Instructions for Conference Attendees Ver. 3.0



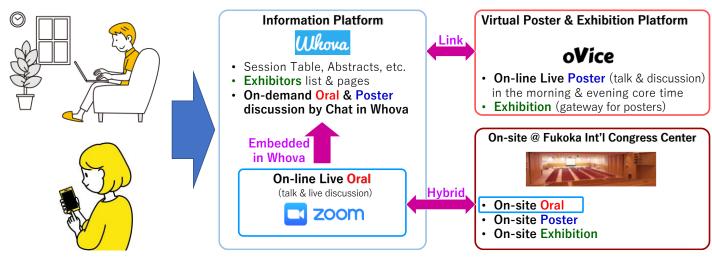
International Conference on Magnet Technology

Fukuoka, Japan Nov. 15-19, 2021

https://www.csj.or.jp/MT27/

Conference Format

We are planning the hybrid format using Whova and oVice to allow participants who are unable to attend the onsite from across the globe. The conference period will be extended in order for on-demand viewing and on-line discussion.



Attendees

Please refer to the following websites if you are interested.

- Whova official website: https://whova.com/
- oVice official website: https://ovice.in/

Program at a Glance

	MON. 11/15/2021			M	77 Drogra		MT27 Program at a Glance JP/KR CH NZ NY LA UK FR FIN RU														
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9:0 1:)	9:00 - 9:30 Opening (3F Main Hall)		Oral #2 G: Mechanical					Oral #2 A: HL-LHC Accelerator Magnets I	(SF Main Hall)	(4F 409-410) (4F 413-414)		9 :00 :15		12	19	16	0	1 2	2 3	
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15 :0 :1) Asian		14:45 - 15:30 Plenary 3 (3F Main Hall) Radiation Therapy Systems, E. Forton (IBA)			Overview of Construction and First Commissioning Results of JT-60SA Superconducting Magnets, H. Murakami (QST)			15 :00 :15				14	18	1	22	6	78	3 9	ē.	
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Introductions

The following describes the details and specifics for managing sessions at MT27.

- **Oral sessions** are held on-site or via Zoom, accessed through Whova (https://whova.com/portal/webapp/icmt_202111/sign_in/).
 - Zoom sessions are managed by Zoom Hosts/Technicians (conference management).
 - Note that the presentation will be <u>recorded</u> and will be open for all participants until <u>six months after the conference</u>.
- Poster sessions are held on-site or at oVice (<u>https://app.ovice.in/lobby</u>).
 → Properties are shown in <u>9 pages later</u>.
 - Each poster session will be held in special session rooms, established in oVice. Some poster sessions are split into five floors. Within the rooms, authors can discuss via uploaded their poster image files from Whova. Authors are asked to be available during the assigned poster session time.
 - Note that the uploaded materials will be <u>opened for all participants until six</u> <u>months after the conference</u>. And the posters are <u>possible to download</u>.
 - Two core times of on-line live poster sessions are planed in the morning (7:00-8:00 JST) and the evening (21:00-22:00 JST).

Please try and attend oVice training sessions. → Schedules will be shown on the web page of MT27.

Basic Platform of Whova on desktop



- 1 Home: Initial page of Whova for MT27
- ② Agenda: You can check oral/poster presentation schedules for MT27.
- ③ Attendees: You can check attendees of MT27.
- ④ Community: You can join some chatting rooms for conference attendees.
- (5) Messages: You can send private message to conference attendees or MT27 office.
- (6) Photos: You can share some photos freely while the conference.
- 1 Exhibitors & Sponsors: You can check some exhibitors & sponsors for MT27.
- ⑧ Leaderboard: You can check earned points after clearing some challenges in Whova.
- (9) Resources: You can find some technical tips of Whova.
- 10 You can download the Whova Mobile App. from this link. (Go To next page)

How to attend the MT27 with smart phones or tablets ?

You can download and use Whova app of MT27 for smart phones and tablets.



Community Board

messages

and more

NETWORK effectively. Plan whom to meet by exploring attendee profiles and sending out

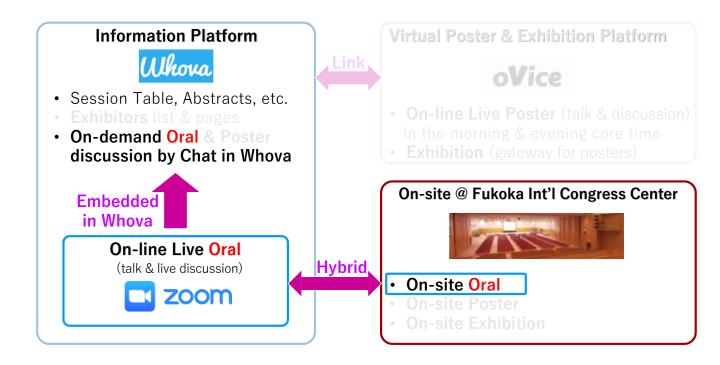
PARTICIPATE in event activities through session likes, comments, ratings, live polling, tweeting,

2

3

Oral Sessions (1/2)

Oral presentation is going to be held **hybrid style**. Therefore, presenters can choose **on-site style or on-line style (Zoon in Whova)**.



[Live oral session]

- Live presentation on-line (Zoom in Whova) or <u>on-site</u> is required.
- Screen sharing on zoom is used for live presentation.
- Note that the presentation will be <u>recorded</u> and will be open for all participants until <u>six months</u> <u>after the conference</u>.

[On-demand discussion]

• On-demand discussion is used via chat on Whova. Attendees can discuss on chat on Whova as well as oVice rooms.

Oral Sessions (2/2)

Prior to the session start:

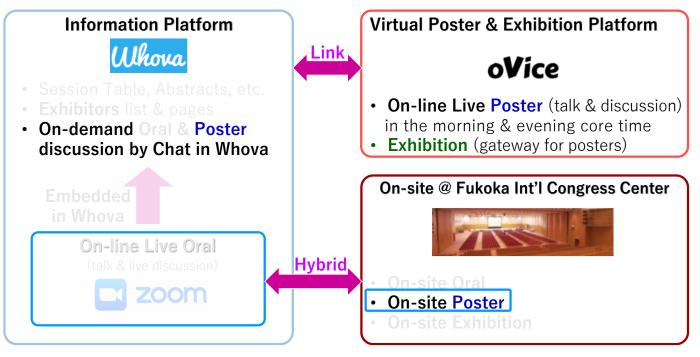
- Please read over all abstracts in your session before the day of the session. Abstracts can be viewed via the Program Detail
 (https://indico.cern.ch/event/975584/timetable/#20211116).
- To join the Zoom session, login to Whova, go to the Agenda, find the session you are chairing and click the session title or View Details button.
- The Zoom technician opens the meeting <u>before 10 min. of the session time</u>. Attendees will join and are muted by default upon entry.
- On the screen name, you should show like "Name (Affiriation)." (EX.) John Smith (MT Univ.)

Beginning of and during sessions:

- The Zoom technician starts the recording of the session.
- Session times are following:
 - Contributed presentations (15 minutes allocated time slot) <u>12 minutes</u>, leave 3 minutes for Q&A
 - Invited presentations (15 minutes allocated time slot) <u>12 minutes</u>, leave 3 minutes for Q&A
 - Special presentations
 <u>Total 15 minutes</u>, leave 5 minutes for Q&A
 - Plenary presentations
 <u>40 minutes</u>, leave 5 minutes for Q&A
- If you have any questions or comments, please raise your hand within Zoom. However, due to the time constraints of the presentations and sessions, it may not be possible to ask questions or make comments.
- Please use the Q&A screens in Whova as well as realtime discussion on the oral sessions.

Poster Session (1/5)

Poster presentation is going to be held **hybrid style**. Therefore, presenters can choose **on-site style or on-line style (Ovice & Chat in Whova)**.



[Important]

- On-site poster session are only for on-site attendees. A poster with the size of <u>A0 horizontal</u> landscape can be posted on the poster board.
- The poster presentations on oVice are **replaced** everyday.
- Note that the uploaded materials will be <u>opened for all participants until six months after the</u> <u>conference</u>. And the posters are <u>possible to download</u>.

[Live poster session]

- Live presentation will be held on-line via <u>oVice</u> and <u>on-site</u>.
- Uploaded poster file on Whova is shown by a pop-up window in virtual poster hall (oVice).
- Two core times of on-line live poster sessions are planed in the morning (7:00-8:00 JST) and the evening (21:00-22:00 JST).

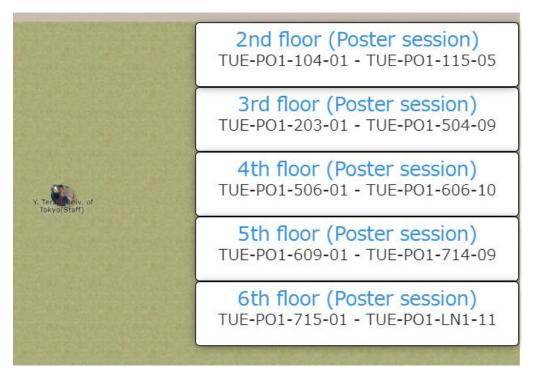
[On-demand discussion]

 On-demand discussion is used via chat on Whova. Attendees can discuss on chat on Whova as well as oVice rooms.

Poster Session (2/5)

oVice account registration & oVice floors

- There is no need to register an account with oVice to enter oVice venue.
- However, if you do not make the oVice account registration, the contents such as the name and face photo set in the profile will not be taken over, and when you log in again, it needs to be done again.
- Therefore, we recommend registering accounts with oVice.
- To set a name or avatar after logging in, double click your avatar icon, and then modify or save the name field (refer to the following slides for more detail).
- The oVice venue will be on <u>the 1st floor at the entrance, corporate</u> <u>exhibition booths, free lounge spaces, and 2F to 6F are for the poster</u> <u>sessions.</u>
- To move between floors, please look at the floor display on the left side of the screen and select the floor to which you are moving.
- Please note that you may need to log in at the venue where you go when you move the floor.



The links to the other floors when you are on the 1st floor

Poster Session (3/5)

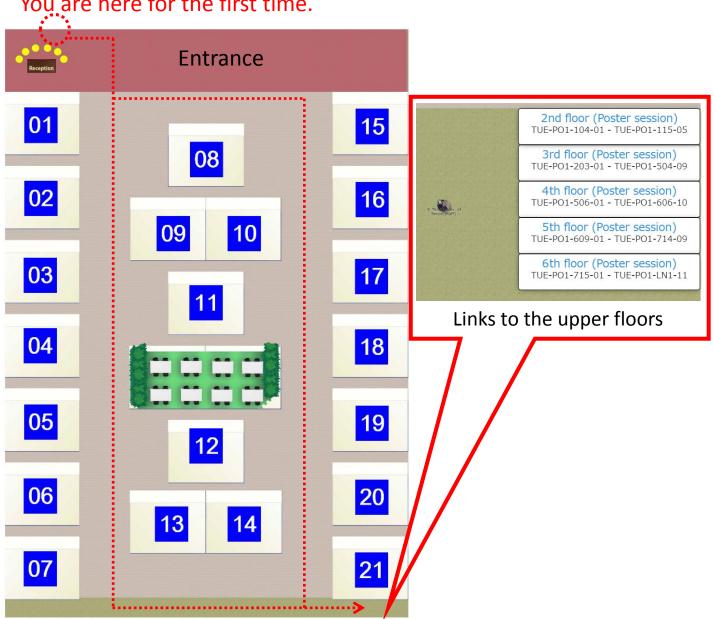
How to Customize Your Avatar



Please add role behind your name in your attended sessions. However, the name may not be greater than <u>**30 characters**</u>.

How to Go to the Poster Session Rooms (4/5)

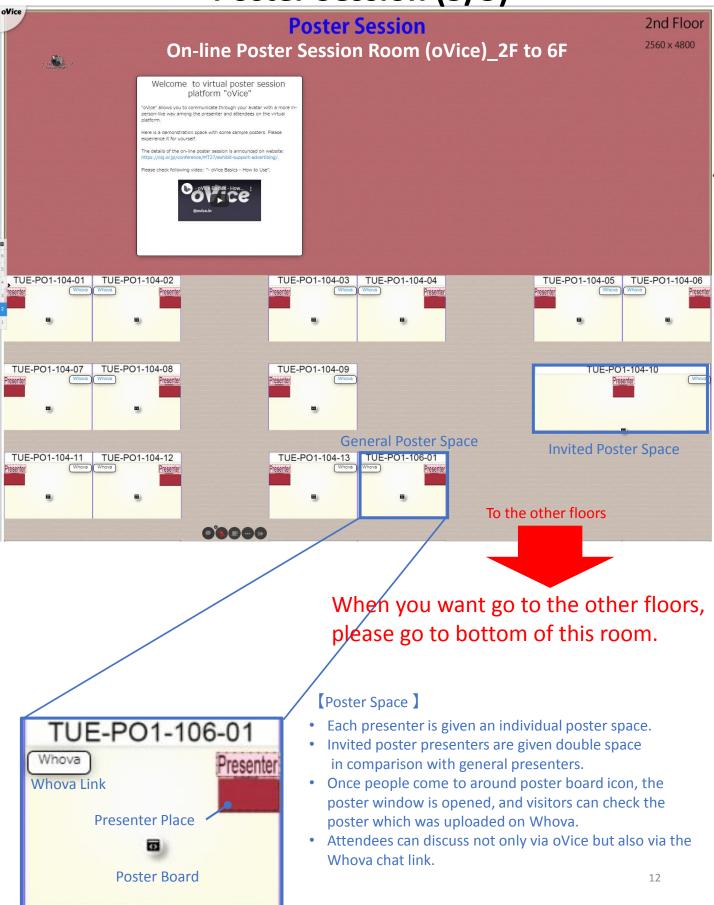
- After logging in to oVice, you will enter the entrance floor (1F).
- The first floor is the exhibitor space, so please proceed to the bottom of this floor. You will then find the links to the poster floors (2F-6F).



You are here for the first time.

The **1st floor** is the exhibitor floor.

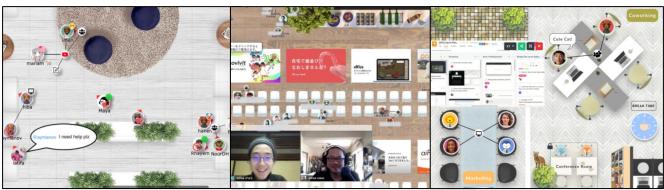
Poster Session (5/5)



What is oVice?

oVice allows you to communicate with avatars in a virtual venue.





oVice: https://ovice.in/index.html

Avatar

- Able to have an interactive conversation via your own avatar just by approaching to the other !
- Easy to join in other people's conversations!
- The voice approaches or moves away according to the distances among the avatars.
- Face to face conversations are possible on virtual!
- Possible to share screen on the spot!

In-person like communication is available.

Recommendations for attending the poster sessions in oVice

Set up for oVice

Recommended Environment

- Device: Desktop / Laptop PC Tablets and smartphones are not recommended.
- CPU: Intel Core i5 6th generation or later
- Memory: 4 GB or more
- OS: Windows 10 / macOS 10.12 or higher
- Browser: Google Chrome (Win) / safari (Mac)
- Network Speed:
 <u>2 Mbps or higher</u> (both up and down) Free Wifi is not recommended.
- Microphone and Camera: Microphone is required, camera if necessary. Headset is recommended.

Environment Check

Network Speed Test: <u>https://speedtest.miitel.jp/</u> 4-star rating or higher is recommended.

Access Check

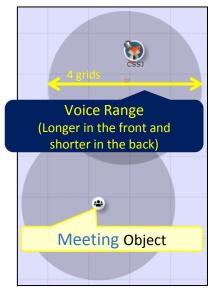
Access Test: <u>https://test.webrtc.org/</u>

Please check whether your PC can login the oVice or not

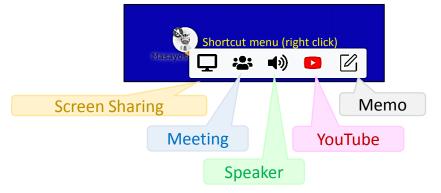
using the upper link.

Basic Rules of oVice

- Indicate you name and affiliation on your avatar. Also, if possible, please use your face photo for the avatar image so as to be recognized easily.
- The floor size is 32 x 60 grid.
- Maximum of four people can fit in one grid.
- The voice range is effective within a circle of 4 grids in diameter.
- The center of the circle is about 1 grid in front of your avatar.
- The size of the sound depends on the distance among people or objects.



• Objects for conversation (meeting/speaker) can be placed.



- A wired connection to this object allows clear voice conversations regardless of distance.
 The meeting object also allows you to show your face.
- Screen sharing and YouTube objects can also be placed.
 This information is also displayed on the screen when you are within the range.
- The effective area of the object is also a circle with a diameter of 4 grids
- You can also set up a "conference room," a space that is isolated from others.

Best Practices for Attendees

Camera

- Look into your camera whenever possible not at your display screen(s)
- The camera is your audience present to the camera as you would a live audience
- Position your display screen directly below the camera for the most natural transition between looking into the camera and referring to your talking points
- Two display monitors are required If you plan to use presenter view slide notes. Alternatively, a printed hard copy of your slide notes may be used for reference

Audio

- Your microphone should be placed as close to your face as possible
- If available use earbuds with a built-in microphone to improve speech intelligibility
- Mute all other devices
- Find a private space to limit background noise as much as possible

Backdrop

- Choose a location where you can control lighting, ambient sounds and limit interruptions
- Ask others to avoid walking through your space when recording or presenting
- Clean, neutral backgrounds are best
- Avoid dark rooms, low ceilings, and bright lights or windows

Connectivity

- Check the speed via the Network Speed Test: <u>https://speedtest.miitel.jp/</u> <u>4-star rating or higher</u> is recommended.
- Check the accessibility via Access Test: <u>https://speedtest.miitel.jp/</u> Please check whether your PC can login the oVice or not using the upper link.
- Check your internet speed multiple times during the same day of the week and time your remote recording session is scheduled to confirm consistent performance
- Limit internet usage from others in your location while you are presenting
- Close all other programs and applications that could interrupt your presentation
- Wired internet connection is preferred whenever possible

Highlighting Slide Contents

- Should you wish to highlight an item on a slide, use your cursor to do so it is recommended that you increase cursor size in your computer settings menu to make the cursor more visibly prominent
- Slow and methodical cursor movement supported by your speech is most effective

This site will be the source of all conference related information and is being updated frequently. Please be sure to check back often.

GNENRAL INFORMATION (https://csj.or.jp/conference/MT27/general-info/) DATES (https://csj.or.jp/conference/MT27/dates/) VENUE (https://csj.or.jp/conference/MT27/venue/) AGAINST COVID-19 (https://csj.or.jp/conference/MT27/against-covid-19/) REGISTRATION (https://csj.or.jp/conference/MT27/registration/) PROGRAM (https://csj.or.jp/conference/MT27/program/) FOR AUTHORS (https://csj.or.jp/conference/MT27/author/) EXHIBIT, SUPPORT & ADVERTISING (https://csj.or.jp/conference/MT27/publication/) PUBLICATION (https://csj.or.jp/conference/MT27/publication/) PRIVACY POLICY (https://csj.or.jp/conference/MT27/privacy-policy/)

Acknowledgement This manual was made partially based on the manuals of CEC/ICMC21 and the Whova instruction page.

For questions related to exhibition, support and advertising opportunities, please contact: MT27 support team E-mail: mt27program@csj.or.jp

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