



3rd ISEE Symposium

**PWING-ERG conference and school on the inner magnetosphere
ONLINE CONFERENCE**

ISEE, Nagoya University, Japan
March 8-12, 2021

**INSTRUCTIONS v.2.0
(participants & presenters)**

Instructions for all participants

★ To join the meeting check the zoom link sent to your email!

Keep it handy by bookmarking the link or [pinning the tab](#) in your browser.

(all times below are in **JST**! Please make sure to convert to [your local time](#)!)

Make sure you have the [latest zoom version](#) (or at least higher than 5.3) otherwise you won't be able to use the breakout room function.

→ *Unsure how to check your zoom version?* Follow instructions [here](#)

→ *Want to just directly download the latest version?* Go [here](#)

For really old versions an automatic prompt to update might appear as you launch the meeting.

The symposium will be using the following:

- **Main zoom** room: Lectures, talks and their respective Q&As.
- **Breakout rooms A, B and C**: Discussions with speakers during breaks and discussion time after the sessions.
- **Small discussion rooms 1, 2 and 3**: Space for smaller group discussions.
- Breakout rooms **Social 1 and 2**: Informal discussions during selected timings.

How to join the sessions?

The zoom session will be opened from **08:30 JST** every day.

→ *Want to check what that is in your local time?* [Let me google that for you](#).

From this time onwards, any participant will be able to join the main room when they wish to do so (no waiting room).

Please note that you will be **automatically muted**, until a host allows you or asks you to unmute yourself.

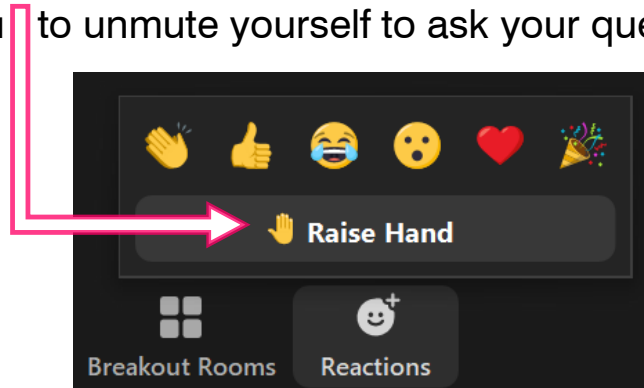
If you'd like to discuss with your fellow participants before the official start of the sessions, feel free to use the chat. Please be mindful that unless you choose a specific user, you will be addressing all the participants.

→ *If you are too disrupting the hosts will warn you and might kick you out of the session!* ☹

What to do during question time?

If you have a question, there are two ways to do so:

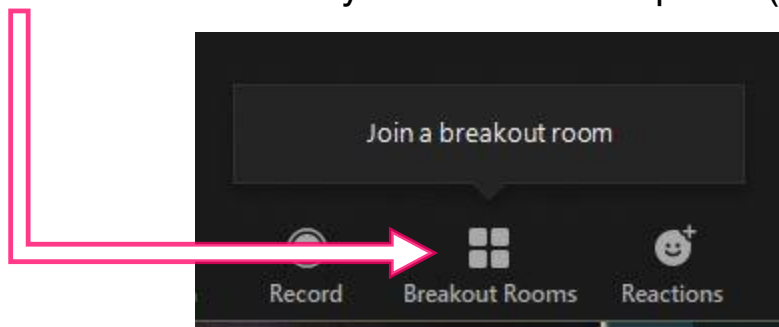
- ① Write your question **directly in chat** either to everyone or to the chair of the session. The chair will then ask your question to the speaker.
- ② Use the **'Raise hand'** button in your zoom panel. The chair will then call your name and/or ask you to unmute yourself to ask your question.



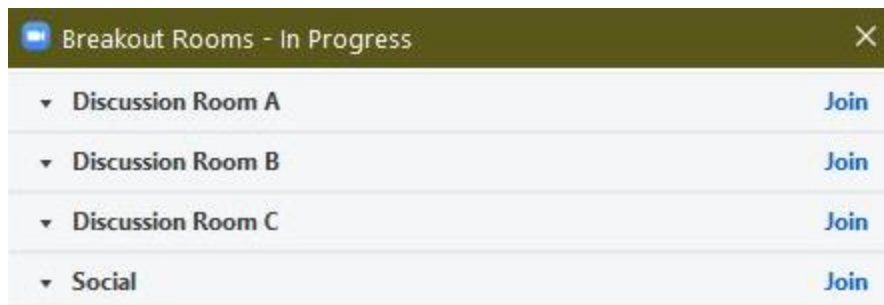
- ★ Make sure to **mute** yourself and **lower your hand** afterwards.
- ★ We might not have time to answer your question so feel free to discuss with the speaker afterwards in the breakout rooms.

How to use the breakout rooms?

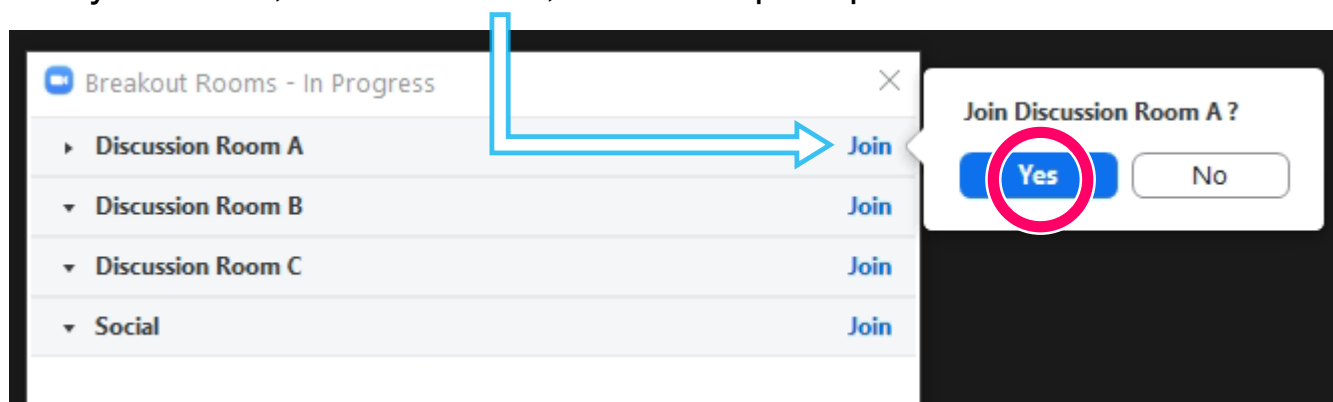
Breakout rooms will be available at selected timings. When this is the case you will see a **'Breakout Rooms'** icon in your zoom menu panel (bottom of the screen).



Clicking 'Breakout Rooms' will open a new panel with a list of all the possible breakout rooms available.



Choose your room, click on 'Join', and when prompted click 'Yes'.



In a few seconds you will be redirected to your chosen breakout room.

Can I see who is in the breakout rooms?

Clicking on the small arrow on the left hand side of each room, you can see the list of participants in that room.



Can I leave the breakout rooms?

If you are unhappy with your company, you can leave the breakout room at any time by clicking on the **‘Leave Room’** button at the bottom right of your zoom window.



Afterwards just make sure you click **‘Leave Breakout Room’** and not ‘Leave Meeting’ otherwise you’ll have to reconnect to the meeting.

If all went well you will be back in the main zoom room after a 15-second wait.

Where to go for the social gathering?

We will have a social gathering on Wednesday 10th starting at 19:00 JST just after Session 8. We will be using **‘SpatialChat’**.

If you are not familiar with this system please check [their website](#) and/or [our instructions](#) beforehand.

We will send the link to join in a separate email and remind you during Session 8

★ In consideration to your colleagues, we ask you to make sure you rename yourself with your full name and affiliation.

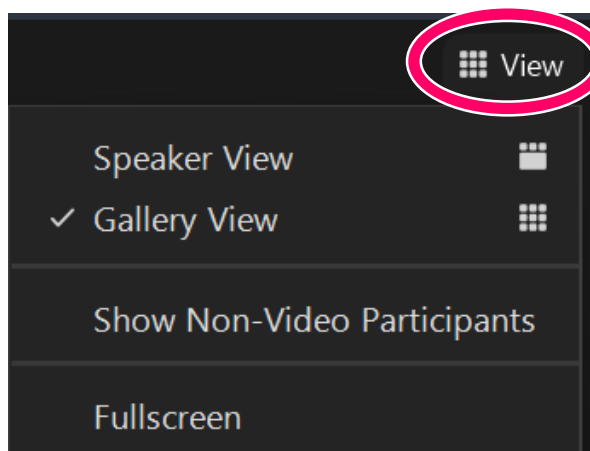
For example: Claudia Martinez (ISEE, Japan) or C. Martinez (ISEE).

Do you have a problem during the meeting?

- ?** If you have issues with your presentation, please contact the chair of your session directly.
- ?** If you have difficulties during the meeting contact either the host or co-host of the sessions, or any member of the LOC. We will try our best to help you out.

Instructions for the presenters

- All presentations will be [oral](#) and organized in the main zoom meeting room.
- Presentation and discussion times are as follow:
 - 🔊 **Lectures:** 35 min presentation + 15 min Q&A
 - 🔊 **Invited talks:** 15 min presentation + 5 min discussion
 - 🔊 **Contributed talks:** 10 min presentation + 2 min discussion
- If you can, please come [check your presentation](#) before your talk! You can do so by asking the host or chair for a test either 10 minutes before your session or during one of the breaks/free time in previous sessions. You can also take the time to check your microphone and/or video settings.
- If you are afraid of connection issues, you can contact the chair of your session to have a backup PDF file.
- **During your session, please use two asterisks before your name** so the chair can find you more easily in the participants list.
For example: **Claudia Martinez (ISEE)
- **We will have a video ‘Timer’ to help you keep the time.**
In order to see it please be sure to set ‘[Gallery View](#)’ in your zoom settings. When you join the meeting, the ‘View’ menu should appear on the top right hand corner (sometimes you have to hover it with your mouse).



★ Breakout discussions

We have prepared at least three rooms for breakout discussions.

Each ‘**discussion**’ breakout room will have 1-2 speakers of the session so that the participants may ask further questions or discuss on the presentation.

→ **Please consider staying for the discussion after the session** 😊

The chair might allocate you to a breakout room automatically.

→ **If you are prompted to join a breakout room, please accept.**

If the number of people wanting to discuss with the speakers is too large, the chair might suggest to move one of the speakers to another room.

In case the main discussion rooms are not be enough or you would like to have discussions in smaller groups, we have also three additional ‘**small discussion**’ rooms to choose from.

Finally, there are also two ‘**social**’ rooms to encourage informal discussions or catching up with your colleagues.

If you get lost, don’t worry you will be able to see who is in each breakout room by looking at the breakout panel in zoom.

Remember that If you have any difficulties, the hosts and LOC members are here to help.

- **The meeting will not be recorded.**

We encourage the participants to contact the speakers directly if they would like a copy of their presentation.