

Instruction for participation/ presentation at SRG Meeting 2021

Event Organizing Committees, Society of Resource Geology

June 10, 2021

1. General Information

- The conference will be held ON LINE using **Cisco Webex Meetings (Webex)**.
- Presenter for the conference will give a talk **live in a meeting room on Webex** (the link for the meeting room in each session will be noticed later).
- No movie show that was recorded in advance of the presentation is allowed to present in this conference.
- All the presentation will be not be recorded and provided after the conference.

No one is never allowed to take a photo or record movie for any presentations in the conference to protect the copyright.

To attend and present in the online conference, each participant is required to prepare the following equipment:

- PC or tablet

※System requirements to use Webex should be referred to the following website:

<https://help.webex.com/ja-jp/nki3xrq/Webex-Meetings-Suite-System-Requirements>

It is highly recommended to install the software before joining the online conference.

Check also whether you have installed the software up-to-date (Otherwise, we might have trouble to communicate each other in the system).

- Internet access

※Make sure that your internet access are fast and stable enough for on line conference.

- Headset

※Utilization of headset is encouraged for clear conversation during presentation and dicssusion

- Web camera

※Although it is not mandatory, speakers are encouraged to give a talk with their video on to show their face during the presentation and discussion.

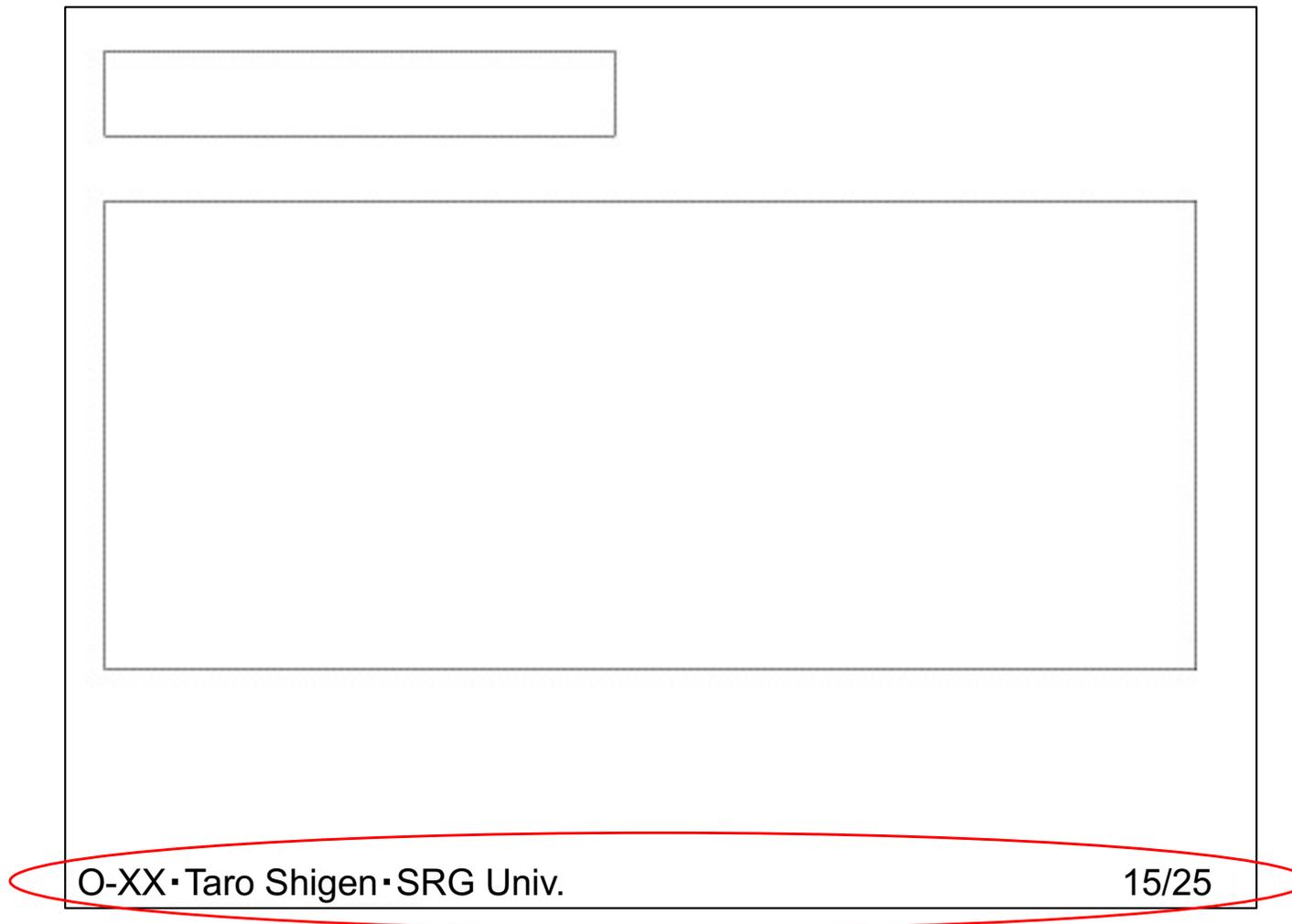
- Do not tell others the information to access to Webex site for the conference or download the abstracts. You may not provide your right to attend conference to others, either.
- Each participant must attend the on line conference just by her/himself. Never share your monitor to watch the conference with others (even those who register for the conference).
- When we realize that someone watches the conference with others or let others to use her/him account, we will eject them from the site and ask to pay for the registration fee.
- We will make record the access information from each account.

2. Preparation for presentation slides

- Make sure that your presentation slides can be shared and seen by audience on Webex system.
- **We encourage to use pdf for the presentation.** PowerPoint is also acceptable. When you use PowerPoint, make your file size as small as possible (no heavy picture, movies, animation, etc.)
- **Send the pdf file (even when you use PowerPoint, convert the file to pdf) to the event committee in advance of your presentation.** Then, in case you are trouble sharing the slide, the organizing committee can share the slides. Further instruction (e.g., address to send, due day) will be given later.
- Widescreen format (16:9) is recommended for the slides.

Indicate 「presentation#・your name・affiliation・slide#/total slide#」 at the bottom of all the slides.

Ex. O-XX・Taro Shigen・SRG Univ.・15/25



3. Testing connectivity to Webex

- Presenter must test the connectivity to Webex site in advance using the device and internet that will be used for the conference.
- For the test, access the test meeting site on Webex: <https://www.webex.com/ja/test-meeting.html>

Webex オンラインミーティングを
実際にお試してください。

お使いのデバイスでビデオ会議をテストできます。

名前

電子メールアドレス

参加する

In the test site, check the following:

① Speaker

- You will hear sample sound when clicking “test”. When you cannot hear it, adjust the volume with “V”.
- You may also adjust the volume on your own PC.

② Microphone

- You can record your voice when clicking “test”, then you can hear the recorded voice. If you cannot hear anything even increasing the volume, your microphone may not be working (Try with another equipment).

③ Test meeting with clicking ”join meeting” .

The screenshot displays the Cisco Webex Meetings interface. The main window shows a "Join Meeting Test" screen with a large "ST" logo. At the bottom, there is a control bar with buttons for "音声: コンピュータ音声を使用する" (Audio: Use computer audio), "スピーカーとマイクをテストする" (Test speaker and microphone), "ミュート解除" (Unmute), "ビデオの開始" (Start video), and "ミーティングに参加する" (Join meeting). A red box highlights the "スピーカーとマイクをテストする" button, with an arrow pointing to a settings window titled "スピーカーとマイクの" (Speaker and Microphone). This settings window has two "テスト" (Test) buttons circled in red. The first "テスト" button is labeled "①: Speaker test" and the second is labeled "②: Microphone test". At the bottom of the settings window, there are checkboxes for "音声を自動調整する" (Automatically adjust audio), "一時的な背景ノイズを減らす" (Reduce temporary background noise), "マイクのミュートボタンの状態を同期する" (Sync mute button status), and "ミュージックモード" (Music mode).

①: Speaker test

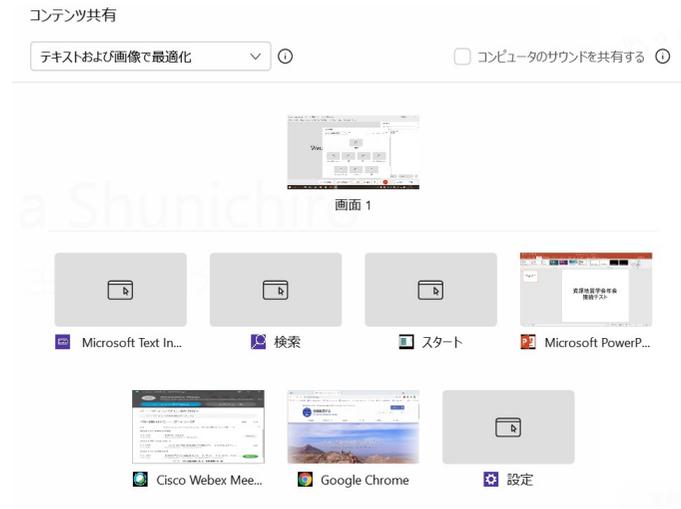
②: Microphone test

③: Join test meeting

- ④ Mute/unmute your microphone
- ⑤ ON/OFF your video camera
- ⑥ Share your slides
- ⑦ Participants
- ⑧ Chat

The screenshot shows a Cisco Webex Meetings window. The title bar includes "Cisco Webex Meetings", "Meeting Info", and "Hide Menu Bar ^". The menu bar contains "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", and "Help". The main content area displays "SRG test" and "Me". The bottom toolbar features icons for "Unmute" (labeled ④), "Start video" (labeled ⑤), "Share" (labeled ⑥), a red "X" icon, "Participants" (labeled ⑦), and "Chat" (labeled ⑧). The right sidebar shows a "Participants (1)" panel with a search bar and a list of participants including "SRG test Me" with icons for video, audio, and chat. Below it is a "Chat" panel with a "To:" dropdown set to "Everyone" and the text "check".

When you click “share” , the following window will appear. Then, you choose an appropriate software (e.g., Acrobat reader, PowerPoint) to share your slides.



Upon sharing your slide, a banner will appear to show as it is shared.

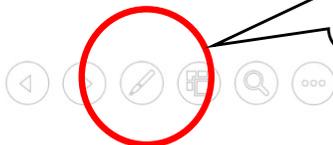


When you start your slide show, your window will be like the following:
(You should uncheck the presenter tool before sharing).



資源地質学会年会 接続テスト

Although you may use the pointer, it may cause the delay for audience to watch the presentation.



4. Access to Webex during the conference

We set Webex meeting site for each session. The meeting room for each session will be available 30 minute prior to the beginning of the session. Presenters must enter the site before the session start and test the connectivity and slide sharing with the session chair.

※ Link for the meeting will be addressed later only to the participants.

Room	6/30	7/1	7/2
Morning	Opening and awarding ceremony 9:00~ Room open and connectivity check 10:00~12:00 Ceremony	Presentation O-01~O-08 8:15~ Room open and connectivity check 9:00~11:50 Session ①	Presentation O-22~O-29 8:30~ Room open and connectivity check 9:00~11:50 Session ④
Afternoon A	Symposium 12:30~ Room open and connectivity check 13:00~17:40 Symposium (S-01~S-09)	Presentation O-09~O-14 12:15~ Room open and connectivity check 13:00~15:00 Session ②	Presentation O-30~O-36 12:15~ Room open and connectivity check 13:00~15:20 Session ⑤
Afternoon B		Presentation O-15~O-21 14:50~ Room open and connectivity check 15:20~17:40 Session ③	Presentation O-37~O-42 15:10~ Room open and connectivity check 15:40~17:40 Session⑥ 17:40~17:50 Break 17:50~ Closing ceremony, Student presentation awarding

All the participants must set their names on Webex as follows (the name has to be hanged before entering the room on Webex system):

Presenter: presentation ID ▪ your name ▪ affiliation

Ex.) O-XX ▪ Taro Shigen ▪ SRG Univ.

Audience: your name ▪ affiliation

Ex.) Taro Shigen ▪ SRG Univ.

5. Presentation and discussion

- Presenters should be ready to turn on their microphone soon after the session chair introduce their presentation.
- Each presenter will be given time as 10-20 min. for presentation, 5 min. for Q and A, and 1 min. for changing speakers.
- When session chair asks to start the presentation, presenter unmutes her/him microphone and starts slide sharing for her/himself.
- Presenter checks with the session chair whether your slides are shared appropriately before stating the presentation.
- All the above preparation time will be accounted as presentation time.

Q and A

- When the audience has any questions, chat to everyone by typing 「QUESTION: NAME」
- The session chair call the person to ask question, and then she/he unmutes the microphone and asks her/his questions.
- Other audience must keep muting their microphone.
- We might turn off presenter's video to secure stable internet connection during discussion.

- After finishing presentation and Q and A session, the presenter must cancel the slide sharing and mute their microphone as soon as possible (otherwise, next speaker won't be able to start her/his slide sharing).

6. Trouble shooting

- When presenters have any problems during testing the connectivity right before the session start or during presentations in the session, please contact immediately to:

Organizing committees : 03-6758-8682

(The phone number will be available only during the conference)

★This is only for presenters, not for audience.

- Please let the SRG office know if you have any questions or concerns attending the conference:

E-mail: info@resource-geology.jp