



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

Participant guidelines

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

Table of Contents

Conference Management Method	----- P2
How to operate Zoom	----- P3 ~ 4
How to ask a question(Guest Speaker)	----- P5 ~ 6
How to ask a question(Student Speaker)	----- P7 ~ 8
Contact information etc.	----- P9





Conference Management Method

➤ ICGST 2021 will be held online using Zoom meetings

➤ How to enter the Conference

- The passcode will only be sent to registered participants .
Please use the passcode to access the following link.
 - ◆ [Zoom access link for 1st day \(Sep 21st\)](#)
 - ◆ [Zoom access link for 2nd day \(Sep 22nd\)](#)
- The Conference will start at 13:00 in Japan time, so please feel free to enter.
- Permission to enter zoom starts at 12:30.
- 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.

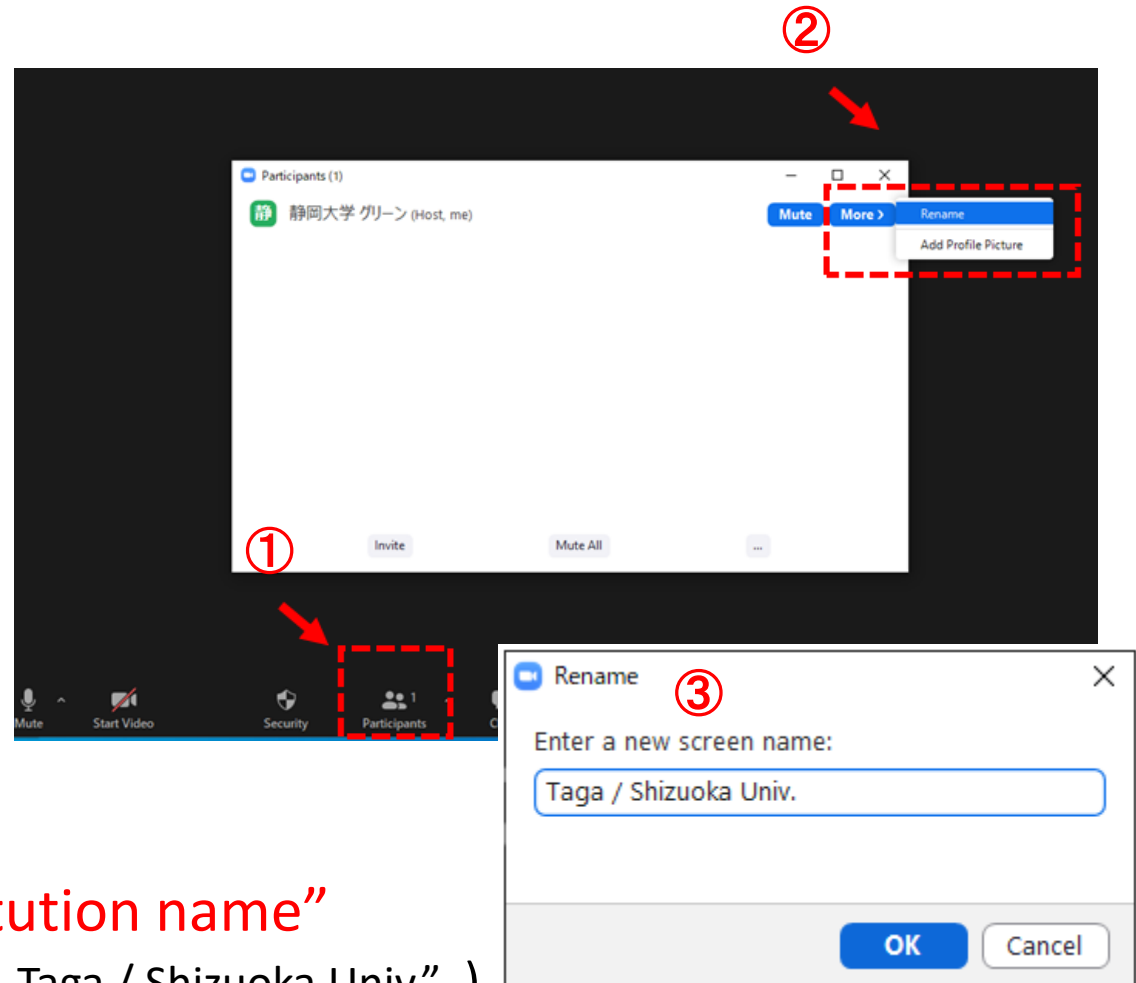
How to operate Zoom



➤ Change the screen name

*If the display name is a nickname, be sure to change as follows.

1. Click "Participants".
2. Select "More" in the pop-up and click "Rename".
3. Enter a new screen name on "Rename" pop-up.
"Family name" and "Institution name"
(If it is long, write it short . "ex. Taga / Shizuoka Univ.")



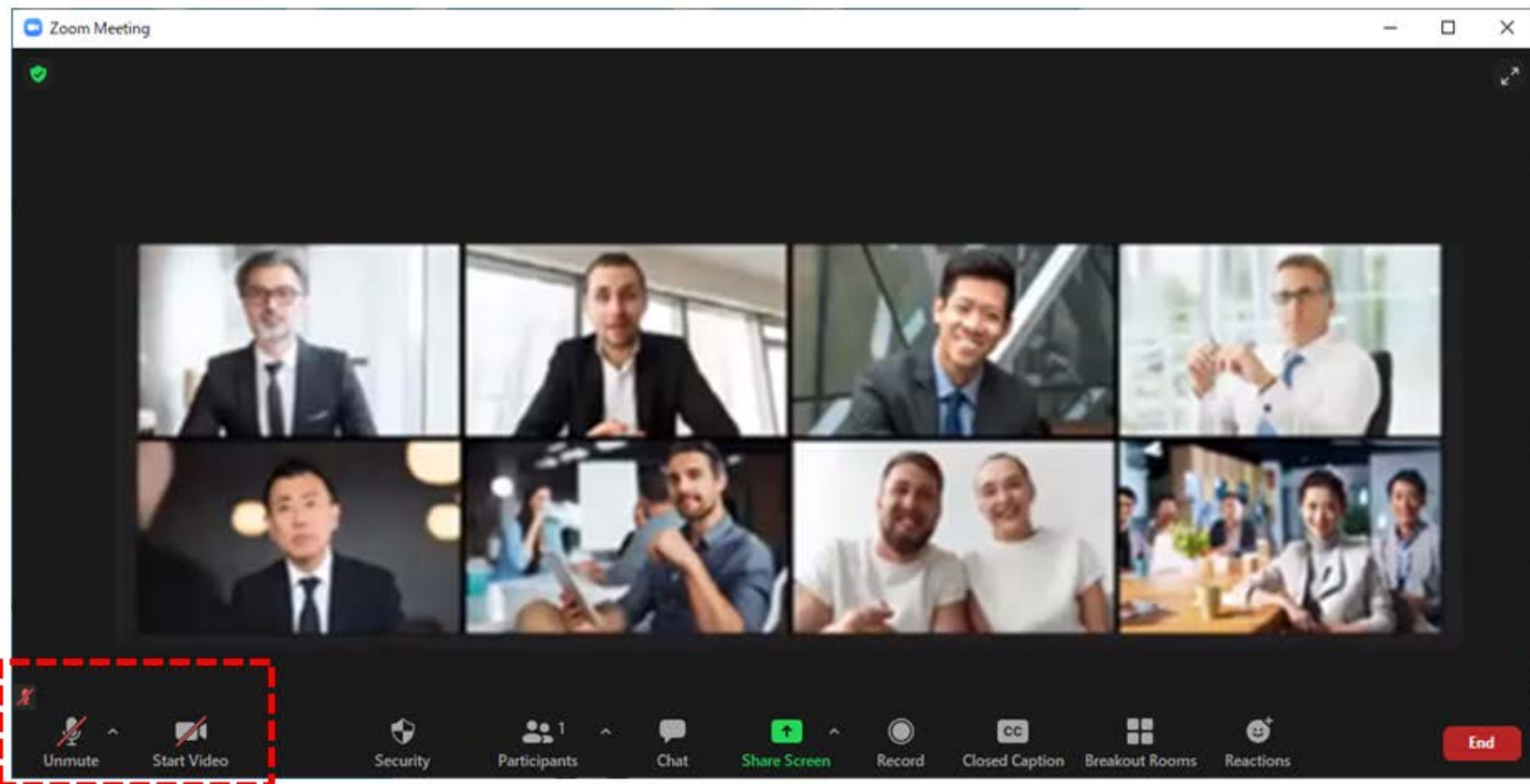
How to operate Zoom



➤ Be sure to check **mute** and **video off**.

*When asking a question, speaker or host will request you to unmute.

And turn on the video yourself. After finishing your question, turn off them.



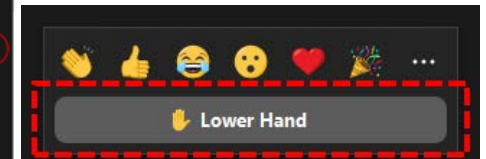
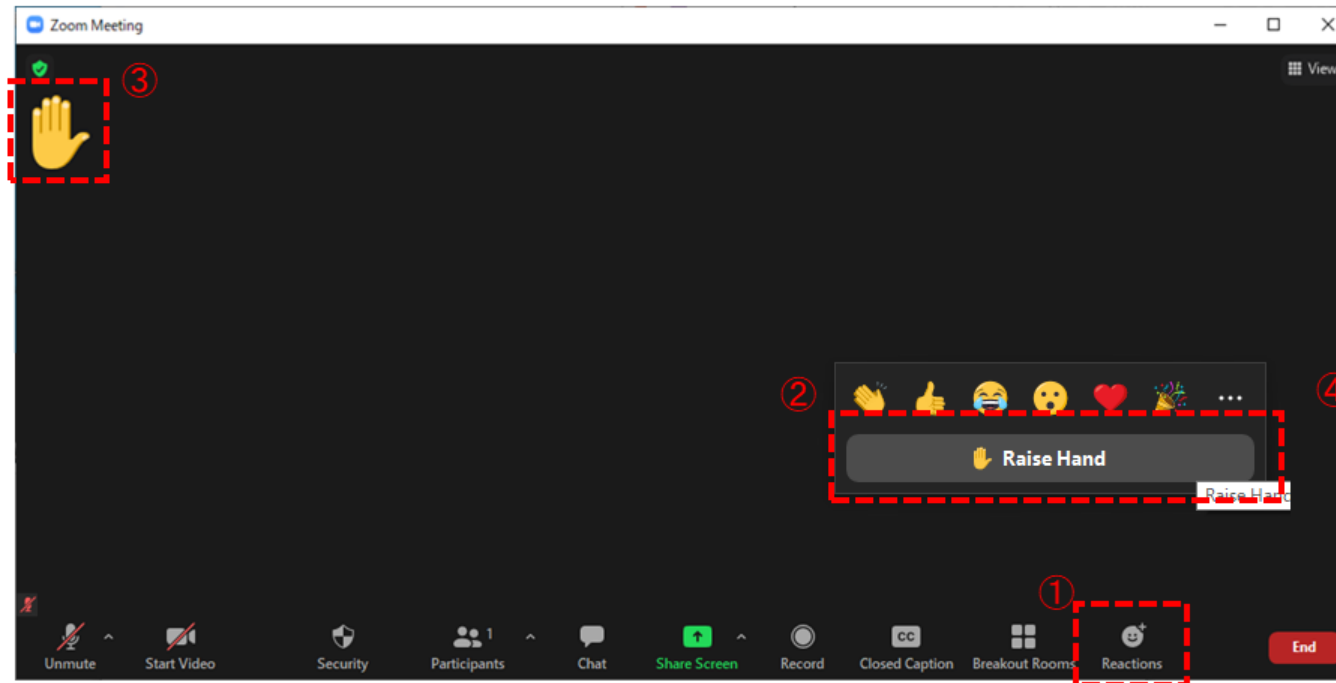
How to ask a question to Guest Speaker



- Use the “Raise Hand” or “Chat” function.

<Raise Hand>

1. Click “Reactions” and a popup will appear.
2. Click "Raise Hand".
3. “Hand mark” is displayed in the upper left.
4. To cancel the “Hand mark”, click "Lower Hand" from the “Reactions”.

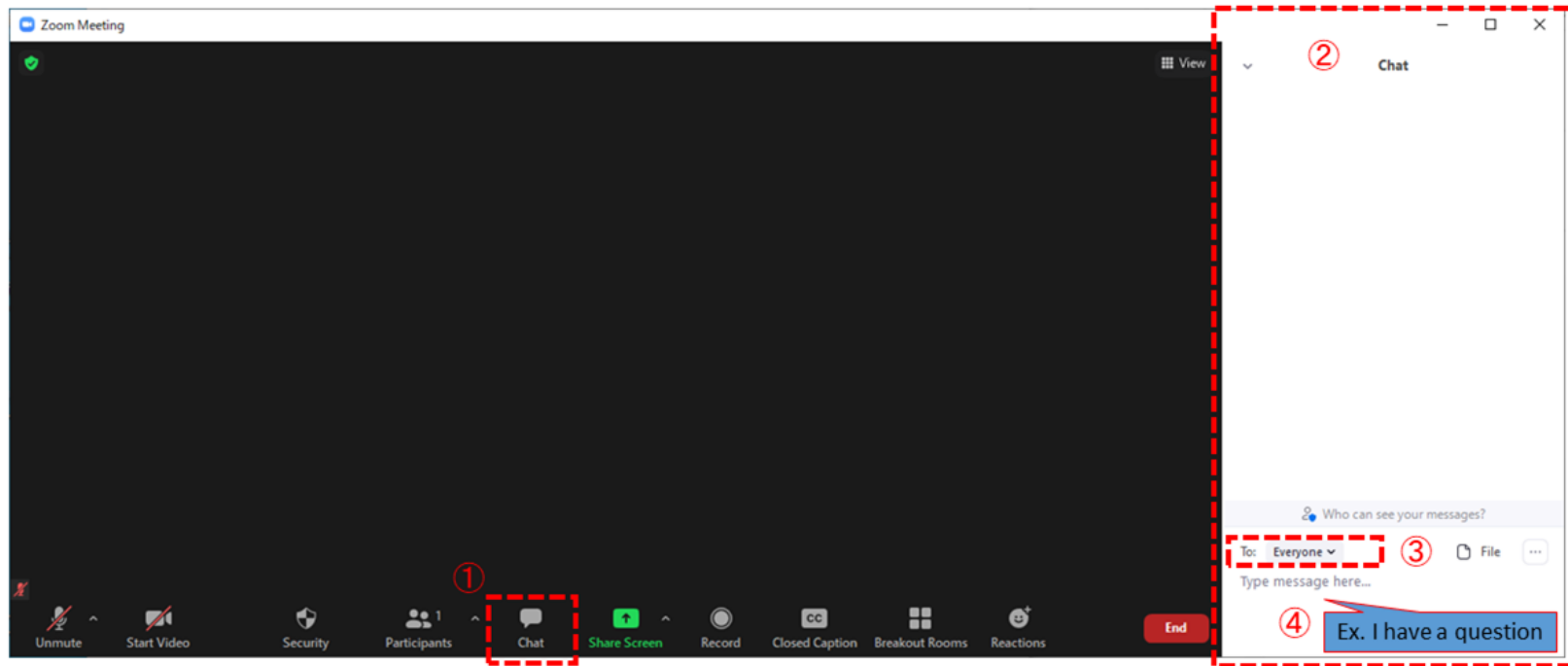


How to ask a question to Guest Speaker



< Chat >

1. Click “Chat”.
2. “Chat screen” will be displayed .
3. Select a “Lecture speaker’s name”. If you don't know, please select “Everyone”.
4. Type a short message. “ex. I have a question”





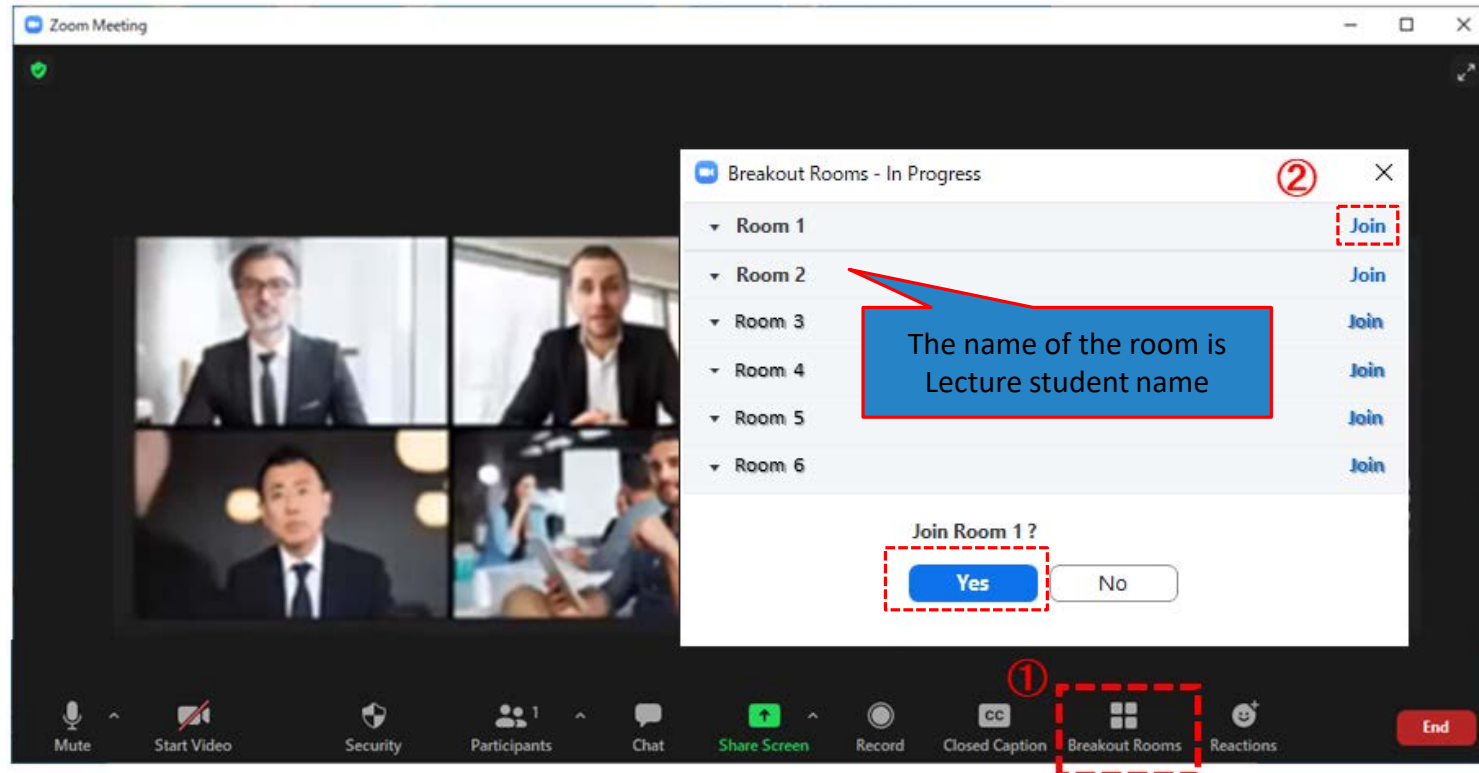
How to ask a question to Student Speaker

- Use “Breakout Rooms” to ask student speaker
 - You can go in and out of 12 rooms freely within the time.
*1st day is from 15:20 to 15:50, and 2nd day is from 16:00 to 16:30.
 - When you ask a question, use “Raise Hand” or “Chat”.
 - Unmute yourself when asking a question.
 - When the breakout room ends, you will automatically return to the main room.

How to ask a question to Student Speaker



- 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.





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.

After registering for the conference, we will send you an access passcode. If you do not receive it one week before the date of the conference, please contact me by email.

[Registration Form]

<https://forms.office.com/r/NENGE6NJwj>

[Zoom URL on the ICGST website]

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

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