

General Manual -- About On-Line Conference --

0. How to Join the On-Line Meeting

- (1) **Preparation in advance:** Install zoom and confirm the password to join.
- (2) **Route 1:** Browse the program on our website <https://confit.atlas.jp/guide/event/ljsj41/top>, go to the intended lecture, move to the proceedings confirmation screen (password required), and press the link to the 'zoom conference room is here'.
- (3) **Route 2:** Visit our zoom 'Main Lobby' (Meeting ID: 816 9299 5644) (password required) and ask the lobby staff about the location of the sessions.
- (4) **Route 3:** Using the desired conference room number (Meeting ID) and password from the list sent from The Laser Society of Japan to enter the room.
- (5) **Route 4:** If you forget your password even though you have registered for participation, please visit our On-Site Reception Room from our website. The secretariat will respond.

1. Events and Format

1. 1. Oral Presentations (password required)

The annual convention in this year will be held LIVE using the zoom's on-line meeting function. The conference venue (online meeting rooms) will be set up by the local executive committee, and the venue staff will be the 'Hosts' to take care of it. Invited lectures, general lectures, and symposia will all be given by the speakers in sequence as the chair progresses. In order to give a smooth lecture, we will make the following arrangements.

- a) When a chair enters the room, after briefing with the Host (venue staff) the chair become a 'Co-host'. The Co-host become to have the authority to perform various operations (permit/prohibition of speaking, etc.) for the general participants. In the session in charge, please use a user name that identifies you as the chair (Refer to the Chair Manual).
- b) For Speakers, please use a user name by that the participants recognize that you are in the room and ready to present (see Presentation Manual).
- c) Everyone other than the Speakers will participate as a normal user. In principle, please use the mute function. Send a text message to the Chair using the 'Chat' function when you have question or comment to Speaker during the lecture. During the Q&A session, if the Chair's permission is obtained, direct asking to the speaker is possible.

*For the user name, refer to '5.c) Setting the participant name.' The setting method is described in each individual manual.

1. 2. Poster Presentations (password required)

(Creating a Poster)

Presenter will make a presentation using an e-poster. Participants can view e-posters 24 hours a day. The poster presenter must comply to prepare the e-poster manuscript with consideration for precautions for preparation, and submit in PDF format by deadline. We have distributed poster template, so please make use of it.

(Personal Sessions)

The poster sessions will be held at LIVE using the 'Breakout Room' function of zoom (see '3. 2. Breakout Room').

- a) For poster presenters, one Breakout Room will be provided as a place for one poster presentation. Unlike oral lectures, there is no moderator for keeping the short Q&A time, you can have a sufficient academic discussion.
- b) When you enter the room, all the participants will enter the common room called 'Main Session' first, then the poster presenter should be given the authority of Co-host by the venue staff (Host) there. Becoming a Co-host, the presenter will be got a authority of screen sharing in each Breakout Room. After that, please confirm and enter your Breakout Room and then, check if the materials can be displayed properly. Participants can move all the Breakout Rooms freely. If there is difficulty in moving from the Breakout Room, you can call the Host using the zoom's 'Ask for Help' function.
- c) In addition to e-posters, presenters can create and use supplementary materials in free format for explanations using the Screen Sharing function.
- d) As a general rule, presenters should always check the participants in the Breakout Room for their own presentation, and if there are participants, explain and discuss with them in the Breakout Room. If there are no visitors, do not hesitate to return to the Main Session for waiting. If you find visitors, please return to your Breakout Room immediately and start to explain. In particular, those who are eligible for the Excellent Poster Presentation Award should be careful so that a member of the judging committee may come at any time.
- e) The Host may ask presenters to move to the main session and give a short presentation if there are no visitors in their Breakout Room. Since the presentation format is free, no special preparation is required. Using the e-poster, please give a brief explanation about 5 minutes. When the explanation and discussion are being given to the visitors in the Breakout Room, the Host will not ask to give a short presentation.

1. 3. Symposia (password required)

Symposia will be held LIVE using the on-line meeting function of zoom. The conference venue (on-line meeting rooms) will be set up by the local executive committee, and the venue staff will be the Hosts to take care of it. In principle, the system used is the same as for general oral lectures (see '1. 1. Oral lectures'). Invited lectures and general lectures will be given by the Speakers in sequence as the Chair progresses. In principle, all audience are requested to use the 'Mute' function, and in principle, questions to the Speaker should be sent to the Chair as appropriate during the lecture using the chat function. Send a text message to the chair using the Chat function when you have question or comment to speaker during the lecture. During the Q&A session, if the Chair's permission is obtained, direct asking to the Speaker is possible.

- 1) Laser Application to The Smart Agriculture and Food Industry in The Post-Corona era

Sponsorship: The Japanese Society of Agricultural Machinery and Food Engineers

- 2) Recent Trends in Microresonator Science Using Organic Materials

Joint Symposium with Photonics Division, The Japan Society of Applied Physics

- 3) Fusion of Laser Technology and Computational Imaging
Joint Symposium with The Optical Society of Japan
- 4) Development and Application of Intense Short-Wavelength Light Sources
- 5) Spatial Light Modulation, Now and in The Future -Recent Trends in Imaging Display Applications and Future Device Development
- 6) Recent Trends in Underwater Optical Wireless Technology -Power Transmission, Sensing and Communication Technologies for Marine Applications
Sponsorship: ALAN Consortium
- 7) COVID-19 Era. Seeing, Manipulating, Treating, and Preventing with Light -Development of Laser Technology in Medical Care for Future
- 8) New Developments in Laser Spectroscopy and Measurement in Aggregating System, Interfaces, and Nanostructures
- 9) Research Trends of Advanced New Laser Light Sources Used in The Latest Laser Applications -Space, Infrastructure, Terahertz, and Mid-Infrared, for High Output and High Efficiency
- 10) A Society Pioneered by Power Transmission Using Light Beams -Mobilephone, Mobility, Intercorporeal, Lightning Resistant, Long-Distance Applications
Sponsorship: Study Group of Optical Wireless Power Transmission
- 11) Forefront of Fusion Research of Photonics and Robotics
Sponsorship: The Robotics Society of Japan

1. 4. Annex Exhibition (The Laser Solution 2020)

The annex exhibition will be held using the Breakout Room function of zoom. In the annex exhibition, the 'Exhibition Hall Lobby' (Main Session of the Breakout Room) will be set up as a zoom conference room. The Exhibition Hall Lobby will be announced from the our website, the laser solution website, and the Main Lobby (see 1.5. bellow). You can enter the Exhibition Hall Lobby without a password, so even non-participants can visit freely.

1. 5. Main Lobby (Information & Social Gathering)

We will not hold a convivial party this year. Instead, we will try to use the Main Lobby as a social gathering venue. Several staff members are always in the Main Lobby. Please visit the Main Lobby after your lecture or when you are free. The password provided to the participants is required to enter. In the Main Lobby, the lobby staff will inform you about the destination to each conference room verbally or by Chat, so even if the destination is not clear, you can ask the staff in this lobby.

We will set up Breakout Rooms in this Lobby, so even if a large number of people gather and become noisy, you can freely move to one of the Breakout Rooms. Please use them for briefing and exchanging information with other researchers.

We will announce information about the sessions being held, exhibition information, poster session information, etc. in the Main Lobby, so please use this room as a hub for moving to conference rooms. The Main Lobby is always open during the conference.

1. 6. zoom Connection Test

Speakers and the Chairs can test the connection of the zoom on-line conference room, material sharing, etc. before the conference period.

Date: January 8 (Fri) - 15 (Fri)

Number of rooms: 9 rooms for oral presentations,
1 room for poster session, and
1 room for the Main Lobby.

*Available 24 hours a day.

*In one of the rooms (the Main Lobby), the venue staff will respond. (weekdays: 12:00-13:00)

*Details such as entry information to these test rooms will be sent separately to the speakers and the Chairs by e-mail.

2. What is zoom?

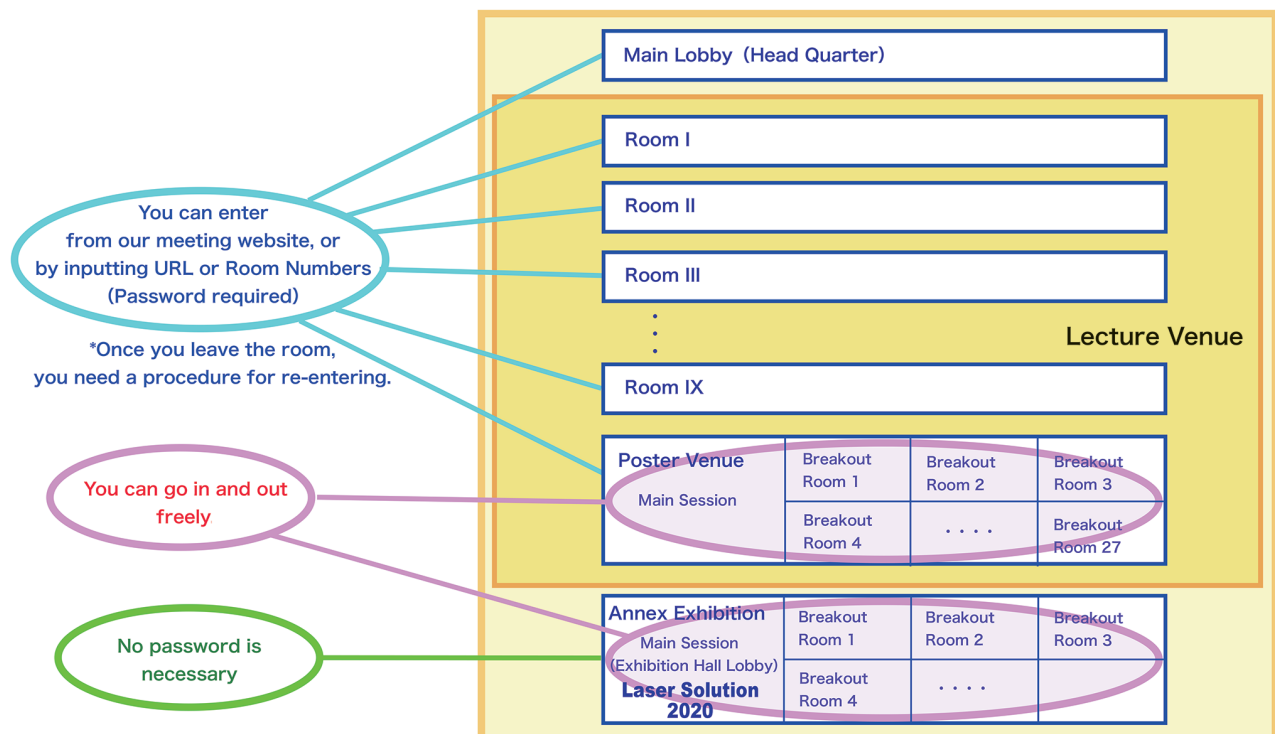
Please refer to the following site for information about zoom.

*zoom Official Site <https://zoom.us/>

*zoom Help Centre <https://support.zoom.us/hc/>

*Test internet connection by joining a test meeting <http://zoom.us/test>

The 41th Annual Meeting of The Laser Society of Japan, On-Line Venue



3. Technical Terms

3. 1. Meeting Function of zoom

An electronic conference room set up by one Host. Participants can display their lecture materials in video and audio in the room. This year, we will set it up as on-line venue from Room I to Room IX, imagining the venue of the annual meeting held every year. Participants can join this conference by using the meeting room number (meeting ID) and password (passcode) provided in the e-mail from the secretariat office, or the link from our website.

As the Chair progresses, the Host give the Speaker the authority to share the screen. The authorized Speaker can share the presentation materials (PowerPoint, videos (movie), other video materials) with other participants by screen sharing function As a general rule, it is a LIVE lecture, so the Speaker should give an oral presentation while displaying the materials. As regular academic lectures, there is a Q&A session after talking. But as in principle, participants should use the Chat function to send texts of questions to the Chair during the lecture.

3. 2. Breakout Room

After setting up a conference room using zoom, the Host can set up one Main Session and many (tens of) small rooms (Breakout Rooms) in the conference room. In this meeting, one Breakout Room is regarded as a poster venue. Each Breakout Room will be assigned to one venue for each poster presentation. Poster presenters can give lectures and have discussions in the room. The presenters will be able to share their screens by becoming a Co-host. Participants can move freely between each Breakout Room. (The latest version of zoom is required. Please refer to the audience manual for details.) If you would like to contact the secretariat, please ask the Host (venue staff) who always stays in the Main Session.

3. 3. The Host

The Host is an administrator who sets up various conference rooms of zoom. Members of the local executive committee (including students of venue staff) are in charge of this role. The Host can allow participants to enter the room, share the lecture materials on PC screen, and Mute/Unmute controls.

3. 4. The Co-host

A) Co-Host in Oral Presentation

The Chair will be in charge of the Co-host in the oral presentation and become the moderator of the oral presentation. After the Chair enters the conference room, the Host assigns the role of Co-host to the Chair. Being the Co-host, the Chair can do almost the same thing as the Host.

B) Co-Host in Poster Presentation (Personal Sessions)

For poster presentations, the poster presenter will be in charge of the Co-host. At first, when you enter the conference room where the poster lecture is held, you will enter the common conference room called the Main Session. The Host gives the authority of the Co-host in the room, then, the presenter will be able to share your lecture materials on the screen.

4. Things to Prepare

a) Terminals

zoom is compatible with Windows, MacOSX, Linux, Android (smartphones, tablets, etc.) and iOS (iPhone, iPad, etc.). Please check your terminal if it is supported (OS version, etc.). In addition, since relatively high CPU performance is required for video conferencing, if the performance is low, video/audio may be interrupted or it may take time to operate.

You can also use zoom with a web browser without installing zoom app on your computer. There are functional restrictions depending on the web browser. When using zoom with a web browser, using Google Chrome which has no functional restrictions is recommended. Please see the following page for details.

<https://support.zoom.us/hc/en-us/articles/214629443-Zoom-web-client>

b) Network

Wired connection or high-speed Wi-Fi connection is desirable for stable use, but mobilephone lines (3G/4G) can also be used if circumstances allows. If you have an environment where you can access the website normally, it may be used with almost no problems. However, you may not be able to connect if the network you use is intervening with a web proxy or the streaming service is restricted. So please check the operation in advance.

In the case of 3G/4G lines, because of the long time connection of network is necessary for attend the meeting, there is a possibility that the billing amount will increase considerably due to traffic restrictions and pay-as-you-go billing depending on the contract type.

c) Auxiliary Devices (Microphone and Speakers)

If you are attending a video conference by yourself, we recommend to use a headset (such as an earphone/microphone). Using a headset etc., it is easier to hear the other party's voice, and problems such as howling due to echo (described later) are less likely to occur. When using a wireless earphone/microphone, make sure that it is fully charged before connecting. When using an analog microphone, the volume level is low and the sound is often cracked because of the poor quality, so be sure to check your audio quality in advance. The built-in microphone/speaker can be used for a minimum performance, but an external speaker/microphone for video conferencing (USB connection is common) makes the communication more comfortable.

For tablets and smartphones, it is recommended to use speakers and microphones that can be connected via Bluetooth. We recommend using an external video conferencing speaker/microphone to prevent unnecessary echo (sound sending back). Many speakers and microphones for video conferencing are designed so that echoes are unlikely to occur (such as with a built-in echo canceller).

However it is also possible to send the audio played on the computer (Check the 'Share sound' checkbox in the lower left corner when 'Share screen' window is opened.) with zoom, it should be tested in advance if the limited environment is available.

d) Camera

As a general rule, the person making the presentation should send the video with the camera. When

a large number of participants attend a conferences, it is desirable to refrain from sending video and save network bandwidth except for the Speaker, the Chair, and questioners during the session.

If you have a built-in camera in your computer, you can easily send video, but if you want to take a wider angle or change the orientation of the camera freely, it is desirable to prepare an external USB camera (with wide-angle preferable). It is easier to use if it can be fixed to a tripod.

However it is possible to use by connecting a video camera (cam camera) or a digital camera to a computer via USB, the power will often switch off after a certain period of time, so change the settings in advance.

5. Preparation in Advance (to be confirm)

a) Pre-Installation and Operation Check

The first time you use zoom, a video conferencing system, you need to download and install the application. If you plan to use zoom on the go, it may take a long time to download and it may not be in time for the start of the conference depending on the network condition. We strongly recommend to check the operation in a sufficient place in advance.

It is also desirable to confirm in advance whether there are no problems with sending and receiving audio. Since zoom has some functions that can only be used with the latest version, it is desirable to reinstall the latest version before using even if the application has already been installed. The latest version of zoom can be downloaded at the following URL.

<https://support.zoom.us/hc/en-us/articles/201362233->

b) Confirmation of Device Recognition

When connecting an external speaker/microphone or webcamera, please make sure that the installed app correctly recognizes the device you want to use and that there are no problems with sending and receiving audio. Even if you cannot check the operation of the video conference in advance, you'd better to check the operation individually on the control panel, etc. The zoom test service (mentioned above) is available to check the operation. Or you can also use Skype's 'Skype Voice Test Service' to check the operation of your device.

c) Setting Participant Name

Since participant names play the same role as name tags when held at the venue, it is desirable to include name and affiliation information so that the chair can easily identify the speaker. It can be changed after connecting to the conference room. The user name in zoom should be as follows. The setting method is described in each individual manual.

*Speakes ----- ex. A01-18a-I-01: Taro Taikai (Please specify the lecture number.)

*Session Chair ----- (Chair) Jiro Taikai

*Audiences ----- Saburo Taikai (Affiliation)

*Ad Presenters ----- Ad Presenter: Shiro Taikai (Affiliation)

*Speakers and Chairs should change the display name for each session.

d) Plual Participants in One Room

If plural participants in the same room have a each terminal, it is convenient to connect to the conference room so that they can see the shared materials at hand. However, if the microphone and the speaker are enabled on each terminal, it will cause echo and howling, please use only one main terminal that handles audio, and be sure not to use the microphone or the speaker on other terminals.

e) Capacity in The Meeting Room

At this annual meeting, the maximum number of participants that can enter one zoom conference room is 100, and connections that exceed this limit will not be accepted to enter. However, since 7 to 9 conference rooms will be set up in parallel for general lectures and symposia, we do not think that there will be cases where you will not be able to enter the room you want to hear unless there is a great deal of trouble.

In the case of poster sessions, 27 poster lectures will be held at the same time, but since the session is long, we think that there will be no cases where you will not be able to enter the poster venue unless there is a lot of concentration during the session.

About Copyright

1. Caution

It is prohibited to save (including screen capture), record sound and video, or redistribute received video or presentation materials. Obtain permission from all parties concerned, such as speakers and organizers, in advance, if necessary. The copyright of the manuscript belongs to the Laser Society of Japan. The manuscript will be posted on the web page. The manuscript posted on the web page can be downloaded by participants. The manuscript posted on the web page can only be downloaded by participants only. The copyright of the presentation slides and videos on the day belongs to the speaker.

2. About Citation and Reproduction

The method of quoting and reprinting is the same whether it is held online or locally.

A) 'Citation' is, for example, the case of posting another person's text in one's treatise and explaining it in order to reinforce one's own theory. It can be quoted without the consent of the copyright holder if it meets the requirements stipulated by law (Article 32).

The requirements of this law (Article 32 paragraph 1) are as follows:

- [1] The materials to be cited must have already been published.
- [2] To conform to 'fair practices.'
- [3] To be 'in the legitimate range' for the press, criticism, research, etc.
- [4] To be clarified the 'master-slave relationship' between the quoted part and the other parts.
- [5] To be clarified the 'quoted part' by quotation marks, etc.
- [6] To have the inevitability of citation.
- [7] to Specify the source (When there is that practice other than duplication) (Article 48)

The requirements of [2] and [3] has been clarified in the case law. At least own work and the work of others should be clearly separated (clarification of quoted part), and the main part should consist of own work and the works of others quoted are subordinates (master-slave relationship), and there should be a right reason to cite (certainty), etc.

B) Since the Laser Society of Japan is neither an educational institution nor the lecture itself is not given for educational purposes, it is considered that it is not subject to Article 35 of the Copyright Law.

C) When posting a photo of a portrait right, publicity right, ownership right, or site management right, please obtain the permission of the person or process it so that the face is not visible (portrait right). Please do not use any photos of entertainers or celebrities (publicity right). Please do not use photos or videos of shrines, temples, works of art, etc., even if they are taken yourself (Ownership / site management rights). Unlike academic papers, please be careful when quoting or reproducing figures and tables in books as they are. In many cases, since figures and tables are created by publishers and they own the copyright, it may not be possible to use them for distribution simply by obtaining permission from the authors.

D) Please contact the publisher before using the cover or pictures of the book according to the conditions.

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