JpGU Meeting 2022

Hybrid Phase: May 22 - 27

Online Poster Session: May 29 - Jun 3Chairpersons'

Chairpersons' Manual

Ver. 1   2022/5/18 (original in Japanese)

Written by Meeting Organizing Committee

To All Chairpersons

The Japan Geoscience Union Meeting 2022 will be held in a hybrid format, combining on-site (Makuhari Messe, Chiba City) and online sessions. During the hybrid phase (May 22 (Sun.) - 27 (Fri.), 2022), chairpersons are advised to note the following points.

Preparation in Advance

- Please confirm whether each presentation in the session you will be presiding will be given on-site or online in advance e.g., via the session mailing list.
- We recommend that the chairpersons be assigned to preside on-site and online to ensure coordination between the on-site and online participants if possible (chairperson either on-site or online is acceptable).

Before the Session Starts

- Before the session starts, please inform the session room staff of the session progression plan (e.g., which lectures are not 15 minutes long, when to ring the bell during the talk, etc.). The default preset time is 12 minutes for the first bell and 15 minutes for the second bell.
- Chairpersons are requested to use the chairperson's PC provided in the session room (you cannot use your own PC). The chairperson's PC will be pre-connected to Zoom.
- The session room staff may be sharing postings on the screen before the session starts. If there are briefing materials from the chairpersons or conveners to share on screen, or information for speakers on the use of microphone, video or screen sharing, please let the session room staff know.
  - ➢ On-site Chairpersons: Please hand over the USB memory stick containing the briefing material (in PDF format) to the room staff to be displayed on screen from the attendant's PC.
  - ➢ Online Chairpersons: Please share and display the pre-briefing materials on your screen.

During the Session

- Please coordinate among the on-site chairperson (or chairperson-equivalent), online chairperson (or chairperson-equivalent), and local session room staff to ensure that everyone on-site and online can participate in the session. Online chairpersons are encouraged to pin the "chair-on-site" video screen to keep track of the on-site session room. The external camera on the

chairperson's PC is recording the microphone stand for questioners at the on-site venue, so please keep it turned on at all times.

- The on-site chairperson should turn on the normal microphone on desk and speak through this microphone when speaking (please mute the PC microphone at all times). Also, if you switch the video input from the external camera to the PC built-in-camera (shortcut toggle: "Alt" + "n"), you can show your face. After you finish speaking, please turn off the desk microphone and switch the video input back to the external camera.
- Online chairpersons should indicate "Chair" or "座長" in addition to "Name (Affiliation)" in the name displayed on Zoom (e.g. Chair: Taro Rengo (JpGU Univ.)).
- The timer (BlueSky Timer) will appear as one of the Zoom participants, so please pin BlueSky on Zoom to keep your session on time.
- Presenters who are unable to attend the meeting have been encouraged to upload their pre-recorded presentation videos to Confit as on-demand videos or additional materials. During playback by a substitute, screen-sharing the presentation material uploaded to Confit will avoid the exchange of large files.
- During the Q&A session, please encourage online participants to "raise their hands" and ask questions after identifying themselves by name and affiliation so that on-site participants will know who they are. If there are questions in "Chat", please select and ask the question on behalf of the questioner.
- During the Q&A session, please encourage local participants to move to the microphone and identify themselves by names and affiliations, so that the online participants can see them before asking questions.
- Online chairpersons should pin the "chair-on-site" video screen and check if there is a questioner on-site or who the questioner is.
- To ensure that everyone on-site and online can participate, please ask the audience to refrain from discussing in the Zoom chat after each presentation but to utilize the private message and comment functions of Confit, or the "oVice" free lounge space.
- In the case of panel discussions, please use the presenter's PC to moderate the discussion.