



Japan Geoscience Union

Publicity and Outreach Committee press@jpgu.org

JpGU Meeting 2022

Hybrid phase: May 22 - 27

Online Poster Session phase: May 29 – June 3

Meeting Manual

Ver.1 May 18, 2022

Created by Meeting Organizing Committee

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1. Preamble

- JpGU Meeting 2022 will be held as a hybrid format, combining on-site (Makuhari Messe, Chiba City) and online, on the date listed below.

Hybrid Phase: May 22 (Su) – 27 (F), 2022

Online Poster Session Phase: May 29 (Su) – June 3 (F), 2022

- If you are attending on site, please make sure to complete your registration and bring the e-ticket issued by at least one day before your visit. e-tickets should be displayed on paper, smartphone, PC, etc. Please bring the Meeting Pass (entry ID) issued at the entrance with you on the following days and thereafter. Please note that there will be no on-site registration for the meeting.
- There is no assistance desk at the local venue. If you have any questions, please contact us from "Inquiry on the day" on the top page of the JpGU Meeting 2022 website (Fig.1).
- Online participants should register for the meeting well in advance and make sure they can log in to the Meeting Participation Site (Confit, Fig.1 and 2). When you log in for the first time, please set a password from "Set password for the first time you login" and log in together with your JpGU ID.
- Matching flags "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set in Confit ("5-B. My Profile and Account Settings").
- Notices from sessions such as presentation cancellations, change of presenter, etc. will be posted below.

https://www.jpgu.org/meeting_j2022/announcement_from_session.php

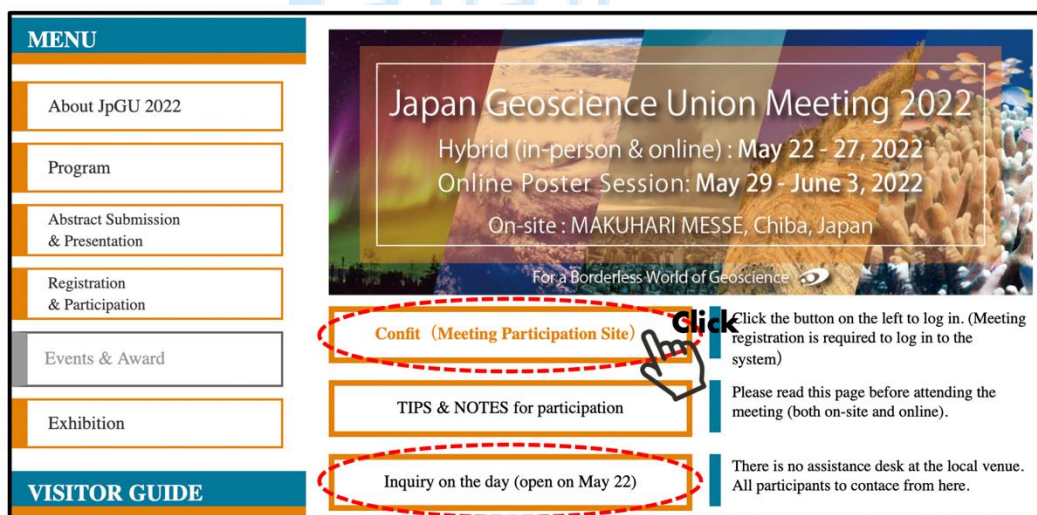
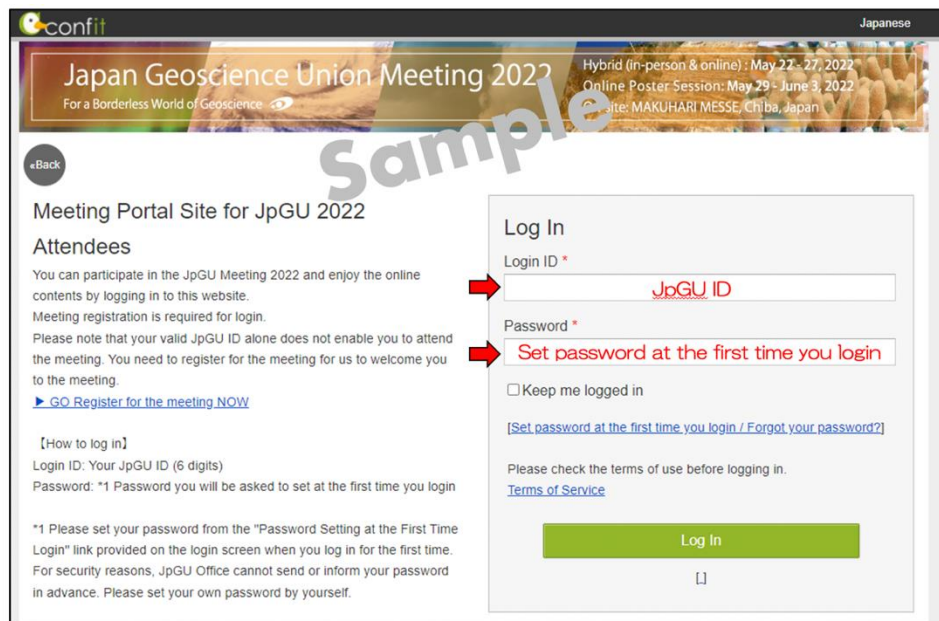


Fig.1: Access the Confit (Meeting Participation Site) from the JpGU Meeting 2022 site



confit Japanese

Japan Geoscience Union Meeting 2022
For a Borderless World of Geoscience

Hybrid (in-person & online) : May 22 - 27, 2022
Online Poster Session: May 29 - June 3, 2022
Venue: MAKUHARI MESSE, Chiba, Japan

Meeting Portal Site for JpGU 2022

Attendees

You can participate in the JpGU Meeting 2022 and enjoy the online contents by logging in to this website.
Meeting registration is required for login.
Please note that your valid JpGU ID alone does not enable you to attend the meeting. You need to register for the meeting for us to 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, JpGU Office cannot send or inform your password in advance. Please set your own password by yourself.

Log In

Login ID *

JpGU ID

Password *

Set password at the first time you login

☐ Keep me logged in

[Set password at the first time you login / Forgot your password?](#)

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

Log In

Fig.2: Confit login page

2. COVID-19 Safety Protocols

We ask for the cooperation of all onsite participants at the venue as follows.

- It is strongly recommended that you have been fully vaccinated.
- Please take your temperature beforehand and refrain from in-person attendance at the meeting if you have a fever or any other health problems.
- Your temperature will be checked at the entrance at the first entry for each day of visit. If you are found to have a fever above 37.5°C, please come to the cool-down area (waiting zone). If you are found to have a fever again, we regret to inform you that you will not be admitted. Please leave on the spot and participate online. A dispatched nurse will be stationed in the cool-down area, so please consult with us if you have any circumstances.
- If there are no problems after the temperature check, a sticker will be issued (the color changes each day), which must be affixed to the Meeting Pass. Those with an Meeting Pass with a temperature-checked sticker of the day's color may enter and leave freely on that day. Please you're your Meeting Pass visible at all times so that security staff can check it.
- Please install and use the COVID-19 contact confirmation application COCOA. Please update COCOA to the latest version and turn on Bluetooth on the installed device.
- Please wear a mask (non-woven cloth is strongly recommended) in the venue including during presentations.
- Please do not eat in the venue in general. Drinks should be taken quietly. There will be a corner for eating and drinking, but we ask for your cooperation in eating silently. the

number of seats will be limited, so please use nearby restaurants for lunch, etc.

3. Oral presentations

● For presenters

- **【Principle】** During the hybrid phase, Zoom will be used to broadcast the on-site oral presentation sessions. For oral presentations, presentations can be made on-site or online via Zoom webcast to allow for presentations and participations in both ways.
- **【Optional】** On-demand videos and additional materials can be uploaded separately from your oral presentation on-site or online. Please refer to the "Uploading presentation materials: Manual" for instructions on how to upload materials.
- Presentation materials such as pre-recorded videos may be played during the session (regardless of the player or the method of playback). It is recommended that a video recording be made and uploaded to the Confit as an "On-demand video" or "additional material". By doing so, the chairperson can select the relevant material during the session and play/stream the video, without extra work to collect files from the presenter.
- Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present from onsite or online.
- If you are unable to participate in the meeting due to unavoidable circumstances, please contact the conveners using the designated mailing list. The JpGU office will not be able to resolve this matter.
- **Presentation in On-site Session Room:**
 - Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present on-site.
 - Please use presenter's PC (Windows10) set up at the onsite session room. Your own PC cannot be used.
 - Please prepare your presentation materials in ppt or pdf format.
 - At the Presenter Test Corner in the Convention Hall, you can check the display of your presentation materials on the same type of PC as the presenter's PC. Confit has a Zoom practice space (Fig.4), which can be used for preliminary review of video and screen sharing (Fig.5).
 - Upload your presentation materials in the file upload system before the session starts (Ref.1). Uploading instructions will be sent (from sendonly@proself.online) on May 20. If you are unable to use the file upload system, please hand over the USB memory stick containing your presentation materials to the session room staff before the session starts.

- Please disinfect your hands with alcohol before presenting (other wiping procedures are optional) and wear a mask during presentation.
- The presenter's PC will be connected to Zoom in advance. When it is your turn to present, open your presentation materials in the "presentation" folder on the desktop and please Start Video and Screen Sharing. Please leave the PC microphone on mute and turn on the microphone in front of the presenter's PC. Please also use the mouse cursor or pointer function so that it is visible to online participants.
- If presenter view is used, the time required to set it up may be included in the presentation time (Ref.2).
- The timer (BlueSky Timer) appears on the Zoom screen. Please keep your presentation on time.
- When you have finished your presentation, please stop video and screen sharing, close your presentation materials, and turn off the microphone in front of presenter's PC.

➤ **Online Presentation:**

- Please contact the conveners/chairperson of your session in advance using the session mailing list that you plan to present online.
- Please register for the meeting well in advance and make sure you can log in to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- After logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3).
- Confit has a Zoom practice space (Fig.4), which can be used for preliminary review of microphone, video and screen sharing (Fig.5).
- The name displayed on Zoom should indicate "Name (Affiliation)".
- When it is your turn to present, please unmute, start video (optional) and screen sharing.
- The timer (BlueSky Timer) appears on the Zoom screen. Please keep your presentation on time.
- When you have finished the presentation, please turn off microphone and stop video/screen sharing.
- Please take into account that delays may occur depending on the network environment.
- 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 canceled due to a connection problem, please

consider uploading additional materials to your own presentation space on Confit.

- **For Audience**

- **Attendance in On-site Session Room:**

- To prevent acoustic feedback, do not connect to Zoom whether or not it is a session you are participating in.
- During the Q&A session, if you are called by the chairperson and allowed to speak, please move to the microphone located in the room, turn on the microphone, and state your name and affiliation before asking question. Please turn off the microphone when you have finished asking your question.
- There will be a limit to the number of people who can enter each of the session rooms. If the room is full and you cannot enter, we will set up a separate space for network connection for online participation.

- **Attendance from separate space for network connection:**

- Please register for the meeting well in advance and make sure you can log in to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- Connect to the Internet through the venue's free WiFi or your own environment, and after logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3). Please note that the number of free WiFi connections at the venue is limited.
- Please mute the speakers of the connected device first. Please make sure that all microphones and video are turned off in Zoom (Fig.5), check your earphones and other connections to prevent sound leakage, adjust your speakers, and watch quietly without speaking.
- The name displayed on Zoom should indicate "Name (Affiliation)".

- **Online participants:**

- Please register for the meeting well in advance and make sure you can log in to the Confit.
- Zoom meetings will be open 15 minutes before the session start time for AM1 and PM1. Zoom will be closed at lunch time and at the end of each day's session.
- After logging in to Confit, please enter the online oral presentation room (Zoom) from "Timetable" (Fig.3).
- The name displayed on Zoom should indicate "Name (Affiliation)".
- Q&A session should be directed by the chairperson. You may be asked to use the "Raise Hand" button or chat.
- If you are called by the chairperson and allowed to speak, please Unmute, Start

Video (optional), and state your name and affiliation before asking questions.

- When you have finished asking your question, please Mute, Stop Video, and Lower Hand.
- To ensure that everyone onsite and online can participate, please refrain from discussing in the Zoom chat after each presentation. Please make use of private message function, comment function, lounge space (oVice), etc (Fig.9, 10, 16).

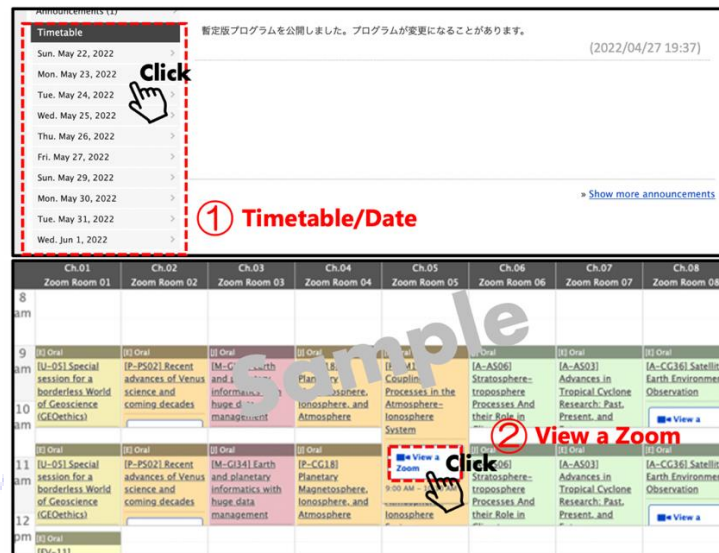


Fig.3: Entering the online oral presentation room

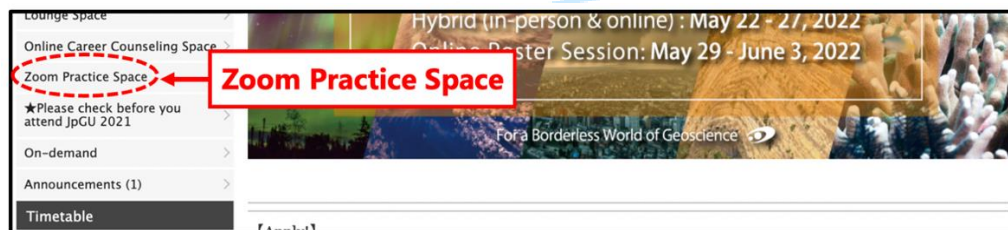


Fig.4: Zoom Practice Space

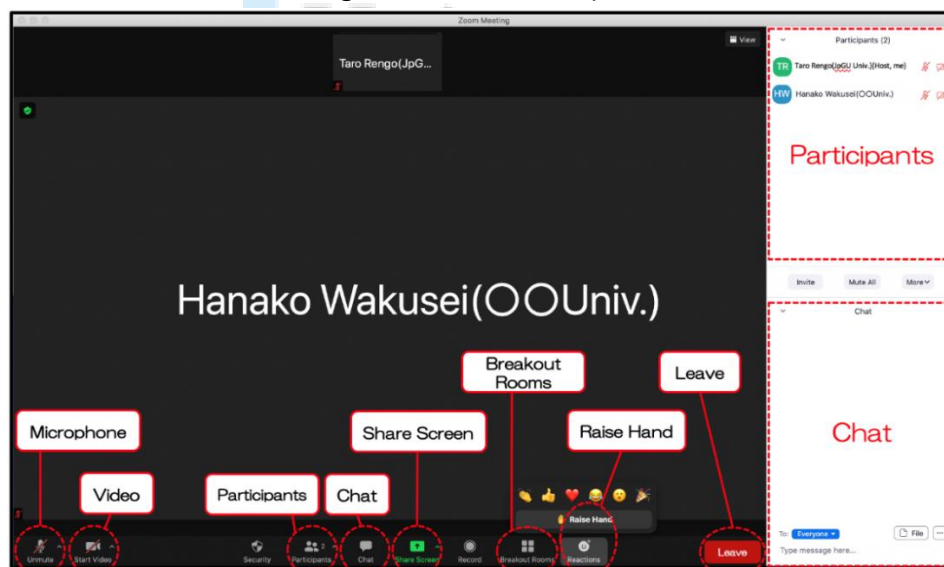


Fig.5: Zoom meeting functions (Update to the latest version)

4. Poster presentations

● For presenters

- **【 Required 】 Contributors must upload poster materials in their own presentation space on the Confit.** E-poster, On-demand video, and additional material can be uploaded. One or more of these will be combined to form the poster presentation material. **However, please note that if you upload only additional materials, we may not be able to issue a certificate of presentation.** Please upload e-posters and on-demand videos whenever possible. Please refer to the "Uploading presentation materials: Manual" for instructions on how to upload materials.
- **Hybrid Phase (May 22 – 27):**
 - In the on-site poster presentations, presenters who wish to participate in the on-site poster presentation are requested to display their posters throughout the day according to the daily schedule of each session. Matching flags "Date: I'll be in-person", "Onsite poster presentation", etc. can be set in Confit ("5-B. My Profile and Account Settings").
 - The core time for posters will be during PM3 (17:15-18:45), but we would appreciate it if you could actively discuss your poster also during other times to avoid crowding.
 - There will be no webcasts of onsite posters.
 - Poster board size is 180 cm (W) x 90 cm (H) (landscape shape).
- **Online Poster Session Phase (May 22 – 27):**
 - During the core time (11:00-13:00) of the online poster session phase, Zoom (open 5 minutes before the start of core time) will be set up for each session. After logging in to Confit, please enter the online poster presentation room (Zoom) from "Timetable" (Fig.6).
 - During the core time of the online poster session phase, Zoom will be set up for each session, and we plan to enable flash talks by those who wish to present posters at the beginning of the session (Fig.5). Afterwards, all poster presenters will move to their own Breakout rooms (Fig.7) to enjoy discussions with others who have entered the same room.
 - Please contact the conveners/chairperson of your session in advance using the session mailing list that you wish to have a flash talk.

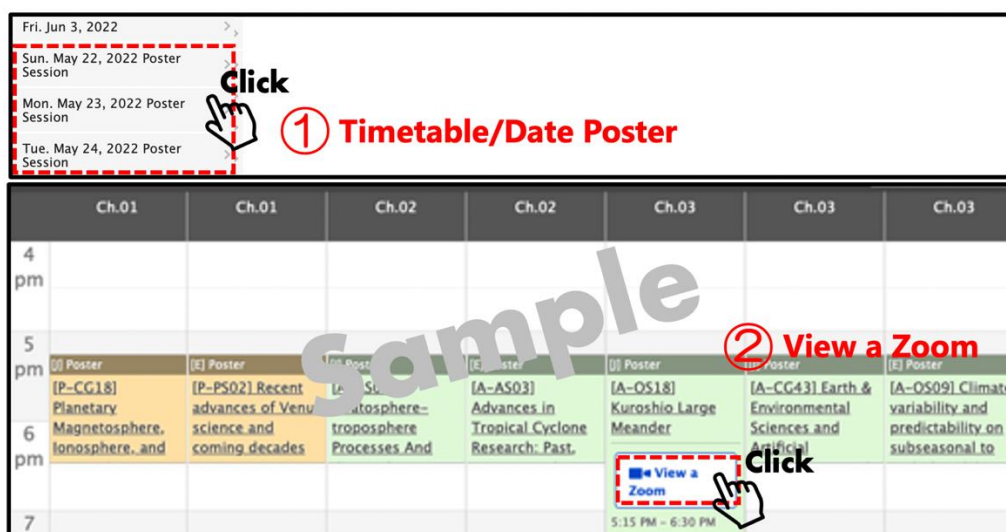
● For Audience

- **Hybrid Phase (May 22 – 27):**
 - Matching flags "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll

be online", etc. can be set in Confit ("5-B. My Profile and Account Settings"). Please use this flag to search for onsite poster presentation.

➤ **Online Poster Session Phase (May 22 – 27):**

- During the core time (11:00-13:00) of the online poster session phase, Zoom (open 5 minutes before the start of core time) will be set up for each session. After logging in to Confit, please enter the online poster presentation room (Zoom) from "Timetable" (Fig.6).
- Do not Unmute, Start Video and Screen Sharing (Fig.5).
- It is recommended that you review the poster presentation materials in advance (Fig.14 and 15) before attending.



	Ch.01	Ch.01	Ch.02	Ch.02	Ch.03	Ch.03	Ch.03
Fri. Jun 3, 2022							
Sun. May 22, 2022 Poster Session							
Mon. May 23, 2022 Poster Session							
Tue. May 24, 2022 Poster Session							
4 pm							
5 pm	[P-CG18] Planetary Magnetosphere, Ionosphere, and	[P-PS02] Recent advances of Venus science and coming decades	[A-AS03] Advances in Tropical Cyclone Research: Past	[A-OS18] Kuroshio Large Meander	[A-CG43] Earth & Environmental Sciences and Artificial	[A-OS09] Climate variability and predictability on subseasonal to	
6 pm							
7							

Fig.6: Entering the online poster session room

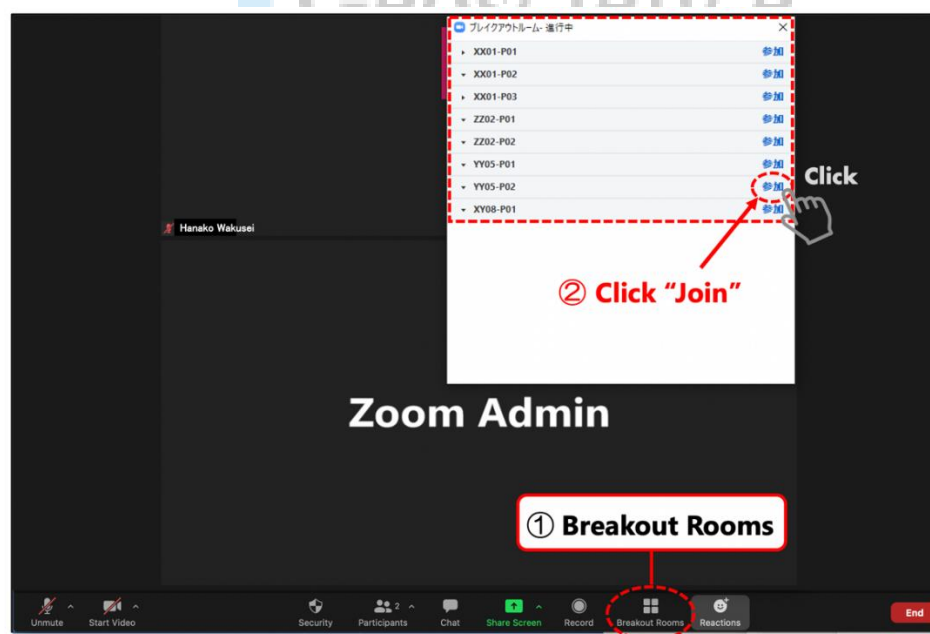


Fig.7: Entering a Breakout room

5. Confit (Meeting Participation Site)

5-A. Functions of the Confit

● Search for Participants

You can search for meeting participants by their names, affiliation/exhibitor, presentation title, keywords or matching flag (Fig.8). Please refer to "5-B. My Profile and Account Settings" to set your own matching flag.

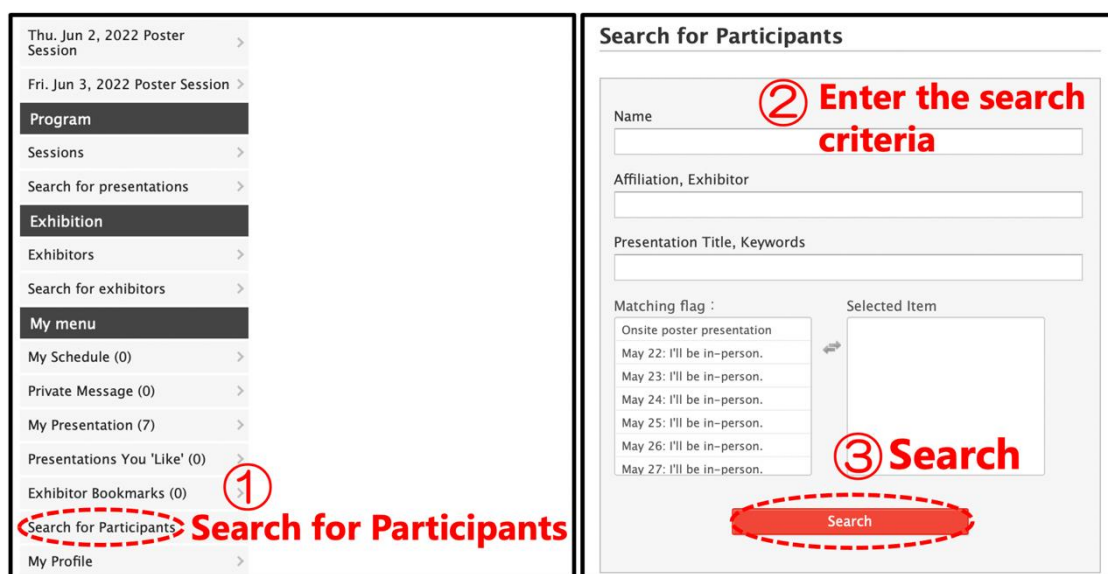


Fig.8: Search for Participants

● Private Message

You can send private messages to participant (Fig.9). You can check your private messages you received/sent from "Private Messages" in "My menu" (Fig.10). Please refer to "5-B. My Profile and Account Settings" for more details.

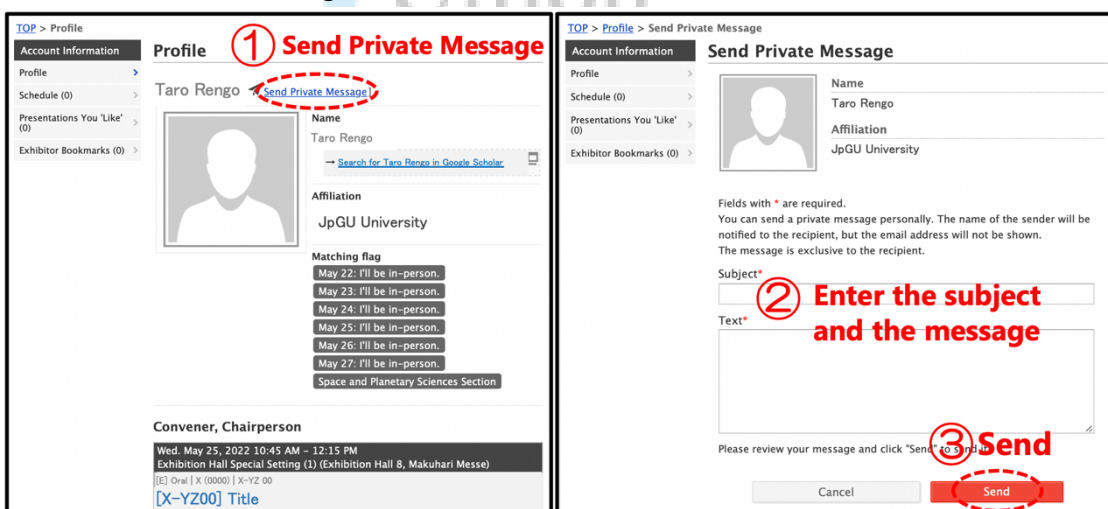


Fig.9: Profile and Send Private Message



Fig.10: Accessing your own "Private Message"

● My Schedule

Sessions and presentations can be registered in "My Schedule" (Fig.11). You can also check those who have registered their own presentations in My Schedule and have set their schedule to "Share" (*).

- * You can set Sharing configuration at the first time log in to Confit (Fig.12). Please refer to "5-B. My Profile and Account Settings" how to set up after log in.

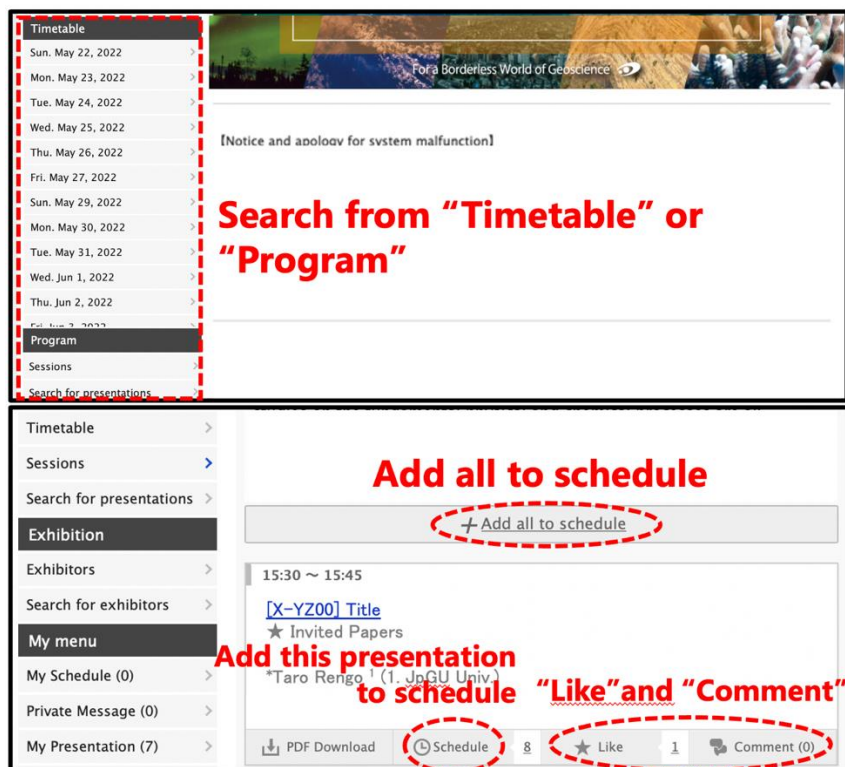


Fig.11: Search for sessions and presentations and register to My Schedule

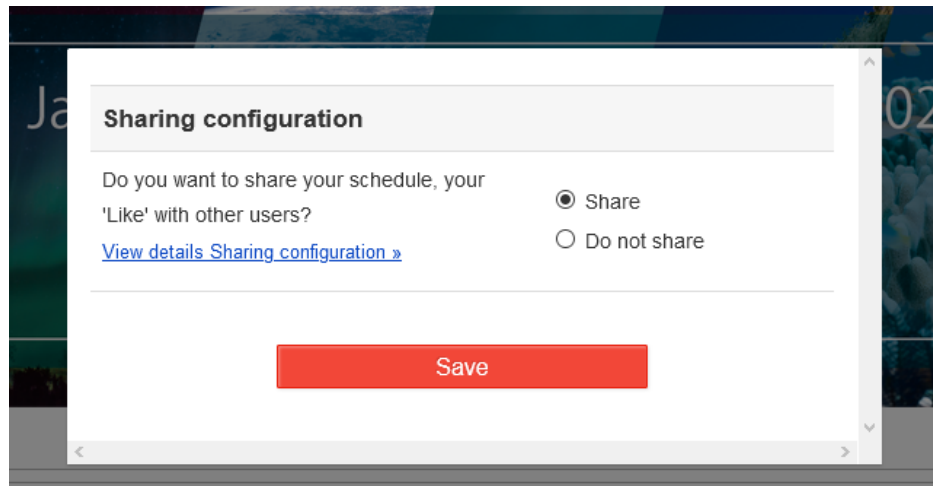


Fig.12: Sharing Configuration at the first time log in to Confit

- **"Like" and "Comment"**

You can "Like" or leave a "Comment" for each presentations (Fig.11). 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 set Sharing configuration at the first time log in to Confit (Fig.12). You can change "Share" setting in the "Account Settings" page. For details, please refer to "5-B. My Profile and Account Settings".

※ All participants can view the comments. The presenters can optionally select mail notification of comments. Please refer to "5-B. My Profile and 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.

5-B. My Profile and Account Settings

● My Profile

Please go to "My menu/My Profile". Click "Edit" in the upper right corner to display the edit screen (Fig.13).

- In addition to your name and affiliation, you can include your introduction or social media information. Once a Profile Picture is set, it cannot be "deleted". It is possible to "change" it.
- Matching flags "Section", "OSPA Entry Presentation", "Job Seeking", etc. can be set in Matching flag field. It is also useful matching flags "Onsite poster presentation", "Date: I'll be in-person", "Date: I'll be online", etc. can be set ("5-B. My Profile and Account Settings").

● Account Settings

Please go to "My menu/My Profile". Click "Edit" in the upper right corner of the "My Profile" page to display the edit screen. You can set the following settings from "Account Settings" in the left column (Fig.13).

- **Sharing configuration:**
You can select "Share" or "Do not share" of "Schedule Sharing", "Sharing 'Like' ", "Sharing Exhibitor Bookmarks", "Post a comment".
- **Email notifications when receiving comments:**
You can set "ON" or "OFF" of e-mail notification when you receive comments on your presentation.
- **Private Message configuration:**
Activate or inactivate Private Message.

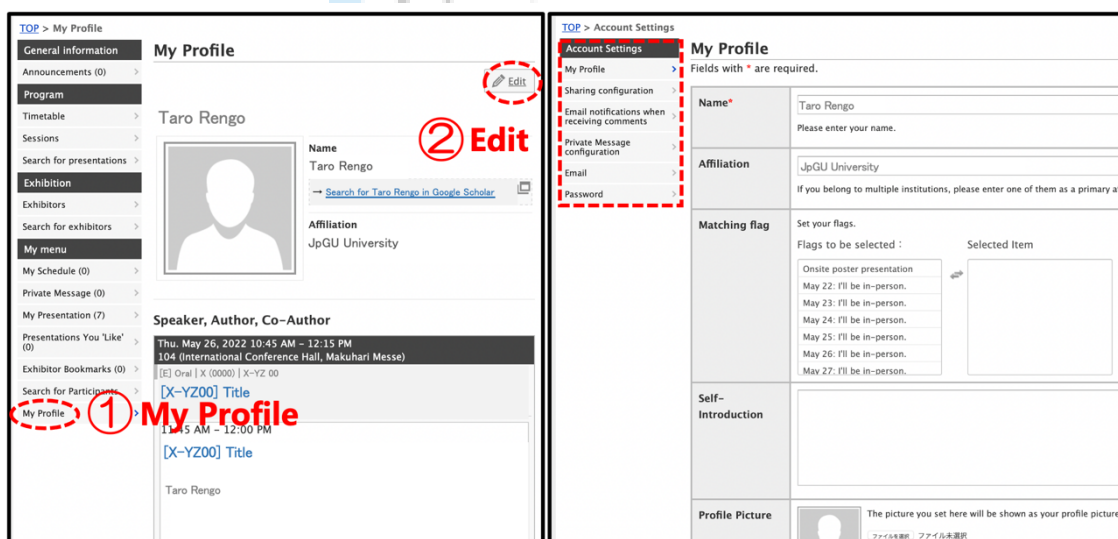


Fig.13: My Profile and Account Settings



5-C. Browsing the presentation materials

E-posters and on-demand videos are available on Presentation Information page (Fig.14). Additional (Supplemental) materials are available on session page (Fig.15).

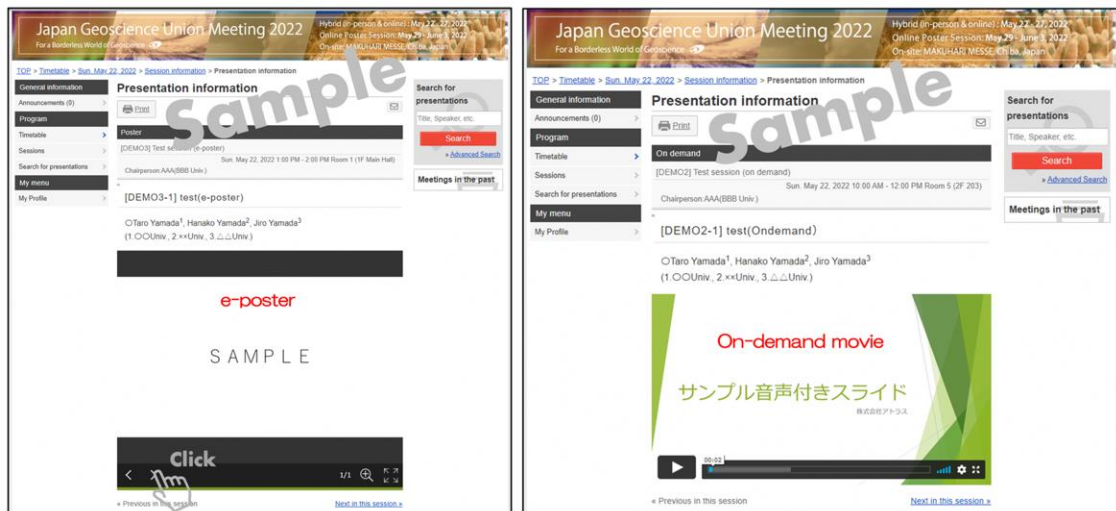


Fig.14: Access e-poster and on-demand video from presentation page

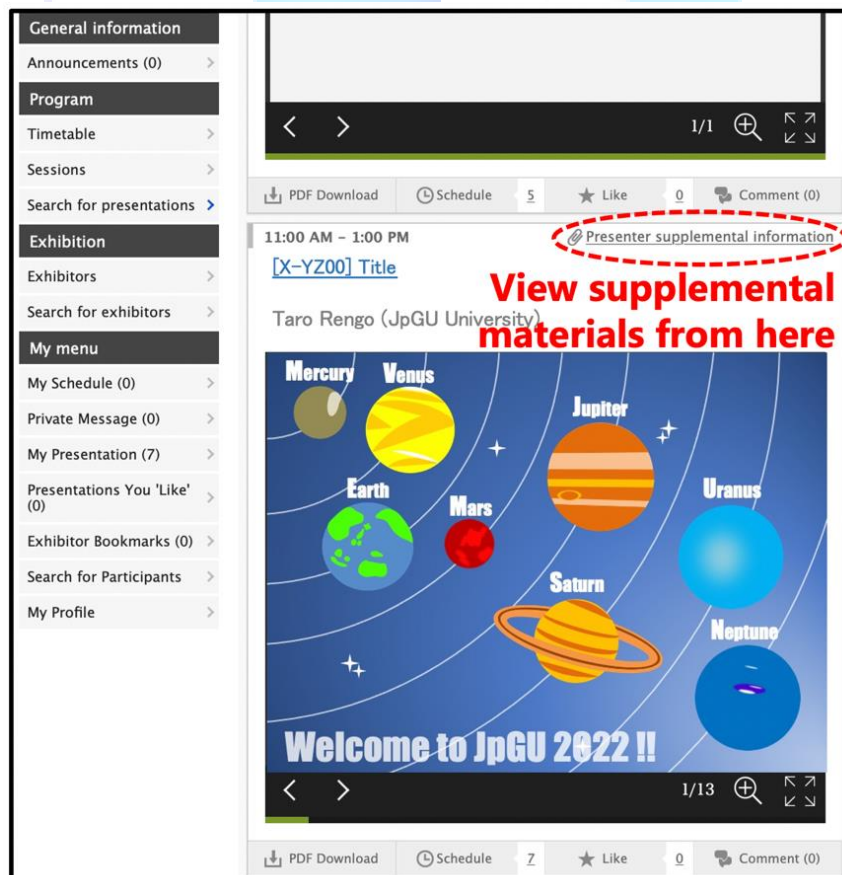


Fig.15: Access materials from session information page

6. Lounge space (oVice)

We have introduced oVice as a free lounge space for meeting participants. Please feel free to use it.

6-A. Accessing the oVice

You can access oVice from the "Confit" top page. There are two ways to enter oVice (Fig.16).

- 1) No membership registration: Enter your name in the space to enter.
- 2) Membership registration: If you are a registered oVice member or already a registered oVice member, enter with your account

6-B. How to use oVice

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://ja.ovice.wiki/3c7f2895403e4c6ab82cd2c558f3bb67>) and video instruction on YouTube (<https://youtu.be/w3hPpqRnz8w>).

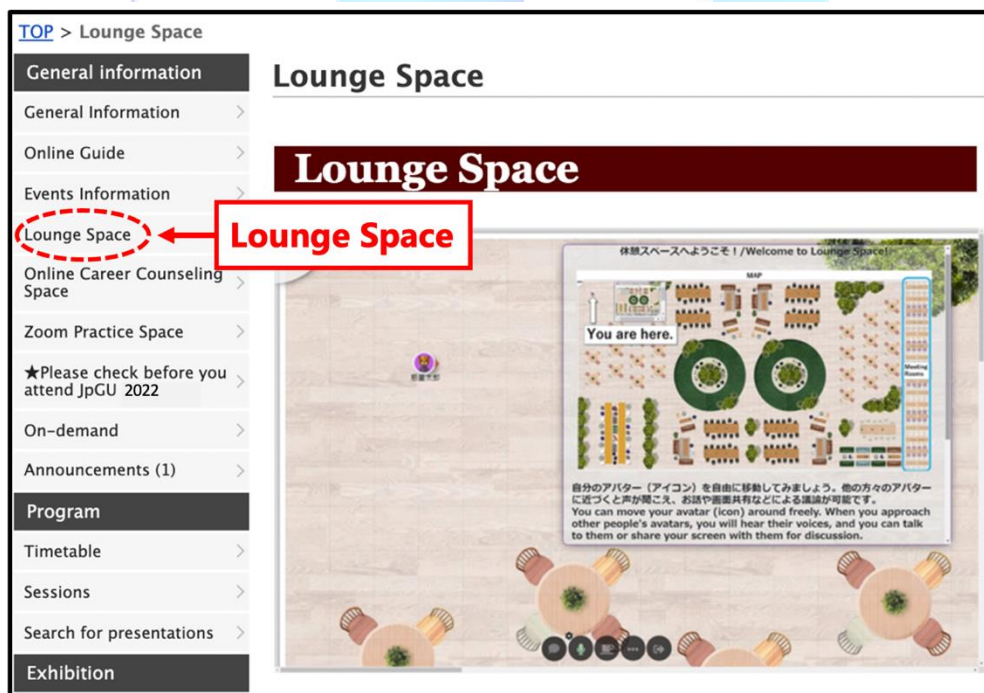


Fig.16: Access to Lounge Space (oVice)

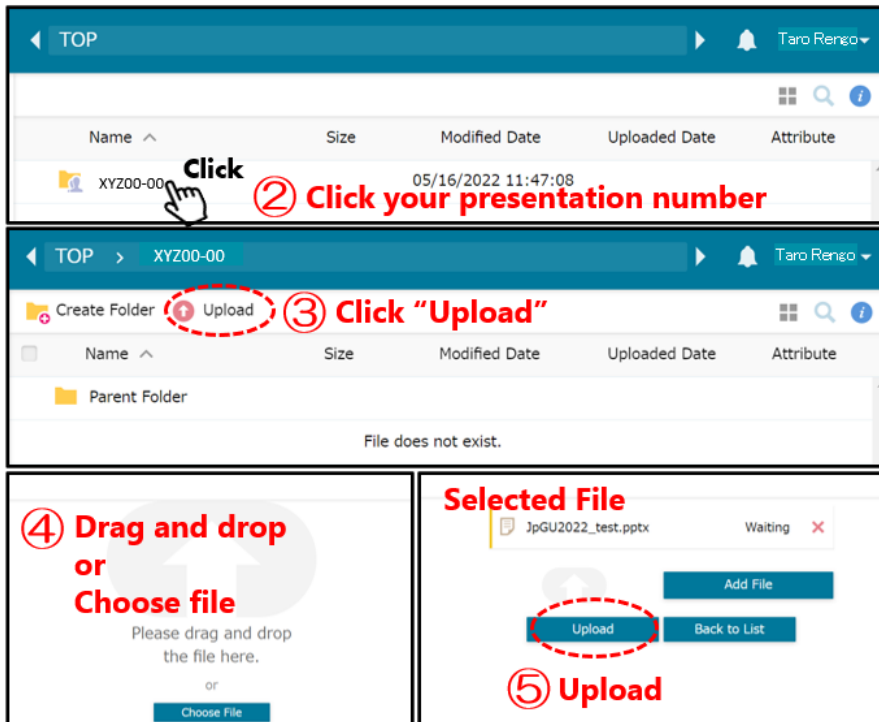
Reference 1 : How to upload oral presentation files

① Please access the URL of the oral presentation file upload system we sent you and **log in with the JpGU ID and password.**



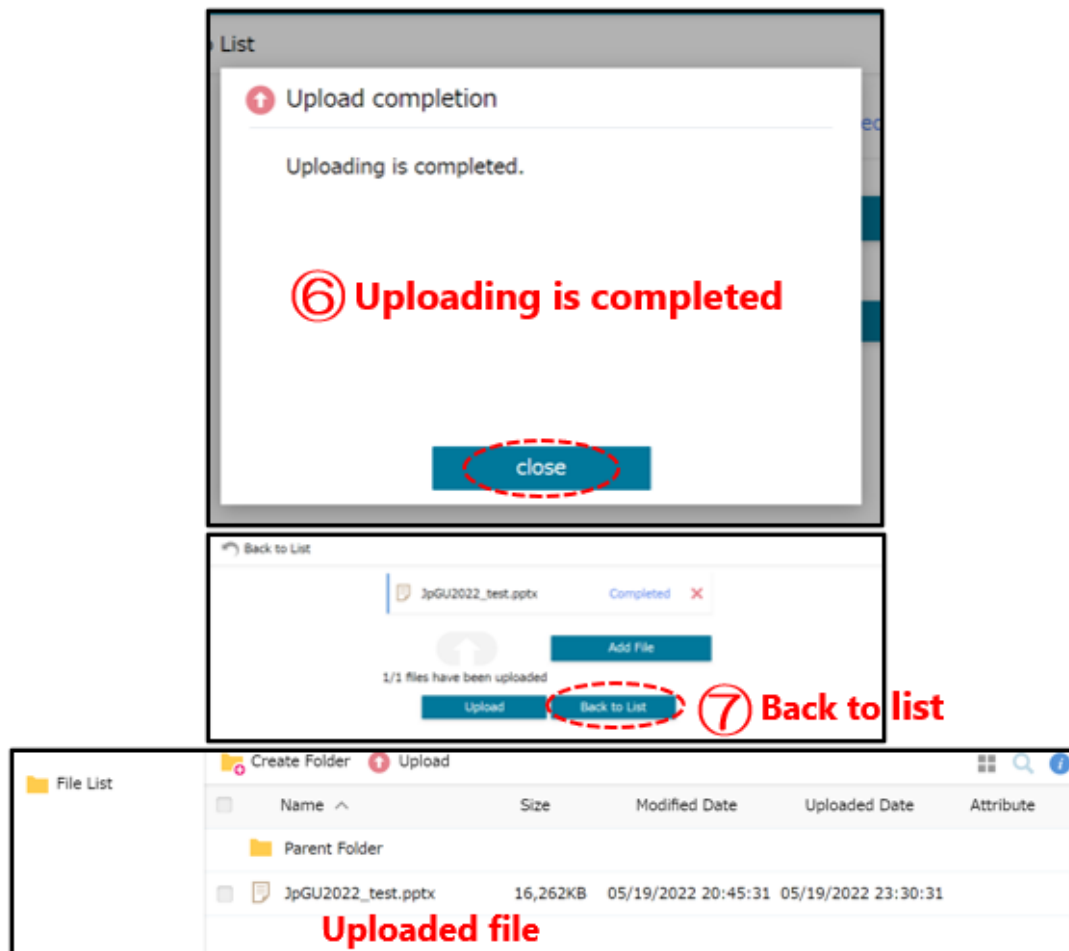
The login page features the Japan Geoscience Union logo and the text "Japan Geoscience Union Meeting 2022". Below this, there are two input fields: "User ID" with "JpGU ID" entered, and "Password" with "Password" entered. A red circle with the number 1 is next to the User ID field. A "Login" button is positioned below the password field. A link "Forgot your password?" is located below the login button. At the bottom, it says "Powered by Proself Ver.5".

② Click your presentation number and ③ click "upload". ④ Drag and Drop your files in the "Drag and Drop the file here" area or click "Choose File" button and select files from your PC. After ⑤ "Upload", ⑥ "Upload completion" is displayed. "Close" and ⑦ "Back to list", you can confirm uploaded files.

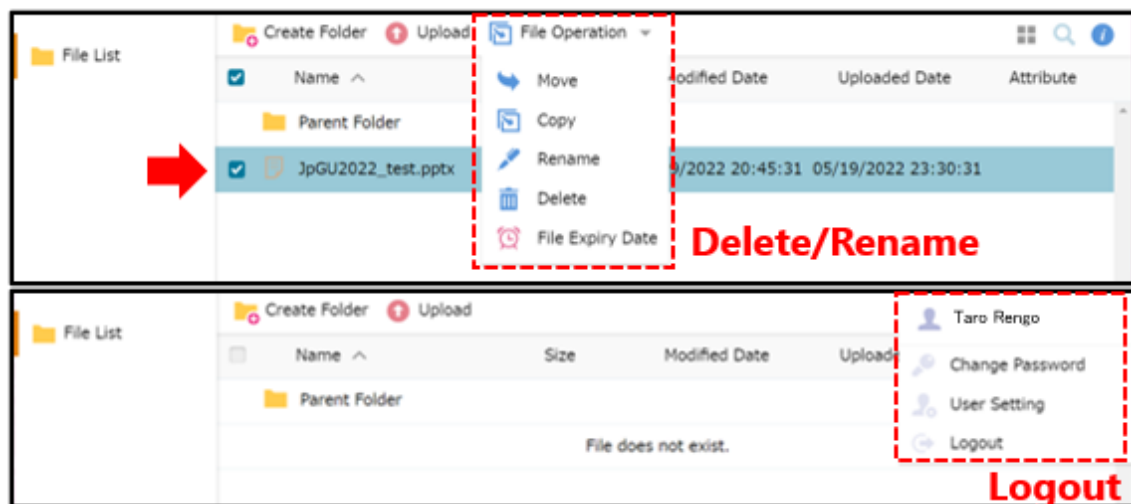


The block contains three screenshots illustrating the upload process:

- Top Screenshot:** Shows a file list with columns: Name, Size, Modified Date, Uploaded Date, and Attribute. A file named "XYZ00-00" is highlighted. A red circle with the number 2 and the text "Click" points to the file name. A red text label "② Click your presentation number" is overlaid.
- Middle Screenshot:** Shows the interface after clicking the file name. It includes a "Create Folder" button, an "Upload" button (circled in red), and a table with columns: Name, Size, Modified Date, Uploaded Date, and Attribute. A red text label "③ Click 'Upload'" points to the "Upload" button.
- Bottom Screenshot:** Split into two panels. The left panel shows a "Drag and drop or Choose file" area with a "Choose File" button. A red text label "④ Drag and drop or Choose file" is overlaid. The right panel shows a "Selected File" section with a file named "JpGU2022_test.pptx" and a "Waiting" status. It includes "Add File", "Upload" (circled in red), and "Back to List" buttons. A red text label "⑤ Upload" points to the "Upload" button.



Check the box, you can "Delete", "Rename", etc. from "File Operation". Please "Logout" when you finish upload.



Reference 2: How to use the Presenter View Tool (ppt) in Zoom

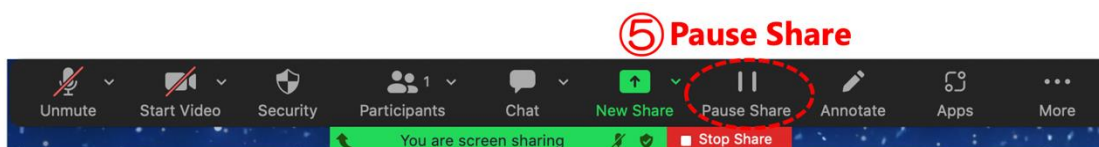
When using Zoom for screen sharing, here is how to display the presenter's view tool only on your side and a slideshow on the other audience side. See also Fig.5: Zoom meeting functions.


Windows

- ① Open your presentation material (ppt) (Slide show not started yet)
- ② "Screen Share"
- ③ Select your presentation slide and "Share"
- ④ Start Slide Show
- ⑤ Right click + "View Presentation tool"

Mac

- ① Open your presentation material (ppt) (Slide show not started yet)
- ② "Screen Share"
- ③ Select your presentation slide and "Share"
- ④ Start Slide Show
- ⑤ "Pause Share"



- ⑥ [control] + left click, and "Use Presenter view"
- or
- click  and "Use Presenter view"

- ⑦ "New Share"
- ⑧ Select your presentation slide and "Share"
- ⑨ "Resume Share"

