



International Conference on Green Science and Technology 2021 (ICGST 2021)

Guest Speaker and Chairperson guidelines

September 21st(Tue) ~ 22nd(Wed)

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Conference Management Method



➤ ICGST 2021 will be held online using Zoom meetings

➤ How to enter the Conference

- [Zoom access link for 1st day \(Sep 21st\)](#)
[Zoom access link for 2nd day \(Sep 22nd\)](#)
We will send you a passcode by email later. Please access using the passcode.
- The Conference will start at 13:00 in Japan time, but permission to enter zoom starts at 12:30. Be sure to wait at least 15 minutes before your session begins .
- Access with a PC or device connected to the network.
*High speed network is desirable and , If multiple speakers are used in the same room, we recommend using a headset or earphones to prevent howling.





Preparations for using Zoom

- Prepare in advance to use the Zoom
 - **Get a Zoom account**
<https://zoom.us/>
 - *If you are sharing the same account with other people, the display name will be the same. Therefore, we suggest to use 1 account per participant.
 - **Installing the Zoom desktop client**
<https://zoom.us/download>
 - *Please access from a place with a stable internet connection.
 - *Check a camera, microphone, and speakers of your computer or device.
 - *Zoom Support: <https://support.zoom.us/hc/en-us>

Other preparations

- Create lecture slide (Speaker)

About the day of the Conference (Chairperson)



- Please enter 15 minutes before the speaker session and keep the video off until your session time.
- When it is time to start the session, please “unmute”, “start Video” and introduce the speaker. And after finishing the session, “mute” and “turn off the video” yourself.
- The chairperson’s role is to control the session, please proceed to complete within the time limit, including Q&A.

About the day of the Conference (Speaker)

- Please enter 15 minutes before your session and keep the video off until your session time.
- When it is time to start your session, please “unmute”, “start Video”, “Screen Sharing” and start your lecture. And after finishing the session, “mute”, “turn off the video” and “close your slide data”.



About the day of the Conference (Speaker)



- You have to be punctual for your lecture time.

Class	Speech Time	Q&A
Opening Speaker	10 min.	—
Plenary Speaker (Special)	50 min.	7min. (Incl. lecture)
Plenary Speaker	40 min.	5min. (Incl. lecture)
Invited Speaker	20 min.	3min. (Incl. lecture)
Closing Speaker	10 min.	—

Program: <https://www.shizuoka.ac.jp/ICGST2021/>

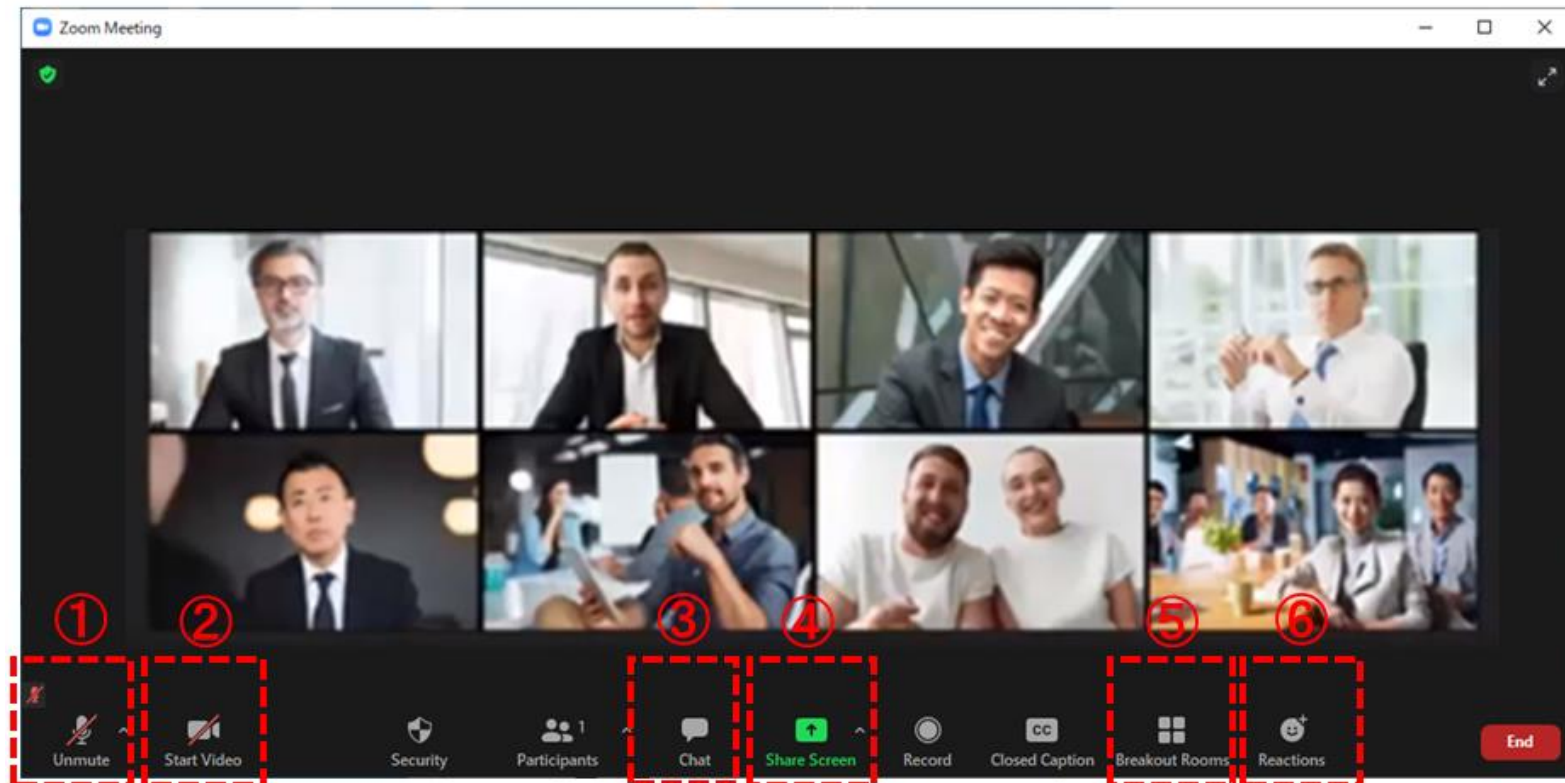
- At the time of Q & A, participants use zoom's “Raise Hand” or “Chat” function. Nominate one questioner and give an “oral answer” and continue the Q&A until the time limit.



How to operate Zoom



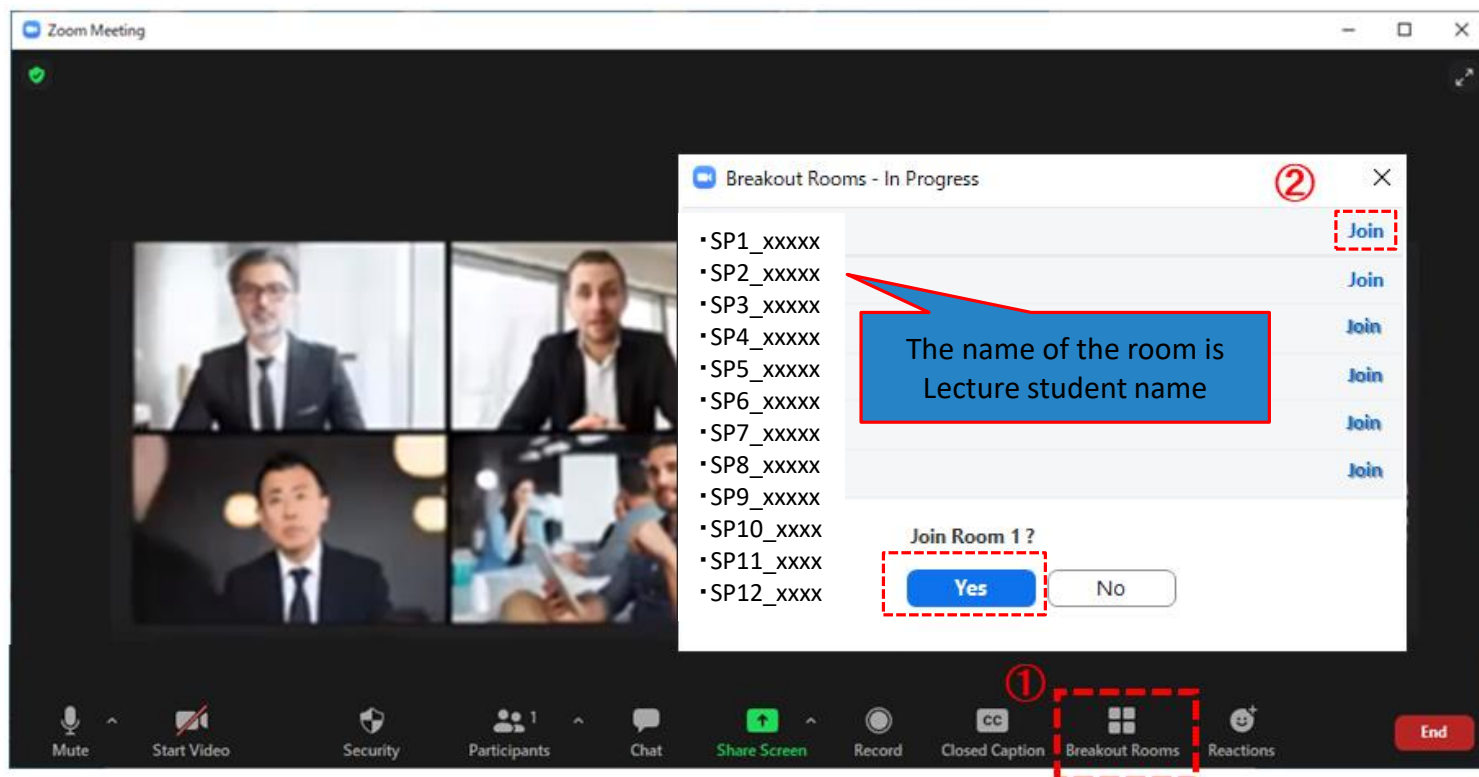
- Click ①“Unmute”, ②“Start Video” and ④“Share Screen” when speaking.
- Click ③“Chat”and ⑥“Reactions(Raise Hand)” when asking other speakers.
- Click ⑤“Breakout Room” for Q & A time for student.



How to enter breakout rooms



1. Click "**Breakout Rooms**" and a pop-up will appear.
 2. Select a name of student room and click "**Join**" and "**Yes**".
- *On the day of the conference, there are 12 rooms for lecture students.
- *Ask questions by using "Raise Hand" or "Chat" function.



Rehearsals (Chairperson/Speaker)



- Rehearsal will be held on the following schedule.
Participation is voluntary, but if you are unfamiliar with Zoom operation, please check in advance.
*Audio, microphone, Camera, lecture slides and access time (time difference), etc.

Rehearsal Schedule: Thursday, September 16, 2021

Japan time 13: 00-14: 00 (within 1 hour)

[Zoom Access Link for Rehearsal](#)

- We will send you a rehearsal **passcode** later.
- Others
On the day of the conference, please access in the same environment as the rehearsal.
The conference program will be in Japan time, so please consider the time difference when accessing from overseas.





The organizer will record the conference.

Some of the recorded data will be used for event news, etc.

We kindly ask for your understanding in advance.

All guest speakers will receive an access passcode by email one week before the date of the conference. However, Be sure to register for participation . If you do not receive it, please contact me by email.

The Zoom URL will also be posted on the ICGST website.

<https://www.shizuoka.ac.jp/ICGST2021/>

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