

About Zoom Oral Session

Released on October 6, 2020

Oral session of the 2020 SSJ fall meeting will be held on Zoom except for special session S22 “Geodynamics of the Ryukyu arc”. We would like all the participants to follow the instructions below. We appreciate your cooperation in advance.

- To all participants

Link to Zoom oral session will be available on the timetable of the 2020 SSJ fall meeting website. Zoom on both browser and app will work in the 2020 SSJ fall meeting.

We plan to give all the participants a trial access to Zoom meeting from October 19th to October 28th. The detail information will be informed of via e-mail. Please use this opportunity to prepare for sufficient environment to access the Zoom meeting.

- To all participants: Name on Zoom

Please set your name in Zoom as “(First name) (Family name): (Affiliation)” like “Gaku Zisin: Chikyu Univ.”. If you are the presenter of the session, please add [Presentation number] following the example below.

- If you are the presenter of S0X-0Y, please set as “[S0X-0Y] Gaku Zisin: Chikyu Univ.”

- To all participants: During the session

- Administrators, who has **【管理者】** in name, manage all the participants to mute and turn the video off when they join the meeting. Please do not unmute yourself and turn the video on unless you make a presentation or ask a question.
- If you have a question on a presentation, please use “Raise Hand” after the presentation. After a chair allow you to talk, please unmute yourself and ask the question to the presenter. Please do not use “Chat” for the question (Only co-chair and administrator can use “Chat” for a question because they cannot use “Raise Hand”). After the question, please do not forget to mute yourself. It depends on you to use “Video” during the question; please do not forget to turn the video off after the question.
- Please do not use “Chat” to all unless a chair or administrators ask the participants to respond using “Chat”.
- If you find a problem interfering the session or disturbing someone, please contact administrator by “Chat”.

- Administrators record the Zoom meeting in order to respond to interference of session. The video of the Zoom meeting will be deleted after the 2020 SSJ meeting if there will be no such a problem. You cannot record a video, record a sound, and take a screenshot without permission from the presenter.
- To presenters
 - Please join the Zoom meeting no later than 5 minutes before the slot (e.g., AM1, AM2, ... in Timetable) in which your presentation starts. If you cannot join the meeting at the beginning of the slot, please let us know via e-mail to [ssj-program\(at\)tokyo.email.ne.jp](mailto:ssj-program@tokyo.email.ne.jp) (please convert (at) to @).
 - Please start your presentation following instruction by a chair. Please unmute yourself, share your screen to make a presentation. You can turn the video on if you need.
 - Presentation time is 12 minutes and question time is 3 minutes. The remaining time for your presentation will be displayed on the video of administrator. The bell will also remind you of the remaining time.
 - ◇ 1st bell (ring once): 10 minutes
 - ◇ 2nd bell (ring twice): 12 minutes (time to move onto question)
 - ◇ 3rd bell (ring three times): 15 minutes (time to finish your presentation)
 - In the question time, please respond to the question and comments from the person who is allowed to talk by the chair.