Society of Geomagnetism and

Earth, Planetary and Space Sciences (SGEPSS)

The 154th SGEPSS Fall Meeting

Participation Manual

(For Speakers)

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Prepared by: 2023 Local Organizing Committee

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1. Introduction

a. About hybrid meeting

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

The online meeting will be held using the web conferencing system "Zoom meeting." This manual describes various information for speakers using Zoom. Please note that onsite oral presentations will be shared via Zoom installed on the speaker's own PC. Please refer to the separate manual "To Onsite Speakers" in detail.

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.

    ● When you unexpectedly become unable to give your presentation, or when your representative is to give your presentation
  → please contact the SGEPSS (fm@sgepss.org) or the session convenors (https://secure101.jtbcom.co.jp/sgepss/web/session.html) by e-mail as soon as possible.

Or, during the session, please contact to the session chair or the LOC.

2. Preliminary Preparation (for online participants only)

a. Preparing devices for the Zoom meeting

The following items are required for participation.

- **Network**

  (For onsite attendees) Wireless LAN (eduroam) is available at each meeting room. Please obtain your eduroam account at your university or institution in advance. The guest accounts will be distributed at the conference registration desk for participants who do not have an eduroam account.

  Since eduroam has limited bandwidth, many connections to the wireless LAN will interfere with the operation of the meeting. Please keep the use of the wireless LAN to the minimum necessary and refrain from using the wireless LAN for large transmissions, especially movies.

  (For online attendees) 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** (for online attendees)

  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** (for online attendees)

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

- **Camera** (for online attendees)

  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 your zoom application and keep 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 (for online participants only)

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 (for online participants only)

Online Speakers are requested to enter the room at least 10 minutes before the session starts. 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
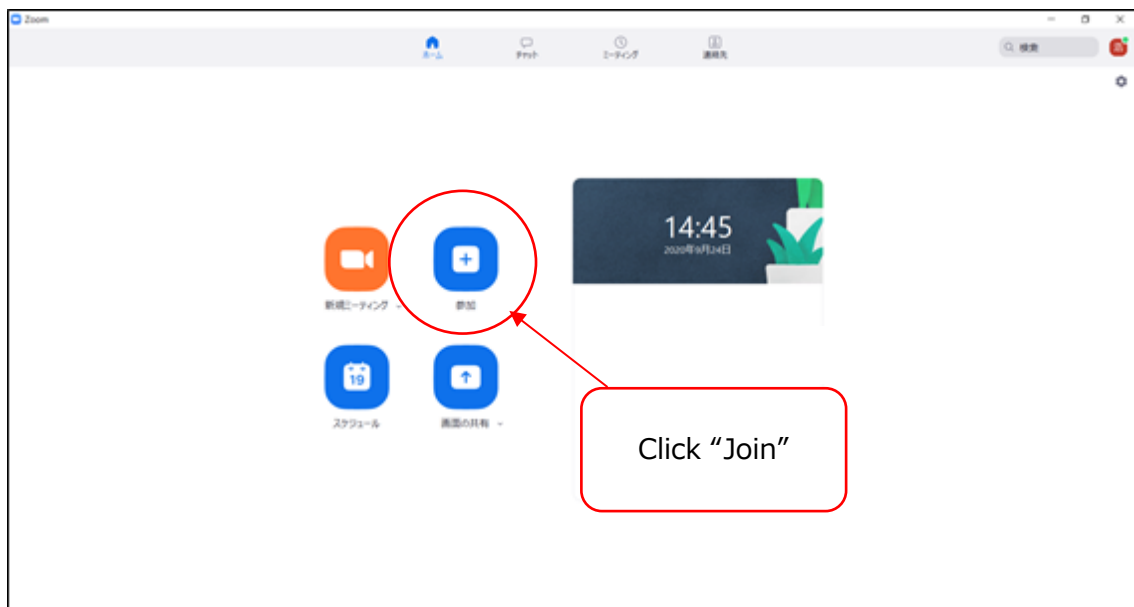
   Click on "Join" (Figure 1).

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."

Speaker's name: *[asterisk] + session number + -[hyphen] + presentation number + name + (affiliation)

Example: *R003-10 Taro Geomagnetism (Geomagnetism University)

Example: *S001-17 Geomagnetism Hanako (Electromagnetism Research Institute)
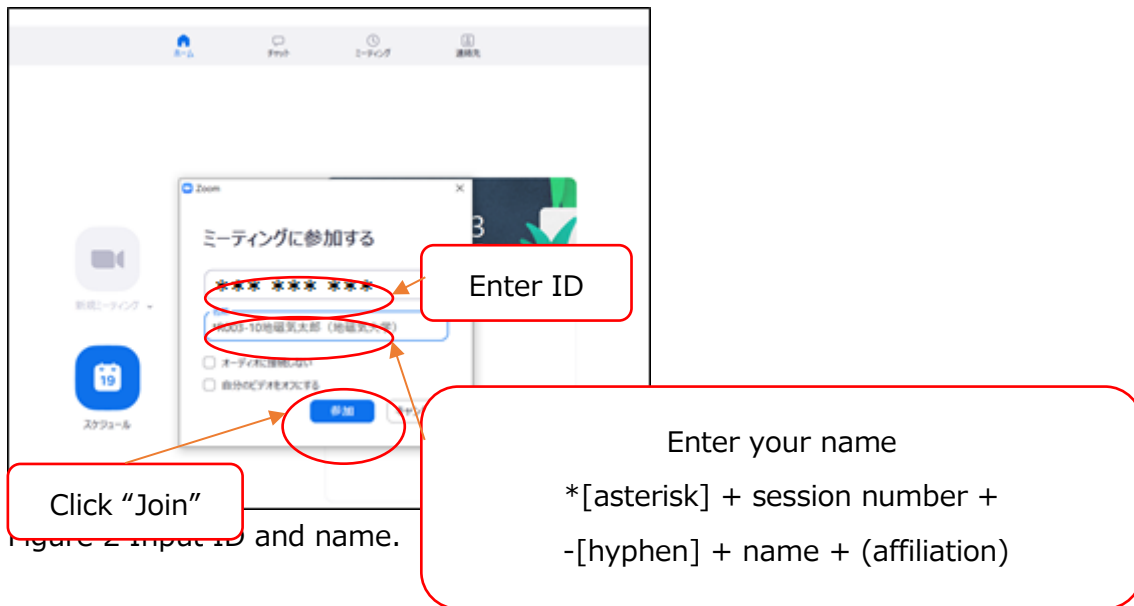

Enter ID

Enter your name

*[asterisk] + session number +

-[hyphen] + name + (affiliation)

Click "Join"

Figure 2 Input ID and name.

4. Enter "Meeting Passcode"

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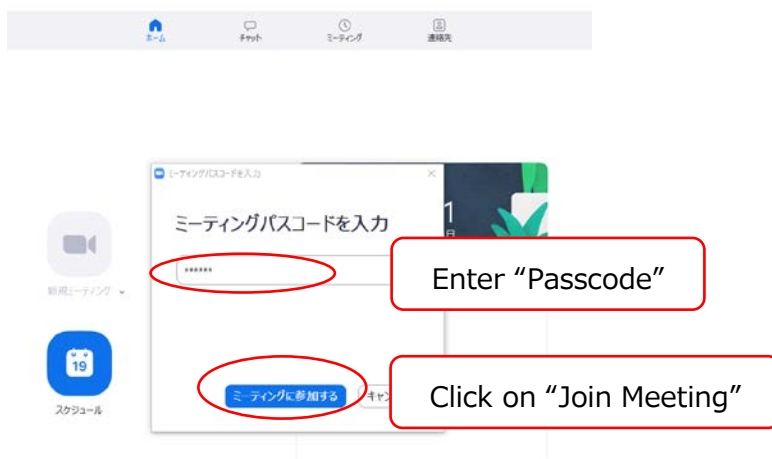

Enter "Passcode"

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).

Those who will connect to Zoom onsite do not connect to audio. If you choose to "join audio," please be sure to turn off both the microphone and speakers to prevent howling in the meeting room.

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".

(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 (for online participants only)

This section describes the procedure after entering the room.

1.   10 to 5 minutes before the session start time, the chairperson will confirm the audio and video of the online speakers.

2.   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.
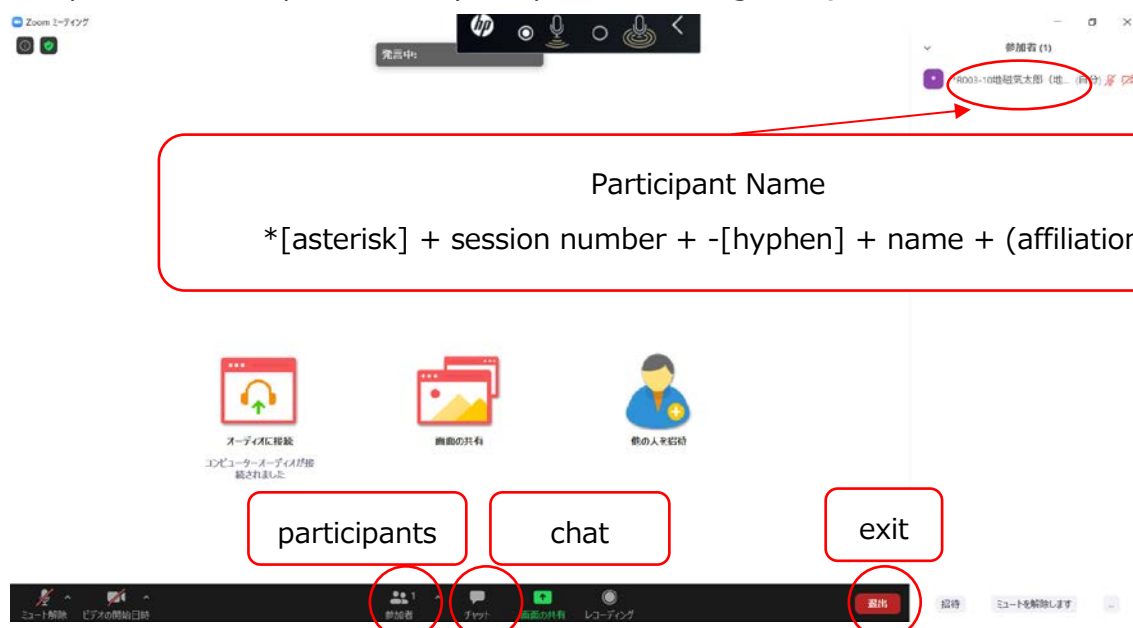

Participant Name
*[asterisk] + session number + -[hyphen] + name + (affiliation)

participants   chat   exit

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

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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. Presentation

1. Please open your presentation file (e.g., PowerPoint) in advance. Please keep displaying only your presentation and Zoom windows on your desktop so you can quickly select them.
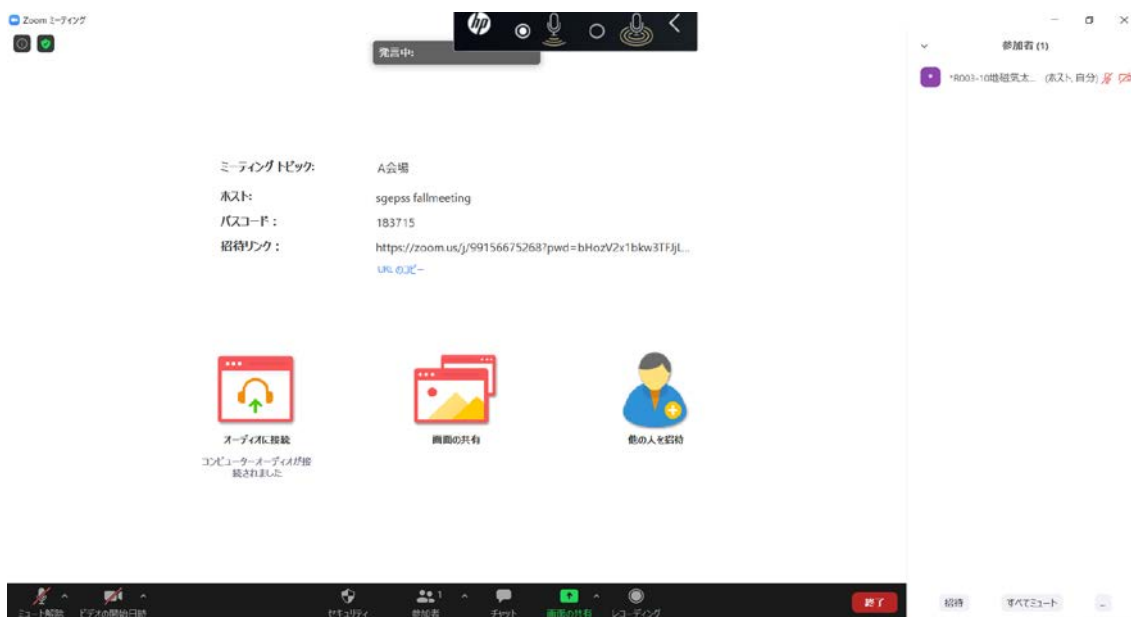

Figure 6 Share Screen

2. If you are the first speaker in each time slot, click "Share Screen" when the chairperson instructs you to do so. Otherwise, click "Share Screen" (Figure 6) at about the end of the presentation, just before your presentation (during the QA time). The shared screen will not be switched until the previous speaker turns off "Share Screen." (The online room is set up to allow multiple screens to be shared, and the chairperson will restore the shared screen if it has been unexpectedly switched.)

3. When you are ready to start your presentation, please turn on your microphone and camera. Please keep your presentation time strict.

e. Answering questions from the audience

1. The chairperson will call for questions.

2. Onsite participants who have questions should raise their hands, and move to the microphone position to speak when the chairperson designates them.

3. Remote participants who have questions should raise their hands, and speak when the chairperson nominates them (Figure 7).
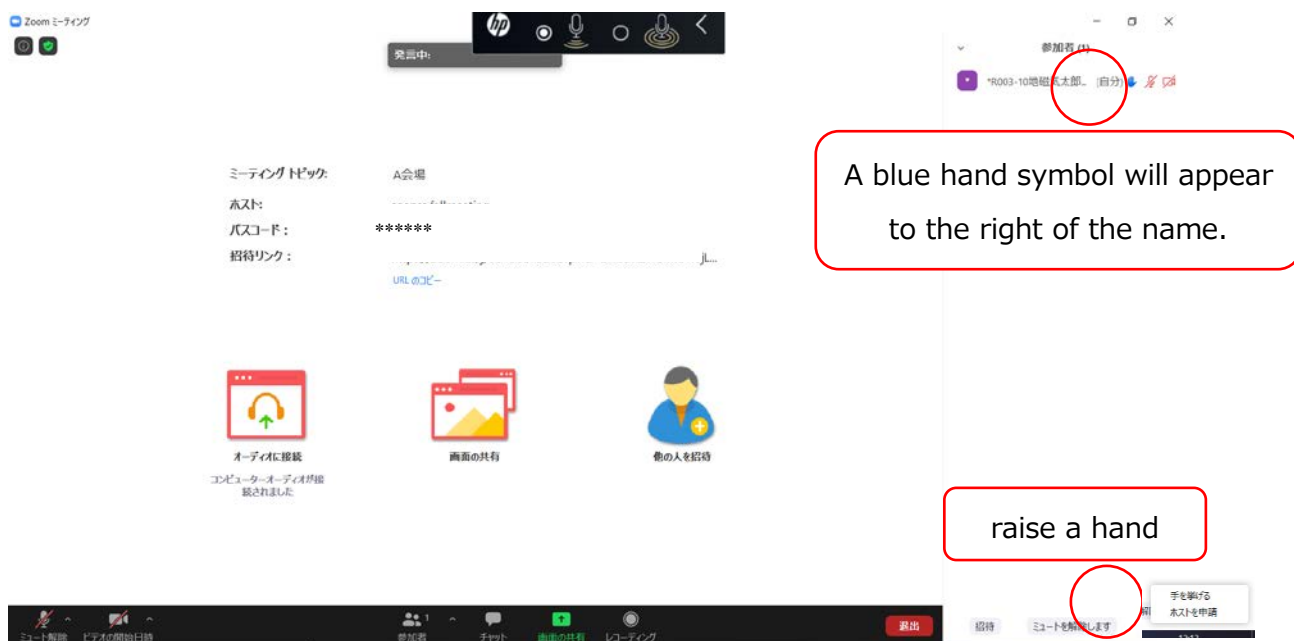

Figure 7 Raise your hand if you have questions

4. Speakers are encouraged to listen and answer questions.

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

f. Troubleshooting

1.   When you cannot hear the audio (for remote presenters)

  → 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 8 Audio Settings

Figure 9 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.