

The 9th International Symposium on Surface Science (ISSS-9)

A note for presenters and for participants

Thank you very much for attending our international conference. The presentations and discussion are held in the Zoom system that has been widely used. In the following, we show some notes of the procedure that helps smooth proceeding of the meeting.

§1 Policies for presentation materials

Here are the basic principles for handling presentation materials, such as slides, movies, and voices. All the participants are requested to follow the researcher ethics and to attend the conference after accepting the following instruction.

- The presenter must be careful not to infringe the copyright of the content used for the presentation.
- All the participants are prohibited to save the image or to record the presentation on one's screen without the permission by a presenter. It is also prohibited to disclose or distribute it to other participants or non-participants.

§2 Getting ready for preparations

§2.1 Online environment

Prepare the following items for using Zoom:

- Personal computer
- Webcam
- Headphones / Earphones / Speaker
- Microphone
- Internet environment that is suitable for an online meeting

§2.2 Zoom

- You are able to install the Zoom app in your PC for free from the following page:
https://zoom.us/download#client_4meeting
- A preview room of Zoom will be prepared during the conference. It is recommended to check the operation in advance, especially if you are the first-time user.
- It is of note that you can enter the Zoom meeting rooms from the web browser of ISSS-9. Please remember it in case you are unable to install the Zoom app.

§3 Entering the Zoom meeting room

Please check if all of your online instruments, *i.e.* speaker, microphone and camera, are working well. Then, enter each venue (Zoom Meeting Room) from the ISSS-9 webpage.

- Please spare enough time to connect to the lecture hall (Zoom Meeting Room)
- When the browser displays "Do you want to open Zoom Meetings?", Press "Open Zoom Meetings". If you want to participate from the browser, select Cancel once and then go to the screen "From the browser".
- On the next screen, press "Test Computer Audio" to test the speaker and microphone. Then, press "Join Audio on Computer".

§4 Operating the Zoom meeting room (for presenter)

Display settings

- 1) If the full screen is displayed when you participate in the session, close the full screen display.
- 2) Display "Participants" and "Chat".
- 3) Check the display of your name and set it as "ISSS-9 ID: Name (Affiliation)"
[Example: Ken2021: Ken Abe (Univ. Interface)].

Microphone and camera

- An operation of microphone, ON (unmute) or OFF (mute), can be made by buttons at the lower left in the window.
- An operation of video camera, ON (visible) or OFF (invisible), can be made by buttons at the lower left in the window.

Image sharing

- 1) Open the presentation slide, such as Power Point file, in your PC before sharing the screen.
- 2) Press "Share screen" at the bottom of the screen.
- 3) Choose the presentation window on the displayed selection screen and press the share button.
- 4) Display the slide show in PowerPoint and start your presentation.
- 5) To stop sharing the screen, press the light button labeled "Stop sharing" at the top of the screen.

§5 Operating the Zoom meeting room (for participants)

- Check the display of your name and set it as "ISSS-9 ID: Name (Affiliation)"
[Example: Ken2021: Ken Abe (Univ. Interface)].
- During presentations by speakers, mute your microphone and turn off your video camera.
- It is strictly forbidden to record the presentation.

- If you have any questions, please indicate your intention by using a chat or by pressing a button of raising hand. A chairman will find you. After being called, turn on your microphone and your video camera. Then start asking your question.

§6 Exiting the Zoom meeting room

Click the "Exit" button at the bottom right of the screen.

If you have any question, please contact in the following e-mail:

Email: iss9@jvss.jp