Guide for audiences at the 71st SPSJ Annual Meeting

1) System

All presentation at the annual meeting will be done using Webex Meeting

Please check internet speed, Webex application and your devices before the meeting.

Your mail address for joining the Webex Meeting is same as the address when you registered in the meeting.

2) WebexMeeting Manuals

https://main.spsj.or.jp/nenkai/71nenkai/en/E_71WebexMeetingManualver1.pdf

3) Participant Name

Format of Participant Name is Name Affiliation as 'John Smith Tokyo Univ'.

Please set your Participant Name before joining the meeting. (Refer to the other manuals)

If the affiliation is unknown, SPSJ staff ask you via chat.　In case of no reply, you may be forced to leave the online venue.

4) Enter the online venue

Log in the website of the 71st Annual Meeting Preprints（https://member.spsj.or.jp/convention/spsj2022/）

Room listings will be displayed in the Web preprints once you log in (From 25 to 27 May).

You can access each linked room from the Web preprints by online.

5) Attending Oral Presentations
a) In online presentation

- You should mute your microphone
- You may turn on your camera if you need.
- You can know which presentation is being proceeded by the presentation number in Participant Name.
- Cancellation and Rescheduling of presentation will be posted on the Web preprints..

b) Q&A

- ・　Q&A will be done using a microphone by online.

- ・　The chair asks any questions. If you have questions to the presenter, you will tell your name via the microphone.

- ・　The chair will nominate questioner and the questioner will ask a question.

6) Attending Poster Presentations

a) Poster presentation location

- ・　Please move to the breakout session with the name of the presentation number you wish to attend.

b) How to view posters

- ・　Presenters will display their posters in their breakout sessions and wait. Presenters will display one poster in full screen. And he does not move it. Audience can use their own PCs to view the parts of the poster they want to see while zooming in and out and moving around.

c) Presentation requests, Q&A

- ・　Audience members may request audio presentations or ask questions.

7) When in trouble or have questions

- ・　The SPSJ staff is waiting for you in the preview room.
- ・　Please ask the room staff at each venue.
- ・　Please send an email to 71nenkai@spsj.or.jp

8) Audience Online Test

May 19(Thu), 20(Fri) 10:00-24:00

The settings are different for oral and poster sessions room.

Please test at the room of the presentation type you will be auditing.

Test Site URL

https://main.spsj.or.jp/nenkai/71nenkai/en/E_WebexPresenterAudienceTestURL220430.pdf