To All Participants

AESJ Annual Conference 2022 (Ryukoku University, Online Conference)

Please read the followings before you join the conference.

-In general

- 1) Participants must have completed the registration and payment of the participation fee. (URL of the "special website for the annual conference": https://aesj2022.award-con.com/)
- 2) The link to access Zoom meeting room of each venue will be posted on the "Conference Program" page on the "special website for the annual conference" two days before the conference (scheduled)., Please refer to page 2 and subsequent pages of this document in order to know how to enter each venue.
- 3) When you enter the venue, mute the microphone and turn off the video.
- 4) Change your name on the screen to "Name (Affiliation)" [e.g. Taro Nokei (Tozai Univ.)]. (How to change your name: Click on "Participants." Find your name in the list of participants on the right side of the screen. Click on "Details" of your name. Select "Change Name", and write "Name (Affiliation)").

-International Symposium and Main Symposium

- 1) Mute the microphone and turn off the video unless instructed by the chair.
- 2) Questions to the chair / reporter will be accepted via the Google form. The URL for that will be displayed in the chat during the symposium.

-Oral presentations

- 1) Mute the microphone and turn off the video unless instructed by the chair.
- 2) If the chairman gives an instruction such as "If you have any questions, please unmute the microphone and speak. Please tell us your affiliation and name first.", You can unmute the microphone, turn on the video and ask a question. When your talk with the presenter ends, mute the microphone and turn off the video.

-Inquiry

1) An information desk:

https://zoom.us/j/97528497791?pwd=dXNTbUdneTVDU0xEL3ZwbnBBNC9HZz09

meeting ID: 97528497791 , passcode: 447584

2) E-mail, phone:

Conference Headquarter: aesjconf2022@gmail.com, 077-544-7185

Norikazu Kanada : kanada@nodai.ac.jp, 080-6778-0053

Note: You cannot use the office mail address: office@aesjapan.sakura.ne.jp during the conference period.

<How to participate in the conference>

(Note: The following explanation assumes that you have already created a "personal account" on the "Special Website for the Conference" and registered for participation. (for details, refer to the "Manual for the Special Website for the Annual Conference").

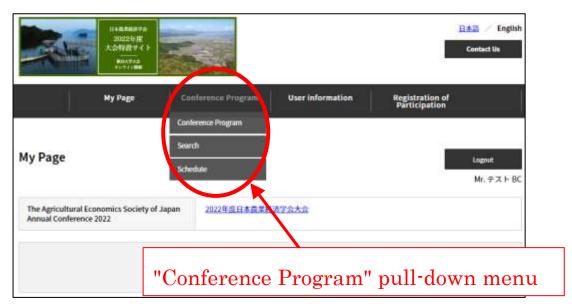
It is also assumed that the Zoom application is installed on your computer in advance.)

(1) First, log in to the special site with the email address and password of your "personal account".



(2) When you log in, the My Page will appear. If you place the cursor on "Conference Program" from the menu bar at the top, a pull-down menu will appear.

From the menu, you can select "Conference Program", "Search", or "Schedule".



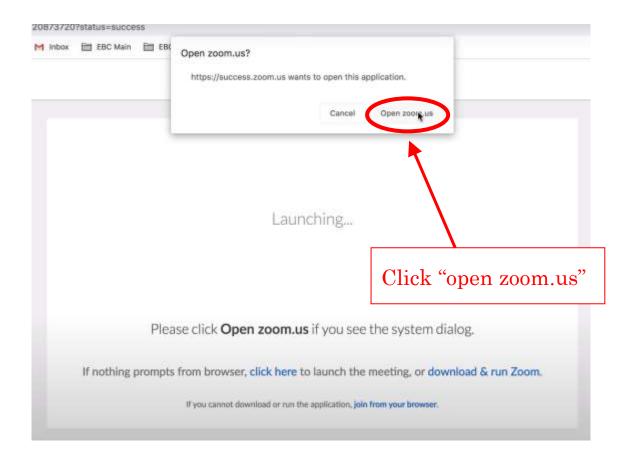
(3) If you select "Search" from the pull-down menu on the previous page, you can search for presentations by keyword. Also, if you select "Schedule" from the pull-down menu, a calendar for each date will appear.

The following describes the case where you select "Conference Program" from the pull-down menu.

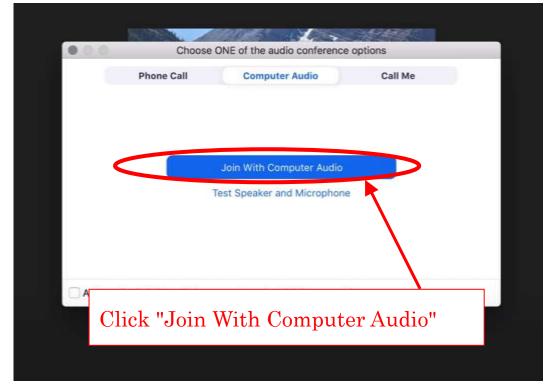
If you select "Conference Program" from the pull-down menu, the screen below will appear. From here, select 1) "Venue" and 2) "Date" to display the corresponding program. A box with the ZOOM link to the venue will pop up at the bottom. You can click the "ZOOM logo" in the box to jump to the venue.

box to jump to the venue. The abstract of each presentation can be downloaded by clicking the "Abstract DL" button on the right. 1) Select "Venue". Venue6 = "第 6 会場", Venue7 = "第 7 会場" Conference Program Logout Mr. テスト BC 第1合编(venue1) 第4会場(ven.: 94) 第2会場(venue2) 第3会場(venue3) 第5会場(venue5) 第6会場(venue6) 第7会場(venue7) 予備会場2(Reser : a venue 2) 第1会場(venue1) 2) Select "Date". 第1会場(venue1) Real-time Presentation All dates 2022/3/26 2022/3/27 2022/3/26 開会・開催校挨拶 Please Join us at Zoom when the announcement zoom 09:00 開会・開催校 URL: https://zoom.us/j/ 3) A Box with ZOOM link to the venue will pop up at the bottom. Click the "ZOOM logo" to jump to the venue.

(4) If you click the ZOOM logo in the pop-up box, the screen below will be displayed. Click "Open zoom.us."

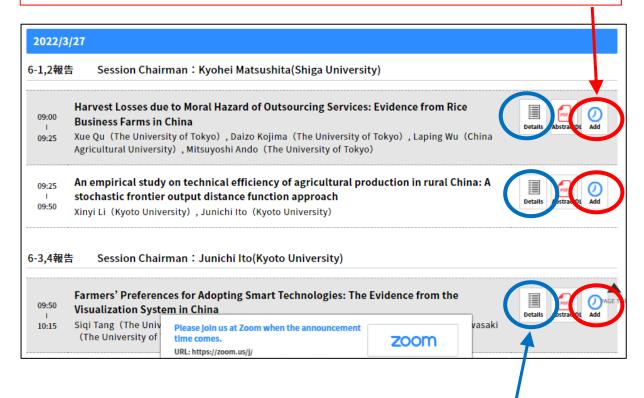


(5) Click "Join With Computer Audio" to enter the venue.



(6) The "Conference Program Page" explained on p.3 has the following several functions.

By clicking the "Add" button on the right of each presentation, you can list the presentation you want to hear on My Page.



Click the "Details" button to the right of each report to jump to the page where you can write a comment for the presenter.

However, the presenter will not be notified that the comment has been written, so it will only be communicated to the presenter when the presenter comes to see it later.

(7) The "Special Site for the Conference" can be logged until mid-April 2022, but it will be closed after that.

Please download the receipt and the participation certificate by then if necessary.