



Japan Geoscience Union

**JpGU Meeting 2024 (26 – 31 May)**

# **Chairpersons' Manual**

**Ver. 1 15 May 2024**

**Written by Meeting Organizing Committee**

## **To All Chairpersons**

The Japan Geoscience Union Meeting 2024 will be held in a hybrid format, combining on-site (Makuhari Messe, Chiba City) and online sessions. 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.

### **Before the Session Starts**

- Before the session starts, please inform the session room staff of the session progression plan (e.g., which talks 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 pre-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. If you wish to project the pre-briefing materials, please do so in the following manner.
  - On-site Chairpersons: Please insert the USB memory stick containing the briefing material (in PDF format) into the chairperson's PC and share the screen via Zoom.
  - 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 pointing at the microphone stand for questioners at the on-site venue, so please keep it turned on at all times.
- In principle, local presenters will present on their own PC at the speaker's desk. If for some reason a local presenter is unable to present on his/her own PC, he/she will be asked to present on a spare PC provided at the venue.
- Local presenters will seat at the next presenter's table during the previous presentation and prepare for their presentation by connecting to the network (wired LAN or

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presenter's own WiFi device), logging into Confit, and connecting to Zoom, with the support of the room staff. Please encourage the next presenter to prepare for his/her presentation at the next presentation table at the time of presenter changeover, etc.

- The on-site chairperson should turn on the dedicated 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. When in need of a playback by a substitute, screen-sharing the presentation material uploaded to Confit will avoid the transfers of large files.
- During the Poster Flash Talks, the e-posters will be projected by the room staff. Please facilitate the Flash Talks by using the introduction of the contents of the flash talks page  
([https://www.jpгу.org/meeting\\_e2024/announcement\\_from\\_session.php#flashtalk\\_contents](https://www.jpгу.org/meeting_e2024/announcement_from_session.php#flashtalk_contents)). Some sessions may be facilitated by projecting files collected in advance by the convener. Please discuss this with the convener and the session room staff before the session starts.
- 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.