

JpGU Meeting 2021 ( May 30 - June 6 )

# Meeting Manual

v.2 June 1, 2021

JpGU Meeting Organizing Committee

# It is strictly forbidden to share/transfer your login information such as Confit ID, password, Zoom address, and other information only for the meeting participants.

# Contents

1. Meeting Portal Site (Confit)	3
1-A. Accessing the Meeting Portal Site	
1-B. Initial password setting	
1-C. Logging in to the portal site	
1-D. Functions of the Confit	
1-E. Account settings	
2. Oral session	11
2-A. Accessing the Zoom meeting	
2-B. After entering the room (for All)	
2-C. For the Chairpersons	
2-D. For Speakers	
2-E. For Attendees	
3. Poster session	18
3-A. Core time session rooms	
3-B. Accessing the core time session (Breakout rooms)	
3-C. Browsing the poster presentation materials	
4. Lounge space (oVice)	23
4-A. Accessing the oVice	
4-B. How to use oVice	

# 1. Meeting Portal Site (Confit)

In JpGU Meeting 2021, we use the Confit system to participate in the meeting sessions. Please note that you need to create your own password when you access the meeting site for the first time.

## 1-A. Accessing to the Meeting Portal Site

The portal site can be accessed from the JpGU Meeting 2021 website ( [http://www.jpгу.org/meeting\\_e2021](http://www.jpгу.org/meeting_e2021) , Figure 1). You can also access the site by using the URL address ( [https://confit.atlas.jp/guide/event/jpгу2021/participant\\_login?redirectUrl=https://confit.atlas.jp/guide/event/jpгу2021/top](https://confit.atlas.jp/guide/event/jpгу2021/participant_login?redirectUrl=https://confit.atlas.jp/guide/event/jpгу2021/top) ).

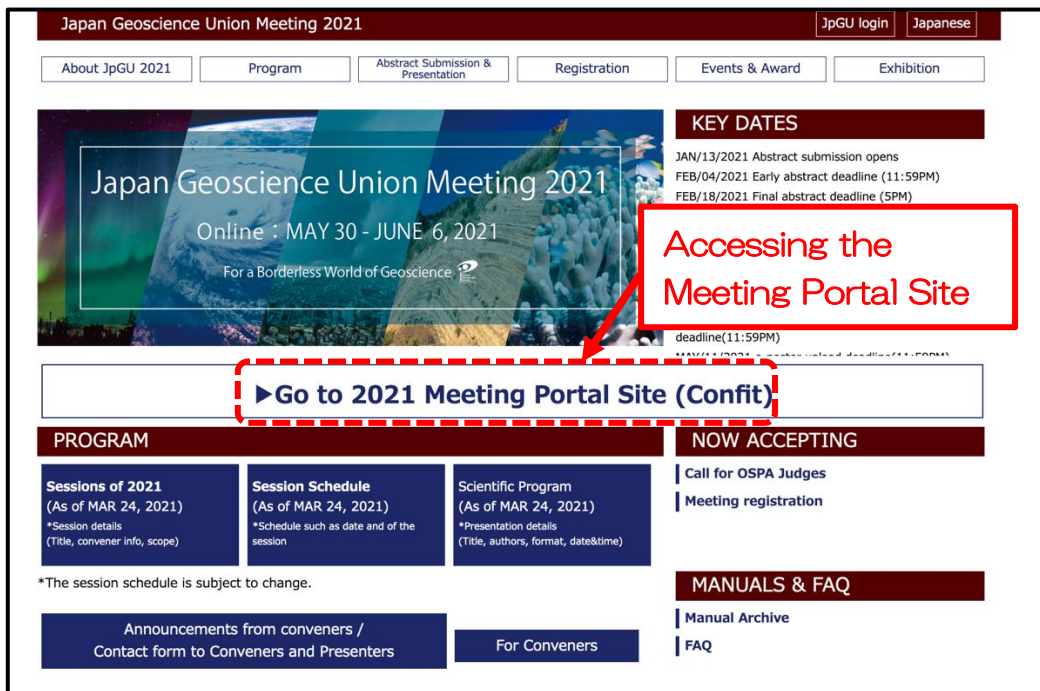


Figure 1: Accessing the Meeting Portal Site from the Meeting site.

## 1-B. Initial Password Setting

You need to set your password when you access the portal site for the first time. Please enter the e-mail address you used for registration as shown in Figure 2 and follow the instructions which will be sent to your email address after this procedure.

The figure consists of two screenshots of the Japan Geoscience Union Meeting 2021 portal site. The top screenshot shows the 'Log In' section with a red box around the link '[Set password at the first time you login]'. A red arrow points from the text '1. Click here' to this link. The bottom screenshot shows the same page after clicking the link, with a red box around the email input field. A red arrow points from the text '2. Your registered E-mail address' to this field.

**1. Click here**

**2. Your registered E-mail address**

Figure 2: Setting the password for the portal site

### 1-C. Logging in to the portal site

Use the password you set in 1-B and your JpGU ID (6-digit number) to access the portal site. If you have forgotten your password, please reset it from the log-in page.

The screenshot shows the login page for the Japan Geoscience Union Meeting 2021. The header includes the event name and dates (MAY 30 - JUNE 6, 2021). The main content area is titled "Meeting Portal Site for JpGU 2021 Attendees". A red box highlights the "JpGU ID (6-digit number) and the password you set" fields in the login form. Another red box highlights the "Forgot your password?" link and the email reset form. A third red box highlights the "You can reset the password form here." text, which points to the email reset form. The page also includes a "Log In" button, a "Keep me logged in" checkbox, and a "Terms of Service" link.

Japan Geoscience Union Meeting 2021  
For a Borderless World of Geoscience Online : MAY 30 - JUNE 6, 2021

«Back

Meeting Portal Site for JpGU 2021  
Attendees

JpGU ID (6-digit number)  
and the password you set

welcome you to the meeting.  
▶ [GO Register for the meeting NOW](#)

[How to log in]  
Login ID: Your JpGU ID (6 digits)  
Password: \*1 Password you will be asked to set at the first time you login

\*1 Please set your password from the "Password Setting at the First Time Login" link provided on the login screen when you log in for the first time.  
For security reasons, your password must be set from the "Password Setting at the First Time Login" link provided on the login screen when you log in for the first time.  
For security reasons, your password must be set from the "Password Setting at the First Time Login" link provided on the login screen when you log in for the first time.

Requests

It is strictly forbidden to share/transfer your login information such as your own Confit ID/password, Zoom URL, or any other information that is limited to the meeting participants with others. If you are found to be participating in the meeting illegally, you will be asked to leave the meeting immediately. You will also be

Log In → [Click here for Exhibitor Log In](#)

Login ID \*  
Password \*

Keep me logged in

[Set password at the first time you login](#)

Please check the terms of use before logging in.  
[Terms of Service](#)

Log In

[Forgot your password?](#)

Please enter the email address you used when you signed up. You will receive an email to reset your password.

Send

You can reset the password form here.

Figure 3: Logging in the portal site

## 1-D. Functions of the Confit

The meeting portal site (Confit system) offers a variety of functions for conference participation. We introduce some of the recommended functions (participants search, private message, My schedule, "like" and comment).

### A) Participants search

You can search for meeting participants by their names, affiliation/exhibitor name, presentation title, or matching flag. The searching method is partial matching. There are "OSPA Entry" and "Job Seeking" in addition to five science sections as matching flags. Please refer to "1-E. Account Settings" to set your own matching flag.

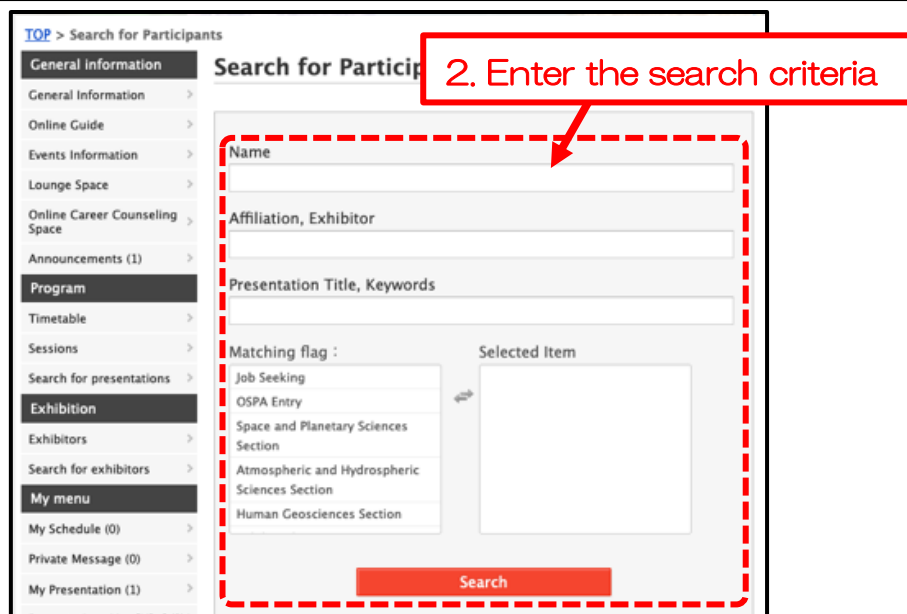
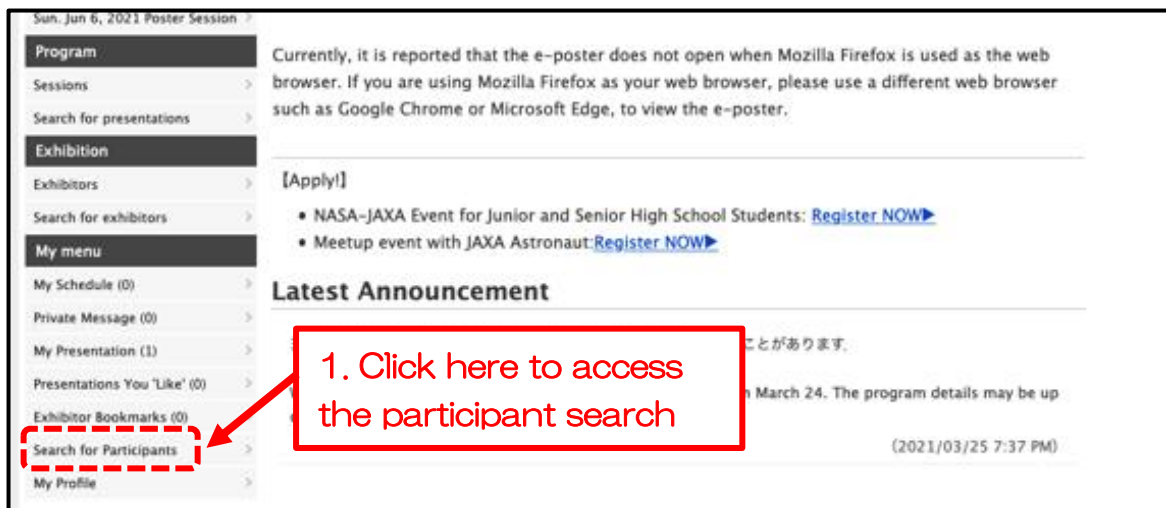


Figure 4: Participant search

## B) Private Message

You can send private messages to participants you have searched for in the Participant Search (Figure 5). You can check your private messages you received/sent from "Private Messages" menu in "My Page" (Figure 6). Please refer to "1-E. Account Settings" for more details.

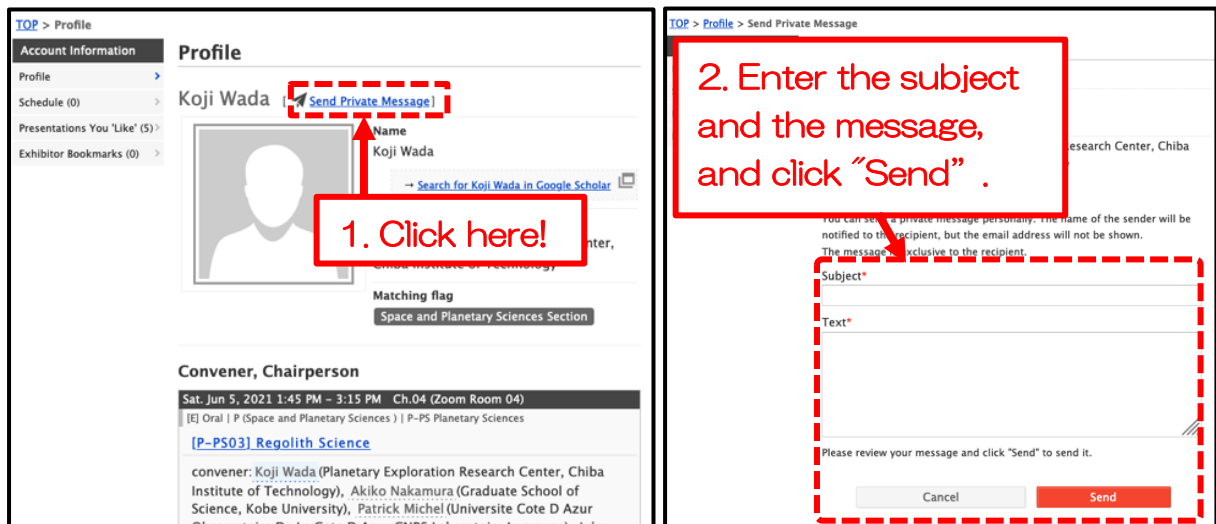


Figure 5: Profile screen and private message

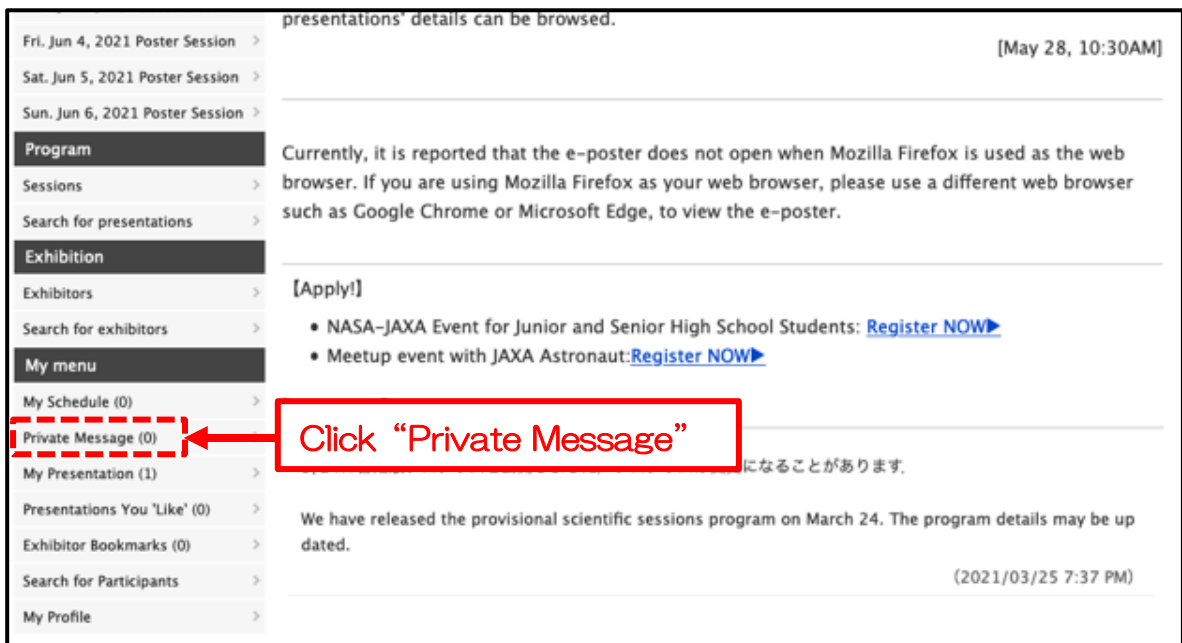


Figure 6: Accessing your own "Private Messages"

### C) My Schedule

You can use the “My Schedule” to manage your schedule and can create a PDF file of your schedule. Please search the presentations you want to register in your “My Schedule” from the “Timetable” or “Program”.

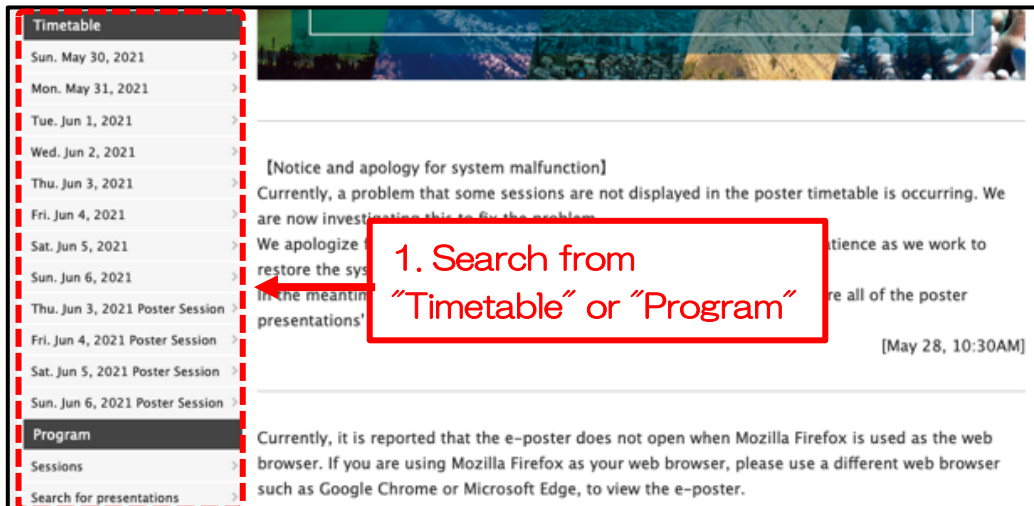


Figure 7: Session search and registration to “My Schedule”



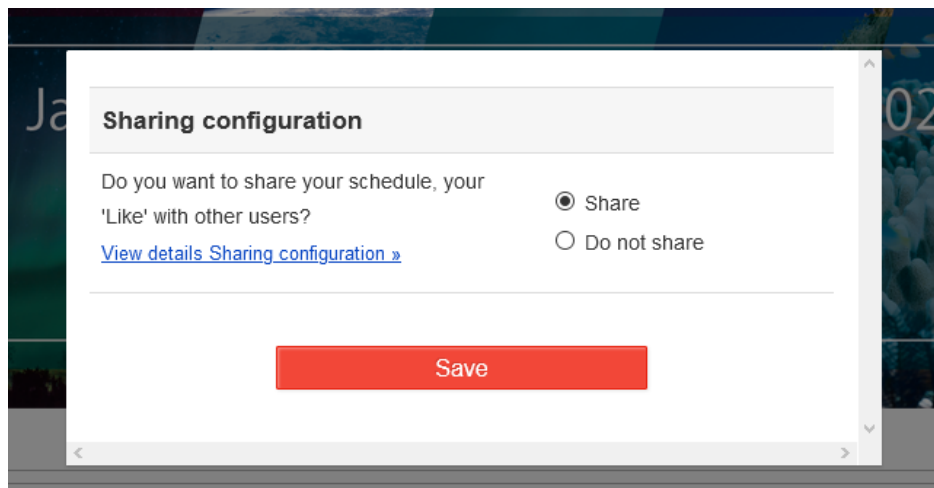


Figure 8: Sharing configuration of your schedule and “Like”

#### D) “Like” and comment functions

You can “Like” or leave a “Comment” for oral/poster presentation in session information page. All participants can see the names of those who have “Like” if the “Share” setting is on, and those who have left comments.

\* You can change “Share” setting in the “Account Setting” page. For details, please refer to “1-E. Account Settings”.

\*\* All participants can view the comments. The presenters can optionally select mail notification of comments. Please refer to “1-E. Account Settings” for the “Share” setting.

\*\*\* The comments will not be updated unless you press the “Get latest comments” button, but please avoid hitting the button repeatedly, which may cause server overload.

## **1-E. Account Settings**

You can set up your account settings to use functions of the meeting portal site (Confit).

### **A) Matching Flag Setting**

To set the matching flag for participants search, please access "My Profile" in the menu at the top page. Then please click "Edit" in the upper right corner of the profile. You can then set the matching flag in the "Matching Flag" field.

### **B) Private Message Setting**

Please go to the top page of the portal site first and then select "My Profile" > "Edit" > "Account Settings" from the menu. Click on "Private Message Settings" in the left column to set whether or not to use Private Messages and whether or not to use message notification.

### **C) Share settings for "My Schedule," "Like," "Exhibitor Bookmarks," and "Comments"**

Please access the top page of the portal site and go to "My Profile" > "Edit" > "Account Settings" from the menu. Then click "Share Settings" in the left column.

### **D) My profile setting**

Please go to the top page of the portal site and access "My Profile" from the menu. Click "Edit" in the upper right corner of the profile screen to display the edit screen. You can set your name, affiliation, self-introduction, social media information and the others.

Note: Once you have set your profile image, you cannot change it to the default one. You can however change the image to another one you prefer to use.

## 2. Oral session

The outline of the oral session at JpGU Meeting 2021 is as follows.

- ✓ 4 sessions per day (AM1, AM2, PM1, PM2), and 26 channels in parallel.
- ✓ **You have 15 minutes per presentations and 90 minutes per session (e.g. 6 presentations) as default.** Please keep to the presentation schedule strictly.
- ✓ **The allocation of 15 minutes between the talk and the Q&A will be left to each session.** Please contact the session convenor in advance or pay attention to the announcement by the chairperson at the beginning of the session.

Convenor contact form:

[http://www.jpгу.org/meeting\\_e2021/program.php#program\\_menu07](http://www.jpгу.org/meeting_e2021/program.php#program_menu07)

- ✓ Zoom meetings will be open 15 minutes before the session start time for AM1 and 5 minutes before for all other session time.
- ✓ **Zoom meeting will be closed at the end of the each session.** For sessions that span multiple slots, it will NOT be closed and continue between sessions, but at lunch time, all Zoom meetings will be closed.

Example: If a session consists of AM1, AM2, and PM1, the Zoom meeting will NOT be closed during AM1 and AM2, but will be closed after AM2 and re-start at PM1.

- ✓ **Breakout rooms will be set up for each Zoom meeting.** This room is designed to be a “hallway in a local venue” , and participants can use them for extended Q&A sessions, chatting etc. Note that all Breakout rooms are closed when the main Zoom meeting is closed.
- ✓ At the Union sessions, On-demand streaming will be available only to the meeting participants if the conveners request.
- ✓ We will not provide on-demand streaming of regular sessions, although we will record all sessions.

## 2-A. Accessing the Zoom meeting

Please access the Zoom Meeting from the portal site. First access the session list by date on the “Timetable” page in the menu and then access the “View a Zoom” button at the bottom of each session.

The image shows a screenshot of a web portal. On the left, a navigation menu is visible with the following items: Announcements (1), Timetable, Sun. May 30, 2021, Mon. May 31, 2021, Tue. Jun 1, 2021, Wed. Jun 2, 2021, Thu. Jun 3, 2021, Fri. Jun 4, 2021, Sat. Jun 5, 2021, Sun. Jun 6, 2021, Thu. Jun 3, 2021 Poster Session, Fri. Jun 4, 2021 Poster Session, Sat. Jun 5, 2021 Poster Session, Sun. Jun 6, 2021 Poster Session, Program, Sessions, and Search for presentations. A red dashed box surrounds the 'Timetable' menu item, and a red arrow points to it with the text '1. Access "Timetable"'. The main content area shows a notice about a system issue and a 'View a Zoom' button in a session slot. A second red dashed box surrounds this button, with a red arrow pointing to it and the text '2. Access from the "View a Zoom" button in each session slot.' Below the menu is a grid of sessions organized by chapter (Ch.01 to Ch.08) and time (8 am to 1 pm). Each session slot contains a title and a 'View a Zoom' button. The 'View a Zoom' button in the 11 am slot for Ch.05 is highlighted with a red dashed box.

	Ch.01 Zoom Room 01	Ch.02 Zoom Room 02	Ch.03 Zoom Room 03	Ch.04 Zoom Room 04	Ch.05 Zoom Room 05	Ch.06 Zoom Room 06	Ch.07 Zoom Room 07	Ch.08 Zoom Room 08
8 am								
9 am	[O] Oral [U-051] Special session for a borderless World of Geoscience (GEOethics)	[O] Oral [P-PS02] Recent advances of Venus science and coming decades	[O] Oral [M-G134] Earth and planetary informatics with huge data management	[O] Oral [P-CG18] Planetary Magnetosphere, Ionosphere, and Atmosphere	[O] Oral [P-EM11] Coupling Processes in the Atmosphere-Ionosphere System	[O] Oral [A-AS06] Stratosphere-troposphere Processes And their Role in ...	[O] Oral [A-AS03] Advances in Tropical Cyclone Research: Past, Present, and	[O] Oral [A-CG36] Satellite Earth Environment Observation
10 am								
11 am	[O] Oral [U-051] Special session for a borderless World of Geoscience (GEOethics)	[O] Oral [P-PS02] Recent advances of Venus science and coming decades	[O] Oral [M-G134] Earth and planetary informatics with huge data management	[O] Oral [P-CG18] Planetary Magnetosphere, Ionosphere, and Atmosphere	[O] Oral [P-EM11] Coupling Processes in the Atmosphere-Ionosphere System	[O] Oral [A-AS06] Stratosphere-troposphere	[O] Oral [A-AS03] Advances in Tropical Cyclone	[O] Oral [A-CG36] Satellite Earth Environment Observation
12 pm	[O] Oral [EV-11] Lunchtime Special							
1 pm								

Figure 9. Entering the session room

## 2-B. After entering the room (for All)

① Click on “Participants” to display the list of participants. Your name in the participant list should include the name and your affiliation. You can change it by clicking “Details” next to the name.

Example) Taro Rengo (JpGU Univ.)

② Do not unmute and start the video.

③ Do not share the screen.

※ If there are other devices attending the same zoom room in close physical distance, feedback may occur if their microphones or speakers are turned on. We recommend physically separating the devices or using headphones or a headset.

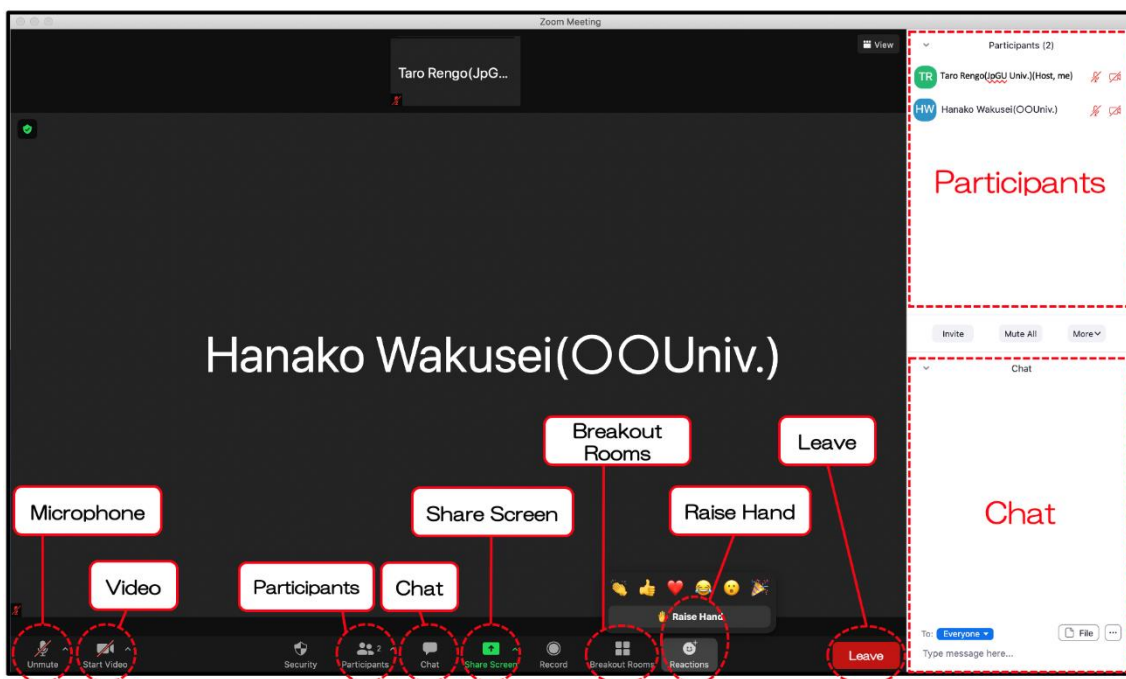


Figure 10: Zoom meeting functions

## 2-C. For the Chairpersons

Please keep the following in mind.

① The name displayed in the “Participants” section should include your name, affiliation, and “Chair”.

Example) Chair: Taro Rengo (JpGU Univ.)

② The Zoom administrator(\*) will ask you to be a co-host just in case for safety. You don't have to do any works as a host unless there is a problem such as the Zoom administrator's connection being cut off.

\* The Zoom administrator is the host of each Zoom meeting, and is responsible for starting and ending Zoom meetings. They will force participants who do not stop sharing their screens to stop sharing. The JpGU office has arranged for a vendor to work as the Zoom administrator, so please be aware in advance that he or she may not be familiar with the academic conference so much.

③ Before the session begins, the Zoom administrator may be sharing the screen with some display materials. If the chairperson or convener wants to share something, or if the presenter wants to check the settings in advance, please let the Zoom administrator know. The administrator will stop the screen sharing.

④ Please proceed the session with mute off/on and video on/off as appropriate. At the beginning of the session, please announce the time allocation for the talk and Q&A session (12 minutes for the talk and 3 minutes for the Q&A session etc., to be decided by the session policy), how to proceed with the Q&A session (see 6) and 7) below), and the strict adherence to the presentation time.

⑤ Please ask the presenter to unmute and share the screen as appropriate.

⑥ Nominate a questioner and lead the Q&A session. Those who raise their hands will automatically be listed at the top of the participant list. You could ask the audience to use “Raise Hands” function.

- ⑦ You can also use “Chat” function for the Q&A session. Also please keep attention to the chat screen because requests from the Zoom administrator will be sent mainly via chat.
  
- ⑧ There are Zoom breakout rooms that can be used freely in each Zoom meeting. Please guide the participants like “Please continue the question and answer session in the breakout room xx.”
  
- ⑨ There will be no bell rings, so please pay attention to the time schedule and strictly adhere to the end time of the session as well as each presentation time.
  
- ⑩ We may ask you to share your video on the screen and play it on behalf of the presenter for the presentations that have been agreed upon in advance.

## 2-D. For Speakers

- ① Please enter the room in advance of your presentation time and wait for the chair's instruction.
  - ② Speaker (only) can use the video camera to show his or her face. Please decide whether you use camera or not by yourself.
  - ③ When the presentation time (including Q&A) is over, please stop unmute and screen sharing, and turn off the video camera.
- ※ The Zoom practice channel is available (Figure 11), so please use it to check the screen sharing and microphone settings in advance.
  - ※ If some connection problems occur, please follow the chair and also note that your presentation may be postponed or other measures may be taken.
  - ※ If your presentation has to be cancelled due to a connection problem, please consider uploading additional materials at your own presentation space on Confit.

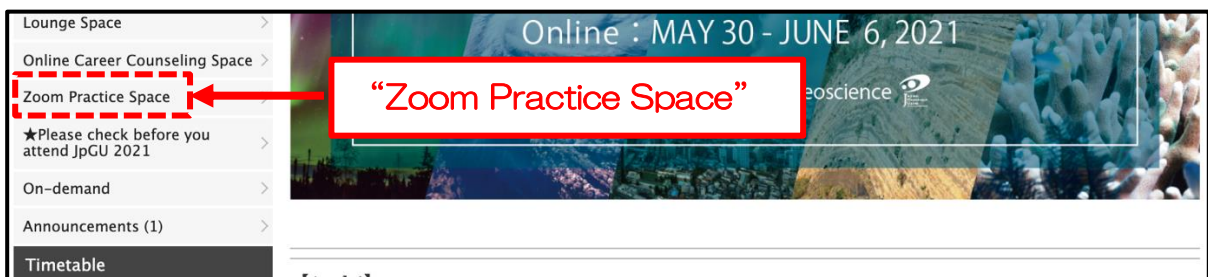


Figure 11: Zoom Practice Space



## 2-E. For Attendees

- ① Please keep yourself muted and video-off. If you have any questions, please follow the instructions by the chair.
- ② Remember to mute after your question/comment.
- ③ There are Breakout rooms in each session, and please feel free to use them.
  - If you want to continue the discussion with the speaker or if you want to have a meeting with some participants, you can ask him/her via direct chat message and meet him/her in the Breakout room.
  - Please note that the Breakout rooms will be closed when the main Zoom meeting is closed. e.g. end of each session.

### 3. Poster session

The outline of the poster session at JpGU Meeting2021 is as follows.

- ✓ You can browse the poster presentation all day long. E-poster, on-demand videos, or additional materials are included for each presentation.
- ✓ The publication period is one year after the meeting (= security maintenance period for Confit).
- ✓ The core time for each poster session is set up for June 3 - June 6 at PM3 (17:15-18:30). Zoom Breakout room will be provided for each presentation during the core time.
- ✓ To access the Breakout room, please enter the poster session's Zoom meeting from the timetable or session information page, and then access the Breakout room for your presentation.
- ✓ We recommend that audiences view the e-poster before going to the Zoom Breakout room for discussion.

### 3-A. Core time session

We use the Zoom meeting Breakout room for core time session for poster presentations. Please access the list of poster sessions through the “Timetable” of the menu, and then access the “View a Zoom” button at the bottom of each session slot. You can also enter the room from the Zoom link on the session information page.

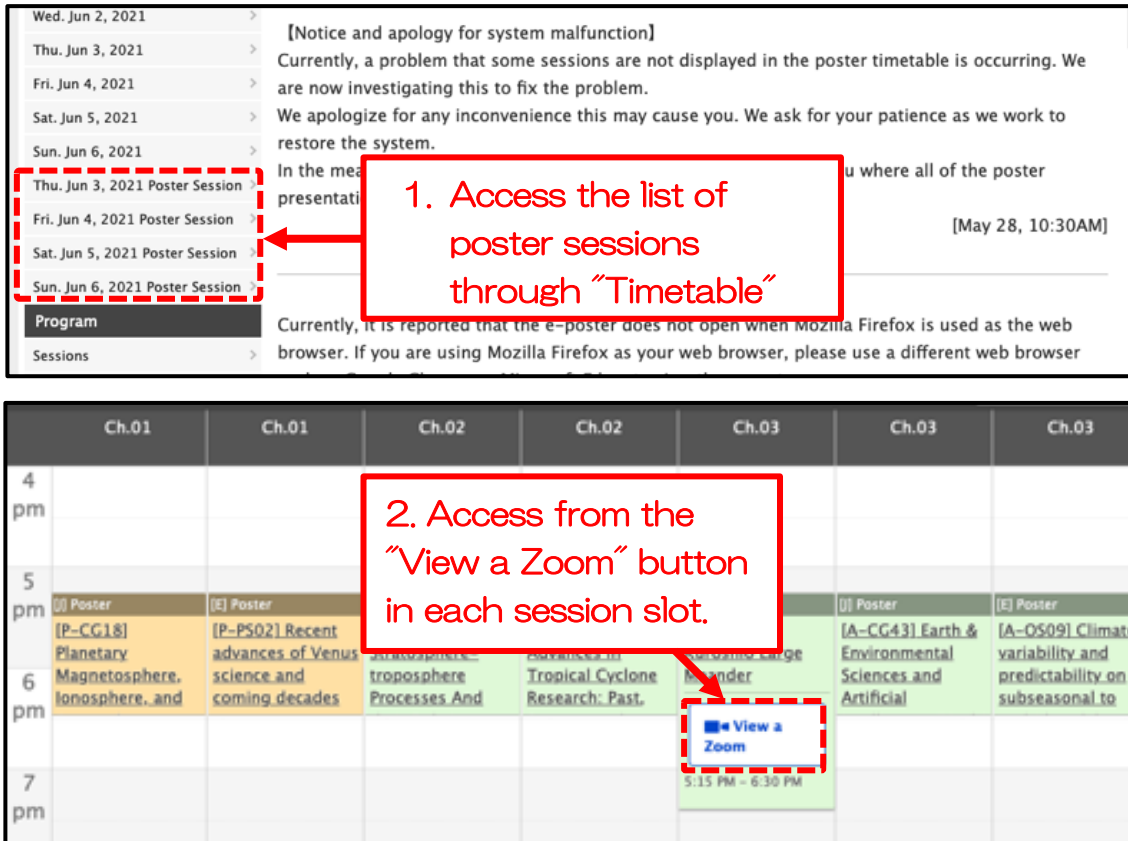


Figure 12: Entering the session room

### 3-B. Breakout room during the core time session

In the Zoom meeting for the poster session, Break rooms are assigned to each poster presentation. The allocation list is shared in the main room. Please feel free to enter and leave the Breakout room by clicking the “Breakout Room” button at the bottom of the menu and enjoy the discussion.

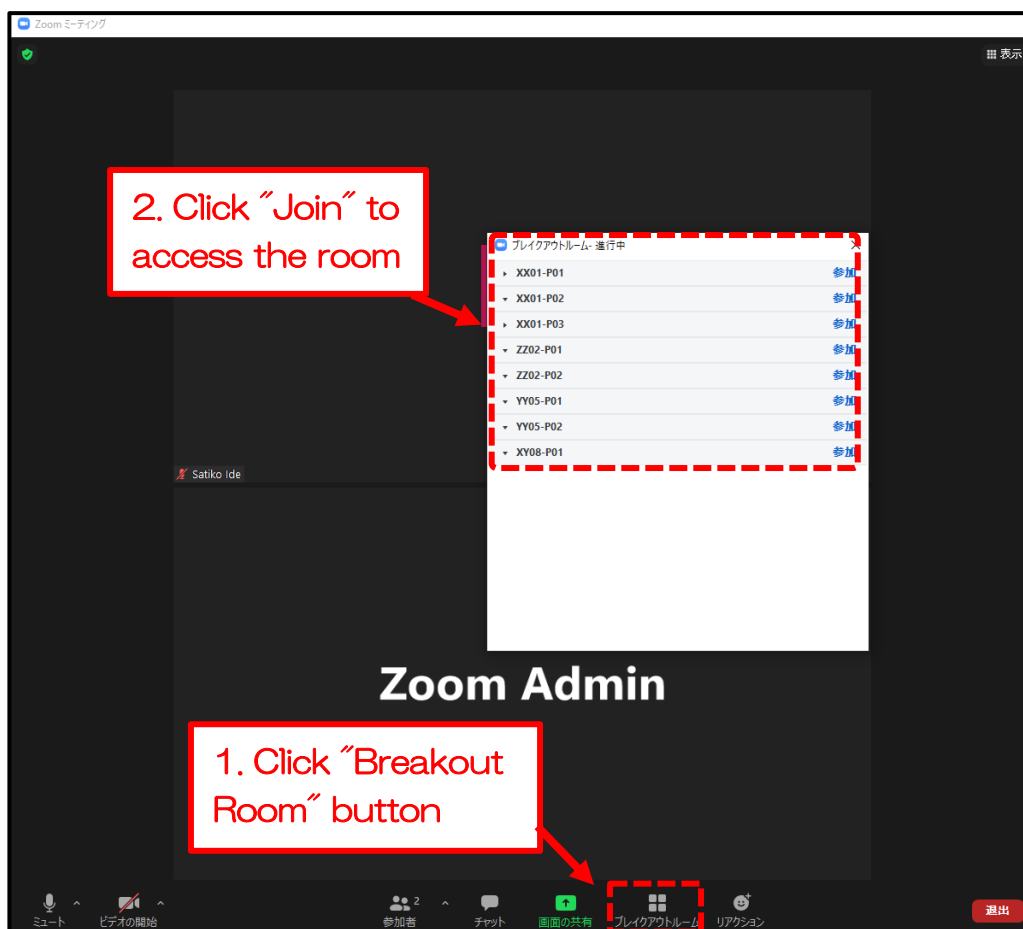


Figure 13: Entering a breakout room.

Please note the following during the core time session using Breakout rooms.

- ✓ Please update your Zoom application to the latest version before joining the meeting.
- ✓ You can move freely between the main Zoom and the Breakout rooms.
- ✓ Participants can see who is staying in each Breakout room in the main Zoom room.
- ✓ You can use the usual Zoom function in the Breakout room. Please enjoy the discussion with other participants.
- ✓ In the main room, the Zoom administrator will share a screen showing the assignments for each poster presentation to the Breakout room.
- ✓ The Breakout room will be automatically closed when the Zoom in the main room is closed, e.g. at the end of the session. Please note that you will receive a notification from the Zoom administrator 5 minutes before the end of the session.

### 3-C. Browsing the poster presentation materials

Materials for poster presentations include “e-posters”, “on-demand videos”, and “additional materials”. You can view them by accessing the presentation page from the “Session Information” page.

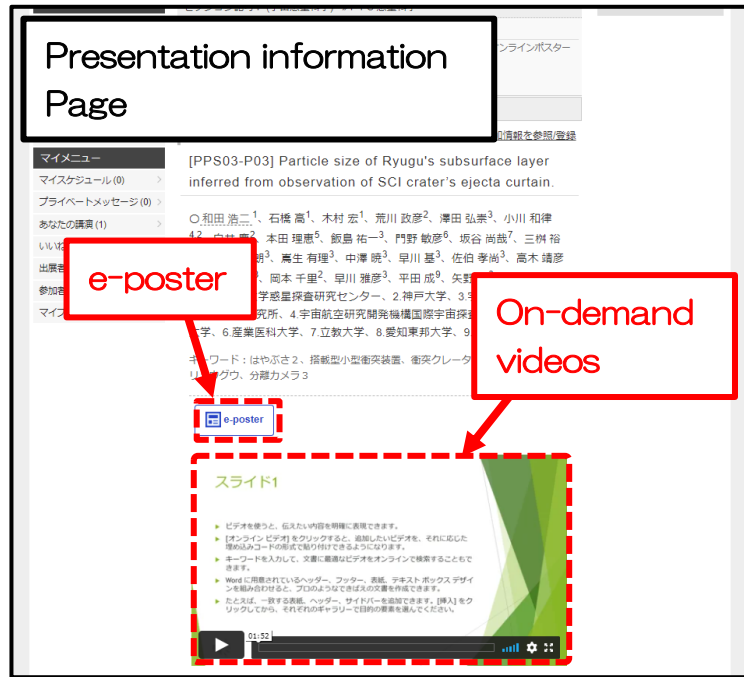


Figure 14: Access materials from presentation page

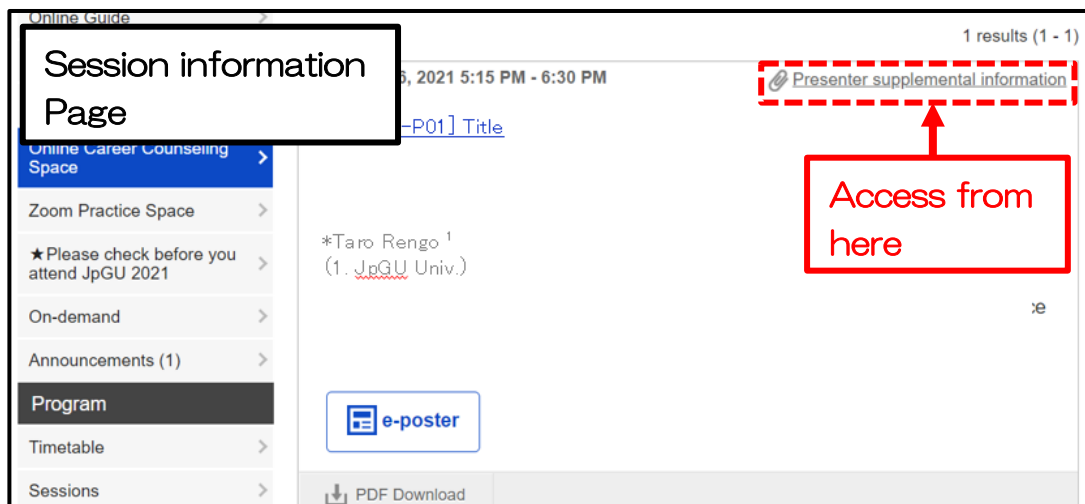


Figure 15: Access materials from session information page

## 4. Lounge space (oVice)

We have introduced oVice as a free lounge space for meeting participants. Please feel free to use it. The oVice can be used during the meeting period (May 30 - June 6).

### 4-A. Accessing the oVice

You can access oVice from the portal site "Confit" top page. There are two ways to enter oVice.

- 1) If this is your first time to use oVice (no oVice membership registration), please enter your name and use the room.
- 2) As a registered oVice member or already have an oVice membership, please register and log in to enter the room using your preferred method.

### 4-B. How to use oVice

You can scroll down or to the right in the oVice room. You can hear other's voices when you approach their icons, and you cannot hear them when you move away from them.

For detailed instructions, please refer to the official manual (<https://www.notion.so/oVice-101-English-def2008790d946ddb14247fe65a7be9>).

There is also a video instruction on Youtube (<https://youtu.be/rJiR2XVmr1g>).

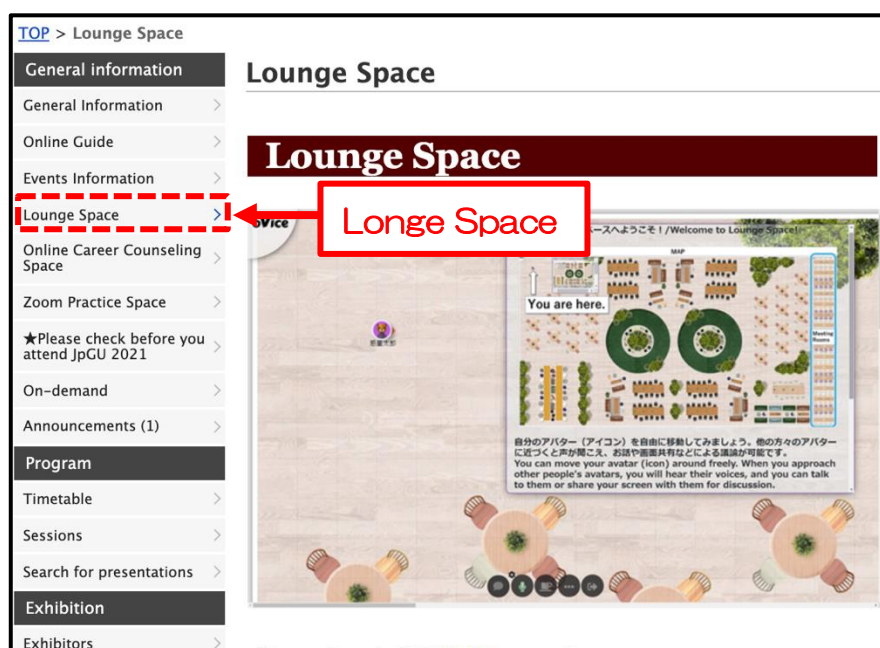


Figure 16: Access to Lounge Space (oVice)