The 33rd International Symposium on Superconductivity

ISS2020

Cisco Webex online meeting guidelines

for all participants,

presenters

and session chairs

ISS2020 Secretariat

Updated on Nov. 11
Updated on Nov. 20

We will update these guidelines by reflecting your comments and suggestions.
For inquiries, email us at helpdesk@iss-secretariat.org.

To all participants (incl. presenters and session chairs)


General information

We use a **Cisco Webex** online meeting room for online participation and presentation. All you need is a PC or smartphone with its accessories i.e. headset, headphones, etc. Choose **Google Chrome** as a browser (Do not use **IE** or **Microsoft Edge**).

Visit the Cisco Webex website to download and install the latest version of the "**Cisco Webex Meetings**" app.

*Tip: We strongly recommend the **downloaded-app** (free of charge); however, you can **join in the meeting rooms through Google Chrome**.*

*Tip: There are some differences in layout between the downloaded-app and browser-app although their basic functions are same. To practice using Webex, visit the website frontpage of Cisco Webex, scroll to the bottom and click on "**Join a Test Meeting**". The image shown below will appear on your screen when you start it. Choose your preferred method.*

Here we assume that the downloaded-app has been installed on your PC.
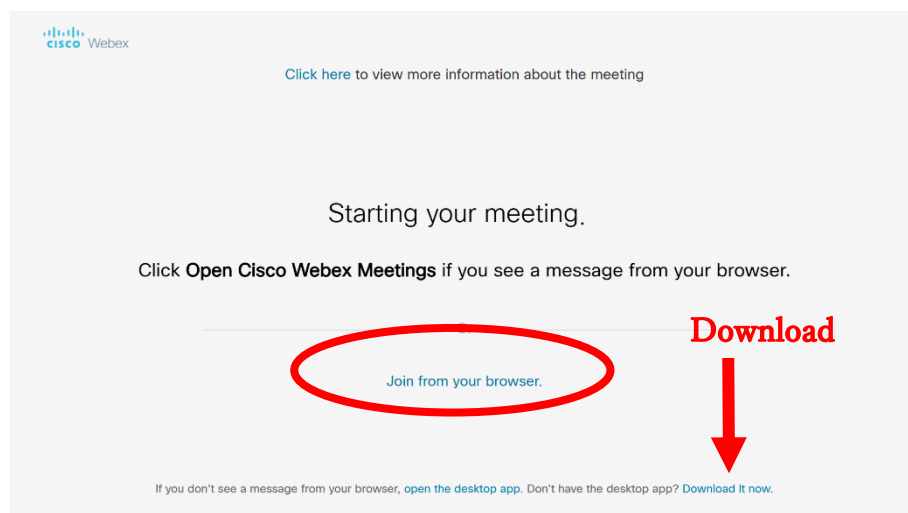
How to enter the Webex Meeting room

Please keep the emails for invitation to the ISS2020 online meeting rooms. We will send a set of **4 emails** to your **registered e-mail address**. We will open four web-meeting rooms (A, B, C and D) at 7:30 AM (Tokyo time) and close them at around 8:00 PM (Tokyo Time). Changing rooms or reentry is possible anytime through the symposium. You will receive the 4 email invitations by **Nov. 25**.

Table 1 Email invitations & Session category

Email title	Session category
ISS2020 Room A	Large Scale System Applications (AP)
ISS2020 Room B	Physics and Chemistry (PC)
ISS2020 Room C	Wires and Bulk (WB)
ISS2020 Room D	Electronics Devices (ED)

For example, use the email "ISS2020 Room A" to enter Room A. Click the large green **Join meeting** button.

In the room

Turn on your built-in speaker system (or headphones) to hear the presenters. Mute your microphone and do not share your screen. If you are a presenter, the session chair will ask you to unmute your microphone when your turn comes. You will also be encouraged to share your screen and start your presentation.

Tip: Participants should refrain from transmitting video to save the bandwidth of communication. If you are a presenter, start video (if desired) only when your turn comes. Stop video when you close the presentation.

Tip: Echoes and howling may occur if multiple participants in the same physical area simultaneously access the same session. They should use their own headphones (not built-in PC speakers) and mute all of their microphones as a preventive measure.
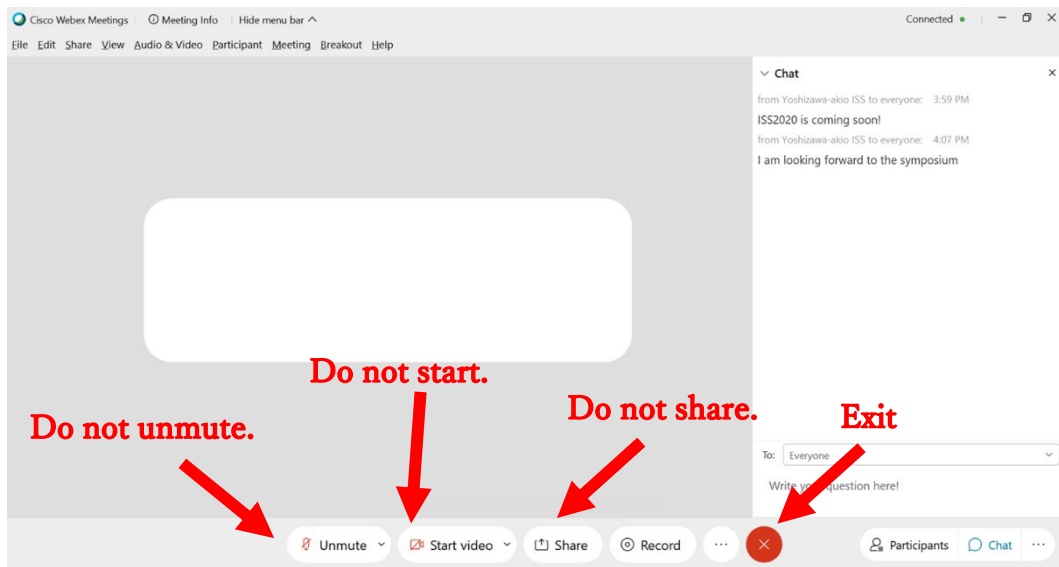
Discussions

The last 2-3 minutes of each presentation are for discussions. Send a chat message for questions and comments. Your question and comment will be shared immediately to the audience including the session chair if **"Everyone"** is selected. If chatting is cumbersome, the session chair may allow you to ask a question vocally directly to the presenter.
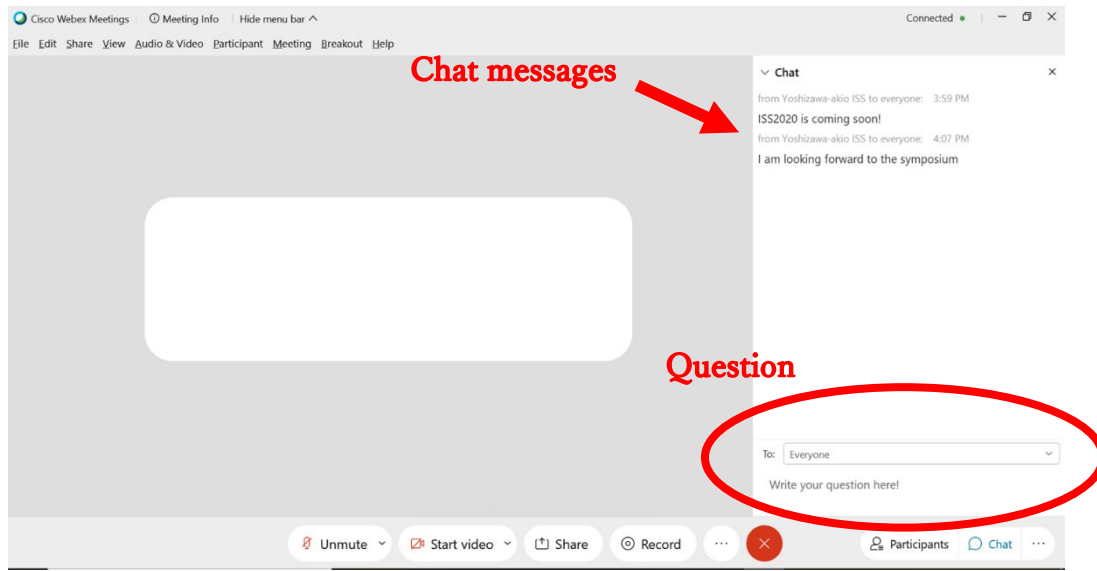
To all presenters

How to share your presentation
The session chair will ask you to start sharing your presentation when your turn comes. Do not forget to unmute your microphone. To save time we recommend that you open your presentation (ppt, pdf,…) before clicking the **Share** button.
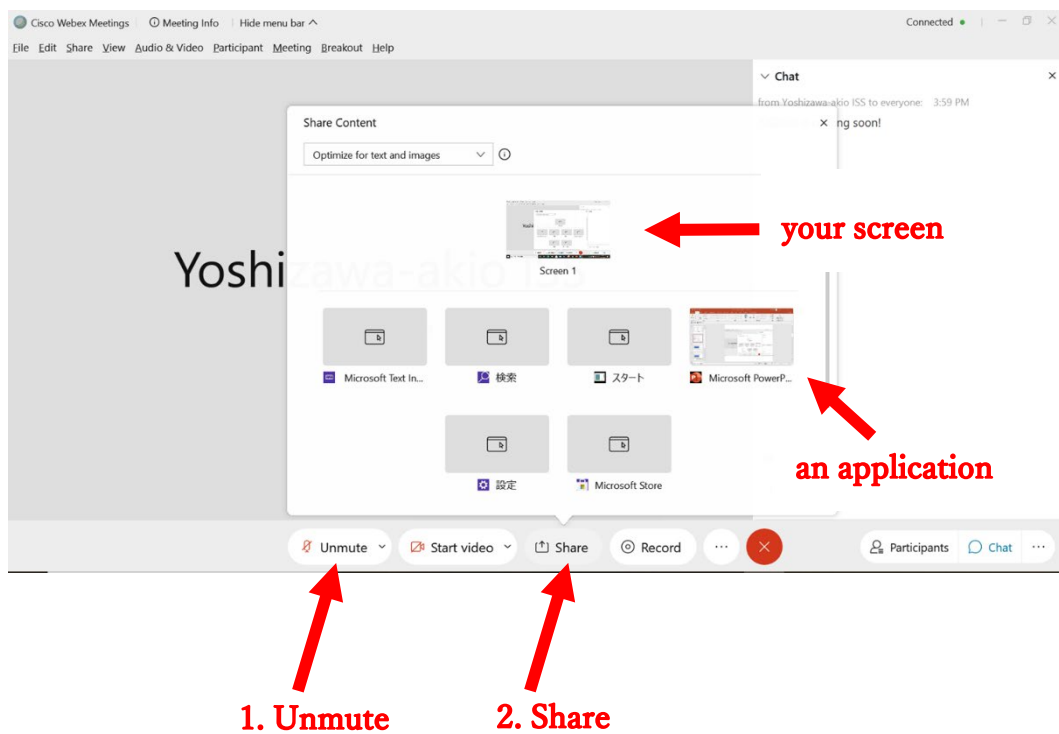
*Tip: The easiest way is by **sharing your screen** although participants can see everything that's on your PC screen.*

*Tip: **Sharing an application** prevents exposing private content such as an email that appears on your PC screen. This helps ensure that participants only see the content that you choose to be shown.*

Tip: The meeting controls are automatically hidden. Hover over the top-center part of your screen to access them.
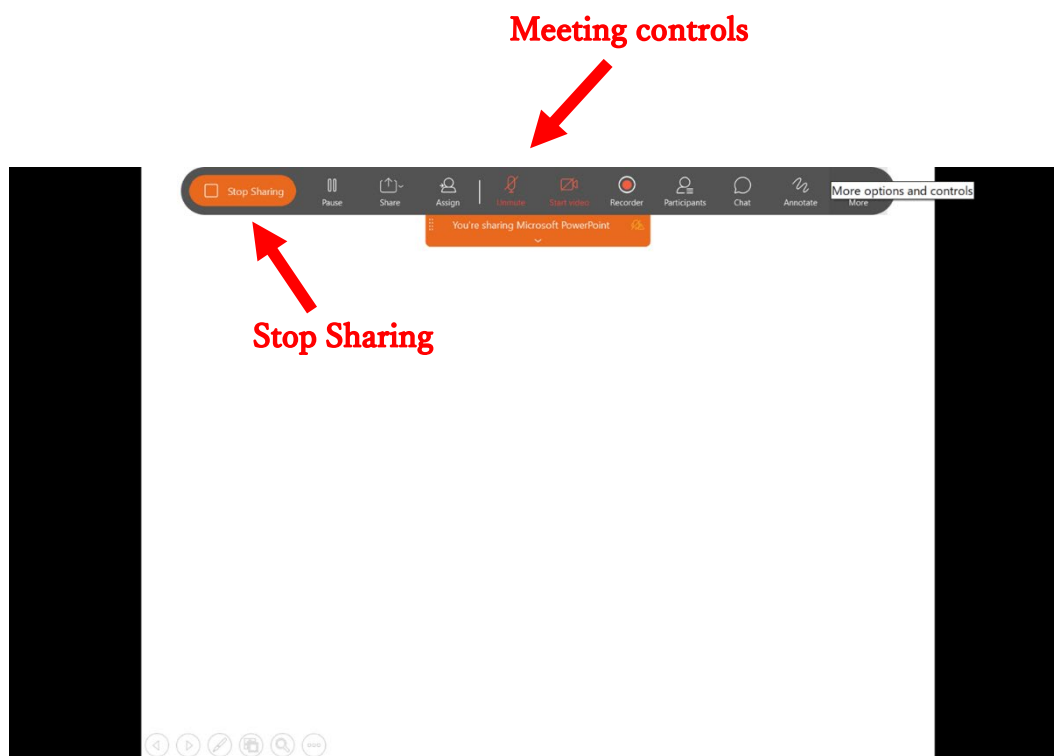
Discussions

Use the last 2-3 minutes of your presentation for discussions. Questions and comments will be posted on the chat board during your presentation. In addition, questions and comments might be made vocally when discussions start.

How to close your presentation

Go to the meeting controls, click the **Stop Sharing** button and mute your microphone. Please cooperate with the session chair to run the session without delays.

Connection test

An email invitation for a connection test will reach you by **Nov. 24**. Enter the room (Room E) anytime from **Nov. 29, 12:00 PM to Nov. 30, 12:00 PM** (Tokyo Time). Share your presentation and check the sound volume. The room is not exclusive; therefore, participants in the same room can see your presentation. If possible, form a group of two or more and crosscheck the connection; however, do not use the room as a rehearsal stage for your presentation.

To all session chairs

General information

Each session has one or two chairpersons. In the latter case, contact your co-chair for session handling prior to the commencement of the session. There are no student assistants although the ISS2020 staff remotely monitors all sessions and will help you if necessarily.

Connection test

An email invitation for a connection test will reach you by **Nov. 24**. Enter the room (Room E) anytime from **Nov. 29, 12:00 PM to Nov. 30, 12:00 PM** (Tokyo Time). If possible, crosscheck the connection with your co-chair.

No-show presentation

Use this time slot as a break and restart the session as scheduled.
Let us know it by email (helpdesk@iss-secretariat.org).

Responsibilities of the session chair

Cooperate with your co-chair to moderate the session.

Use your own alarm clock (or timer) for time keeping.

Declare the start and the end of the session to all participants.

Reserve the last 2-3 minutes of each presentation for discussions.

Handle questions and comments.

Close the session on time.

Responsibilities of the staff

All sessions and presentations are remotely monitored.

An alert will be sent to the chair if the session does not start/end on time.

Upon your request, we will handle the session as follows.

We will mute the sound of a presenter's voice to forcibly stop the presentation.

We will mute microphones of all participants.

We will expel unidentified (suspicious) participants from the virtual room.

Emergency contact
Email us at helpdesk@iss-secretariat.org.
We accept both English and Japanese in case of an emergency.

To-do list

15 mins before	Enter the Webex Meeting room. *If you cannot, email us at helpdesk@iss-secretariat.org.*
2-3 mins before	Make the following announcement to the participants; however, skip it if you have no time. Announcement to participants: ✓ Mute microphones. ✓ Do not share your content until your presentation starts. ✓ Last 2-3 minutes are reserved for discussions. ✓ Post questions and comments on the chat board.
Session started	Declare the start of the session. Introduce yourself to the participants. Introduce your co-chair to the participants (optional).
Presentation started	Ask the presenter to unmute her/his microphone. Ask the presenter to share their presentation. Mute your microphone. Use your alarm clock (or timer) for time keeping. *If you face a no-show presentation, insert an extra break and restart the session as scheduled. In addition, let us know it by email (helpdesk@iss-secretariat.org).*
During the presentation	Check questions and comments posted on the chat board. If the time runs out, encourage the presenter to close the presentation with a brief summary.
Discussions	Use last 2-3 minutes for discussions. Choose some questions and comments. Wait for the presenter to reply. Allow the audience to send questions or comments vocally if you still have time.
Presentation closed	Ask the presenter to mute her/his microphone. Ask the presenter to stop sharing. Move on to the next presentation.
Break (if necessary)	Announce the time for restarting the session.
Session closed	Declare the end of the session.

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