after being nominated by the chairperson.

The questioner unmutes the microphone. The chairperson may turn on the camera at their discretion. Please listen carefully to the chairperson's instructions, which will be given 3 minutes before the start of the session.

Please ask questions after giving your name/affiliation.

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Please ask questions loudly and concisely.

[Attention!] You can send your questions to the speakers using "Chat," but oral questions by raising hands will be given priority during the QA time. The chairperson may decide to pick up questions posted in the chat. For smooth proceedings, please refrain from asking any question orally without a nomination from the chairperson. However, this does not apply if you speak during the discussion.

4.   Please turn off the microphone and camera after the QA time.

e. Troubleshooting

1. When you cannot hear the audio

    → Click on the "^" to the right of the microphone icon and go to "Audio Settings" to check the speaker and microphone settings (Figure 8 and Figure 9).
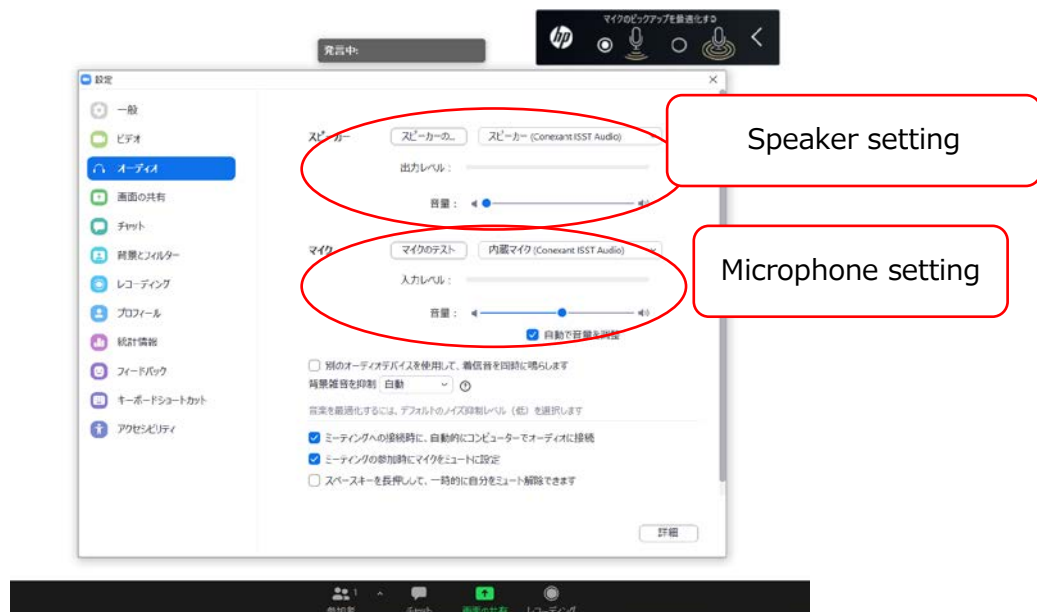

Figure 7 Audio Settings

Figure 8 Speaker and microphone settings

2. When the connection is lost

    → Please check the network cable and so on, and reconnect it.

4. Emergency Contact

Please remain calm and handle any unforeseen problems that may arise. If you are unsure how to handle an issue, please consult with the session convenor, chairperson, or organizing committee.

~Local Organizing Committee Contact~.

[e-mail address] sgepss2023_loc@c.gp.tohoku.ac.jp

1) Your name, 2) Affiliation, 3) Telephone number where you can be reached (only in urgent cases), 4) Details of the consultation.

*This manual is based on and partly adapted from the online manuals of the SGEPSS 2022 Meetings.