



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

Student Speaker 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

- 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, 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

<<Recommendation>>

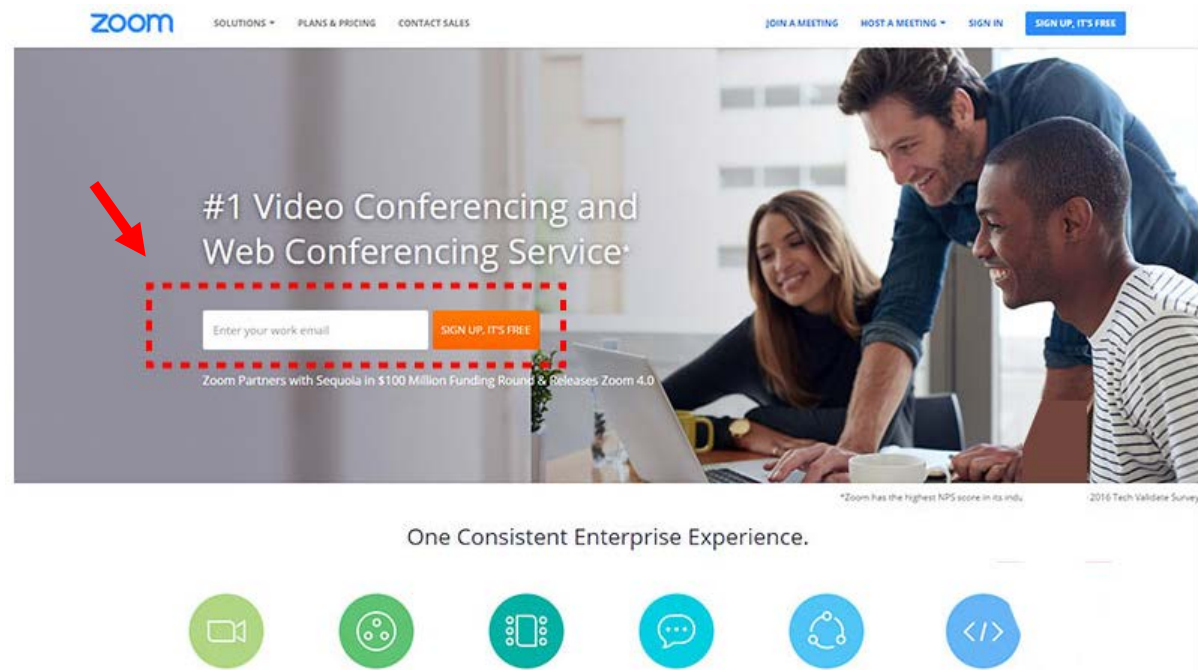
Get a Zoom account

<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.

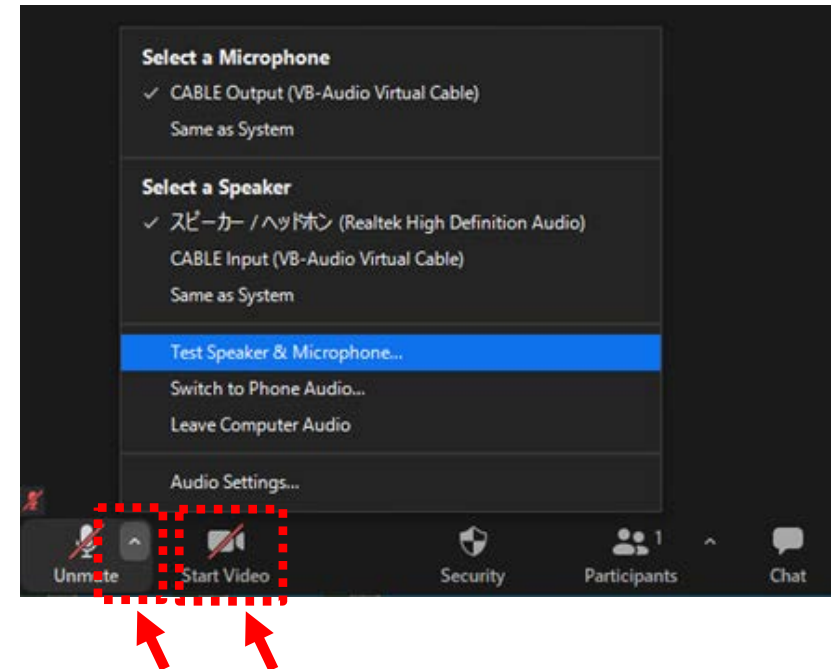
*You can use it with a web client without installing Zoom, but we recommend to install, because its functionality is limited from a browser.



Preparations for using Zoom



- Installing the Zoom desktop client
<https://zoom.us/download>
- Check a camera, microphone and speaker of your computer or device(click the red frame on the right when you start Zoom).
*Please note that if multiple speakers are used in the same room, howling (echo) may occur when some microphones are turned on.
- If you have any questions, please visit the following web site (Zoom Support)
<https://support.zoom.us/hc/en-us>



➤ Create presentation slides

Please do not include **animation**.

About the day of the Conference



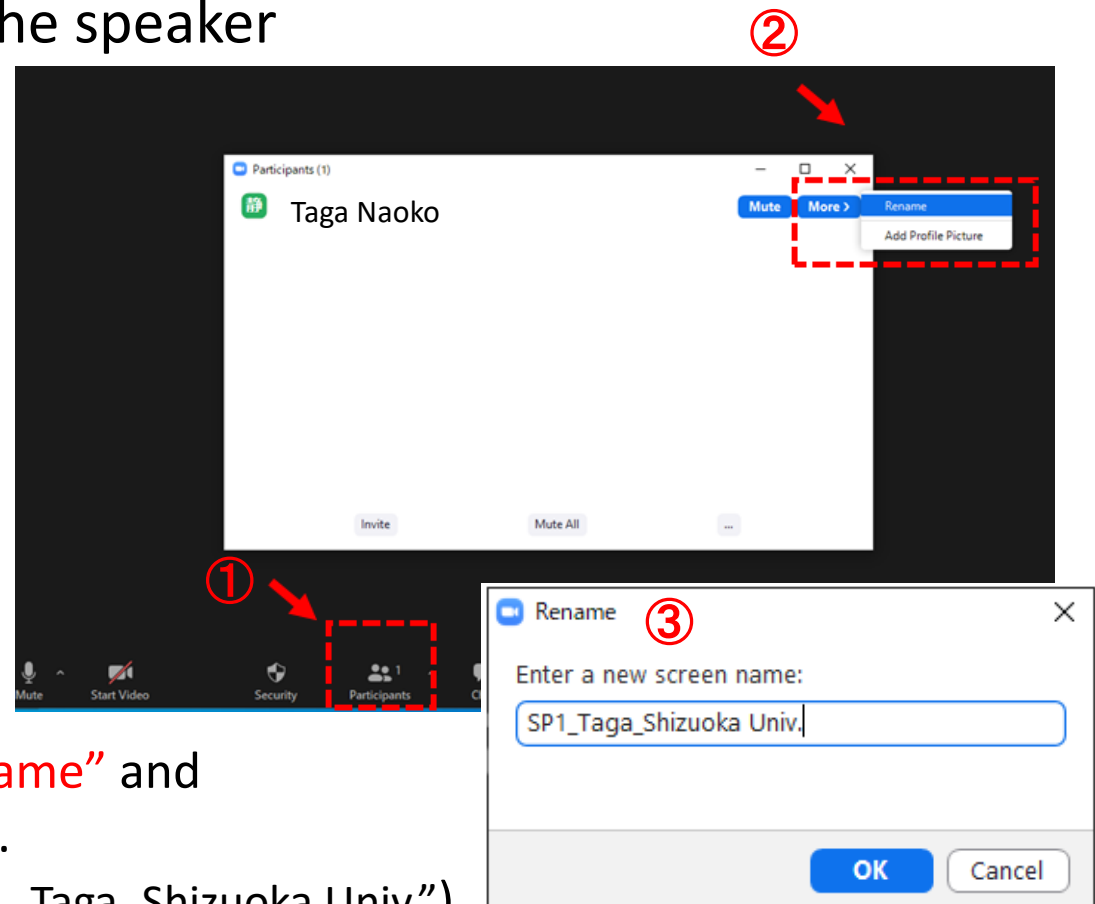
- Please enter 15 minutes before your session.
- The presentation time will be Japan time, which is 5 minutes.
(Please summarize your speech in about 4 ~ 4.5 minutes)
- When it is time to start your presentation, please follow the chair's instructions, and you can not make presentations using pointer.
- Q&A will be held in Breakout Room each day.
One breakout room will be allocated to each speaker, so please join the room when it's time. The time limit is 30 minutes.
- Your presentation slide will be shared on host side.
Host will operate it, so please instruct "Next please or Next page".
But share your presentation slide yourself in breakout room.

How to operate Zoom



➤ Change the screen name of the speaker

1. Click “Participants”.
2. Select “More” in the pop-up and click “Rename”.
3. Enter a new screen name on “Rename” pop-up,



“Presentation number”, “Family name” and
“Institution name” and click “OK”.

(If it is long, write it short. ex. “SP1_Taga_Shizuoka Univ.”)

*Please check your presentation number on the next page.

*Host identifies you by this.

About Presentation number

Please check the program on the website for your presentation time.

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

Student Presentations			
No	2021/9/21 Speaker	No	2021/9/22 Speaker
SP1	Dattatraya Gore	SP13	YVSS Bhargavi
SP2	Amanpreet Kaur	SP14	D. Prema, J. Prakash, G. Devanand Venkatasubbu
SP3	Upma Gulati	SP15	Sidharth Duraisamy
SP4	Yuni Apriliana	SP16	Elpri Eka Permadi
SP5	Medhina Magdalena	SP17	Windy Dwi Annisa
SP6	Ady Bayu Prakoso	SP18	Tika Widayanti
SP7	Yuki Kodama	SP19	Shuntaro Nakamura
SP8	Xiaoyu Li	SP20	Hirohide Takemura
SP9	Fumihisa Kobayashi	SP21	Abd Rahman Jabir Mohd Din
SP10	Is Aizat Samsuri	SP22	Roslinda Abd Malek
SP11	Nur Nadhirah Zakaria	SP23	Luo Zaini Binti Mohd Izwan Low
SP12	Nurul Fatin Shafikah Ahmad Rizal	SP24	Nivashinie Neela Mekan



About Breakout Room



➤ Use “Breakout rooms” for Questions and Answers

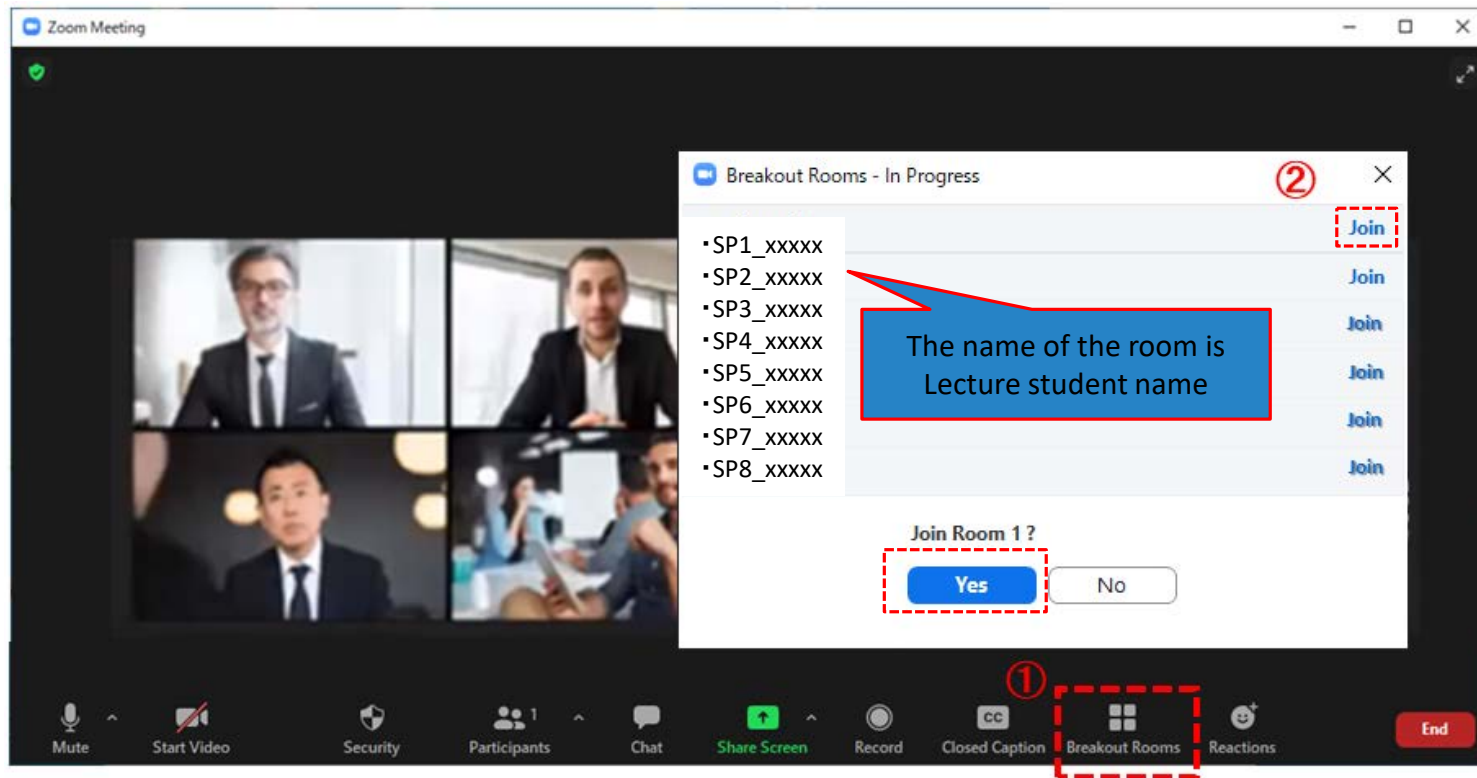
- Q & A for student speakers will be held in the breakout room each day.
Each person is assigned a room with your name in advance.
- Share your slide data, unmute and start video.
- Ask questions by using “Raise Hand” or “Chat” function.
- All questioners are free to enter the breakout room, so please respond flexibly.
- When the time limit of 30 minutes has passed, you will automatically return to the main session room, please wait in your own room until then.

How to operate Zoom(Breakout Room)



➤ Entering the breakout room

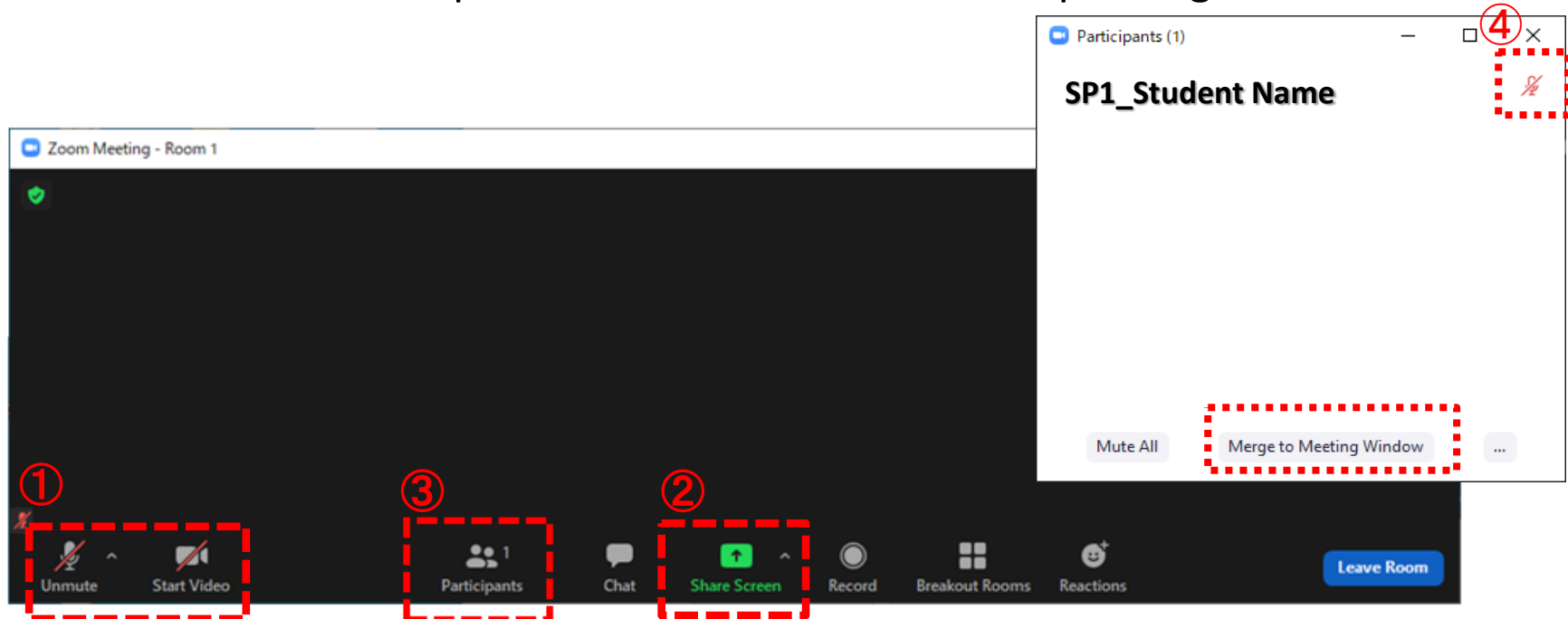
1. Click "**Breakout Rooms**" and a pop-up will appear.
2. Select a room with your own name and click "**Join**" and "**Yes**".



How to operate Zoom(Breakout Room)



1. Click “Unmute” and “Start Video” .
2. Click “Share Screen” and share your slide data.
3. Click “Participants” and a pop-up will appear.
Click “Merge to Meeting Window” , then “Participants” screen will be displayed.
4. Mouse over the microphone icon to unmute before speaking



Rehearsals



- The 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, presentation slides and access time (time difference), etc.

Rehearsal Schedule: Thursday, September 16, 2021

Japan time 14: 00-15: 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 student 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/>

ICGST administration staff : Taga
Email to: taga.naoko@shizuoka.ac.jp

