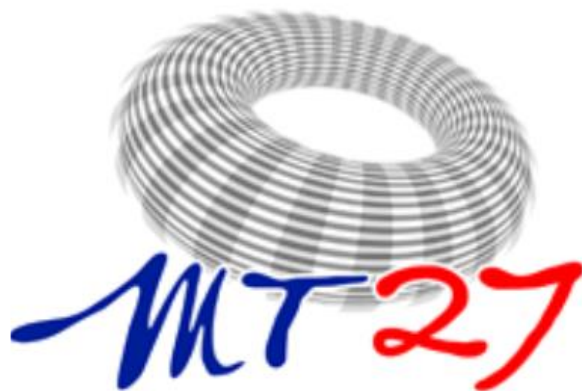


# Manual for Oral Presentation Ver. 9.1



**International  
Conference  
on Magnet  
Technology**

*Fukuoka, Japan  
Nov. 15-19, 2021*

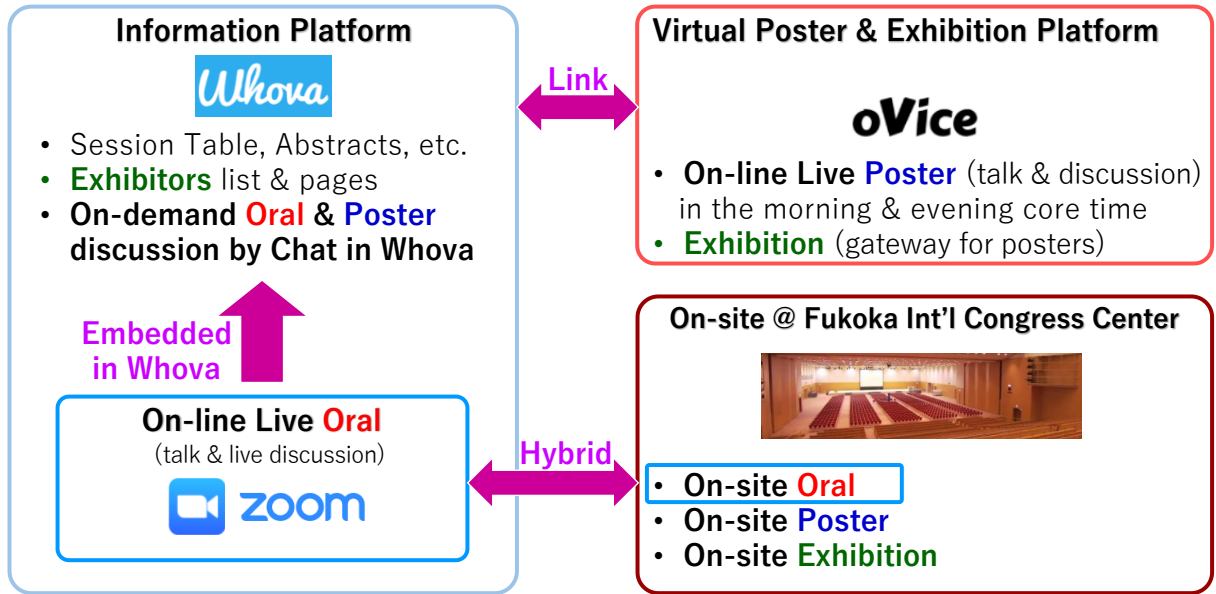
<https://www.csj.or.jp/MT27/>





# 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.



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

MT27 Program at a Glance

	MON, 11/15/2021	TUE, 11/16/2021	WED, 11/17/2021	THU, 11/18/2021	FRI, 11/19/2021	JPKR	CH	NZ	NY	LA	UK	FR	FIN	RU
7:00-7:15	Registration for on-site school participants	7:00 - 8:00 Poster Sessions #1 On-line Core time 1	7:00 - 8:00 Poster Sessions #2 On-line Core time 1	7:00 - 8:00 Poster Sessions #3 On-line Core time 1		7:00-7:15	6	10	17	14	22	23	0	1
7:15-7:30						7:30-9:30 Oral #6 G: Design and Analysis (3F Main Hall)								
7:30-8:00		Registration	Registration	Registration		7:30-9:30 Oral #6 A: Accelerator Magnets I: HFM and others applications (4F 409-410)	7	11	18	15	23	0	1	2
8:00-8:15						7:30-9:30 Oral #6 F: High Tc Wires and Cables II (4F 413-414)								
8:15-8:30														
8:30-9:00		9:00 - 9:30 Opening (3F Main Hall)	8:30 - 10:30 Oral #2 G: Mechanical Behavior and Coil Tests (3F Main Hall)	8:30 - 10:15 Oral #2 A: HL-LHC Accelerator Magnets I (4F 409-410)	8:30 - 10:30 Oral #2 C: HTS coil I (4F 413-414)		8	12	19	16	0	1	2	3
9:00-9:15		Cofee Break												
9:15-9:30														
9:30-10:00	Asian Superconductivity School (4F 411)	10:00 - 11:45 Oral #1 A: Magnets for accelerator science and particle physics (3F Main Hall)	10:00 - 12:00 Oral #1 C: Resistive & Pulsed magnet (4F 409-410)	10:00 - 12:00 Oral #1 F: High Tc Wires and Cables I (4F 413-414)			9	13	20	17	1	2	3	4
10:00-10:15														
10:15-10:30														
10:30-11:00			10:30 - 12:30 Poster Sessions #2 On-site only (2F Multipurpose Hall)	10:00 - 12:00 Poster Sessions #3 On-site only (2F Multipurpose Hall)		10:00-12:00 Oral #7 C: HTS coil II (3F Main Hall)	10	14	21	18	2	3	4	5
11:00-11:15						10:00-12:00 Oral #7 E: SMES, Superconducting Transformers, Cables and Bulks (4F 409-410)								
11:15-11:30						10:00-11:00 Oral #7 H: Cryogenics (4F 413-414)	11	15	22	19	3	4	5	6
11:30-11:45														
11:45-12:00	Lunch	Lunch	Lunch	Lunch	Lunch		11	15	22	19	3	4	5	6
12:00-12:15														
12:15-12:30														
12:30-13:00														
13:00-13:15														
13:15-13:30		13:15 - 15:15 Poster Sessions #1 On-site only (2F Multipurpose Hall)	13:45 - 14:45 Plenary 2 (3F Main Hall) Young Scientist Plenary	14:00 - 14:45 Plenary 4 (3F Main Hall) Muon collider, M. Palmer (BNL)	14:00 - 14:45 Plenary 5 (3F Main Hall) Magnet technology for train, M. Tomita (RTRI)		12	16	23	20	4	5	6	7
13:30-13:45														
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14:30-14:45														
14:45-15:00	Asian Superconductivity School (4F 411)	15:30 - 16:45 Plenary 1 (3F Main Hall) Ultra-High Field NMR, R. Herzog (Bruker)	14:45 - 15:30 Plenary 3 (3F Main Hall) Radiation Therapy Systems, E. Forton (IBA)	14:45 - 15:30 Plenary 5 (3F Main Hall) Overview of Construction and First Commissioning Results of JT-60SA Superconducting Magnets, H. Murakami (OGST)	14:45-15:15 Closing (3F Main Hall)		13	17	0	21	5	6	7	8
15:00-15:15														
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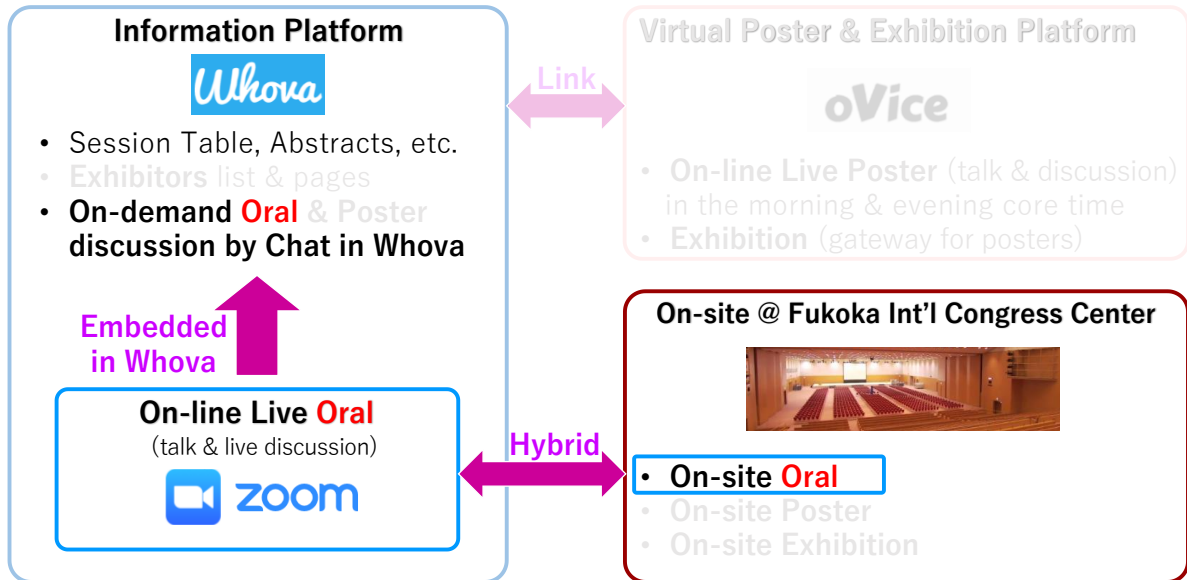
USA

EU

4

# Oral Presentation

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



## [Important]

- Presenter **MUST** finish registration by **Nov. 1(Mon), 2021**
- **Backup oral presentation materials (PPT/pdf)** should be uploaded on **Whova** by **Nov. 13 (Sat), 2021**. Upload and instruction details are shown in **“Uploading Session Info (Handouts, Videos, and Others)”** (2 pages later).
- The presentation slide will be stored on the organizer's PC using a file uploaded to Whova in advance in order to avoid network problems.
- **On-site presenters shall use organizer’s PCs for their presentations.** And the presenters can re-upload/check their presentation slides **at PC preview center on the 4th floor (room 402 & 403) of the venue by the previous date of the presentation.**
- **On-line presenters** will remotely give presentations by their own PCs by Zoom in Whova.
- **On-line presenters** will go through the following after uploading your file to whova. (1) Check the **connection status of the presentation device** at **the Online Speaker Connection Space (TBA) at least one day before** the presentation. (2) **30 minutes before the session starts**, come into the session room to **confirm attendance and network connection**.
- Note that the presentation and discussion will be **recorded** and will be open for all participants until **six months after the conference**.
- The aspect ratio of **16:9** is recommended.

## [Live oral session]

- Online (**Zoom in Whova**) and onsite presenters must attend the session for the live discussion.
- Screen sharing on zoom is used for live presentation.
- For online presenters, **MT27 organizers strongly encourage “Live” presentations** while pre-recorded presentations will be also valuable as backup files in case internet communication problems. The on-line presenters can also take this option. In this case, the pre-recorded video should be uploaded in Whova in addition to the slide decks.

## [On-demand discussion]

- On-demand discussion is used via chat on Whova. The frequent checks of your chat window are recommended.

# Oral Presentation Time

- **Contributed presentations** (15 minutes allocated time slot)  
**12 minutes**, leave 3 minutes for Q&A
- **Invited presentations** (15 minutes allocated time slot)  
**12 minutes**, leave 3 minutes for Q&A
- **Special presentations**  
**15 minutes**, leave 5 minutes for Q&A
- **Plenary presentations**  
**40 minutes**, leave 5 minutes for Q&A

If you are going to upload pre-recorded movie, please be sure that the length of the movie is less than the allotted time slot as noted above. Recordings that exceed these lengths will not be accepted.

Shrinking pre-recordings

For a handy web app that modifies your .mp4 file to play faster without altering your voice, please click here:

<https://ezgif.com/video-speed> (<https://ezgif.com/video-speed>).

Please check the connection status of your presentation device at the Online Speaker Connection Space **at least one day before your presentation.**

The zoom link for the check will be shown on the MT27 web page.

Presenters should check-in the presentation room (zoom or on-site room) **30 min. before the session starts in order to confirm the attendance and check the network connection.**

The zoom session will **open for the all attendees 10 min. before the session starting time.**

# Uploading Session Info (Handouts, Videos, and Others)

## On desktop

1. If the organizers need you to upload session info, you will receive a set up link similar to this: <https://whova.com/xems/engage/speaker/xxx/yyyy/>
2. Open the link, fill in or update your information such as your bio and photo if needed. If there is anything not editable but you want to edit, please contact your organizers who can enable them for you.
3. If the organizers require you to upload a pre-recorded video, click **Add Video** in the relevant session, and choose the video source to upload. Whova supports most video formats such as mp4, mov, etc.
4. If you want, you may also upload handouts, share online articles, or even create a poll on the form.
5. Click **Save** once everything is done.
6. You can come back to update info whenever needed.

- Uploaded backup slidedecks should **not exceed 10MB.**
- The file name should look like "Session code\_Name."  
(EX.) TUE-PO1-104-777\_Smith

### Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

#### Profile Info

Full name (Speaker's display preference) \*


Email \*

Affiliation (Company, association, university, etc.) \*

Job Title

Biography (No character limit)

Profile picture

  No file chosen

### Session Info

[Delete session](#)

**1. Session**

Session title (Talk title, keynote name, etc.)

**Session 1A: Data centers**

🕒 08:00 AM to 08:00 AM, 09/30/2020

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc. please upload them here.)

Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

**Live Stream URL**

Services recommended: Zoom Meeting, Google Hangouts Meet, Vimeo Livestream, WebEx, Microsoft Teams, Skype for Business, GoToMeeting, UberConference, Jitsi, Blue Jeans, GlobalMeet, CenturyLink, EasyWebinar, On24, Hopin, ClickMeeting, LiveStorm, Wowza, Adobe Connect, Twitch, Youtube Live, Facebook Live, Periscope, Younow, Bambuser, Ustream, Dacast, Crowdcast, and Brightcove

**Recorded Video**

Maximum video size of 200 MB (set by event organizers) allowed for videos uploaded through Whova.

# Presenting in a Session

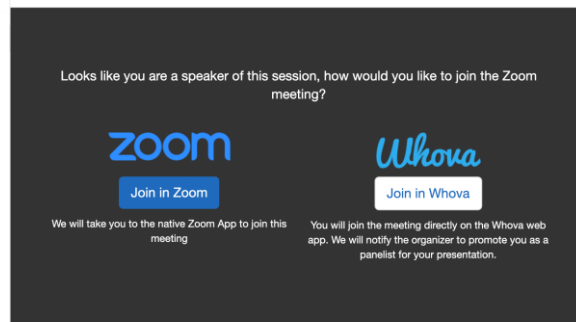
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## On desktop

Although Whova works with many live stream providers, we will use Zoom as the example in this guide.

1. Make sure your camera, network, and microphone work.
2. The organizers should have sent you either the Zoom link for the panelists or the web app link
  - If you got the Zoom link (like “https://...zoom.us/...”), click it to open the Zoom app. If you’ve already installed the Zoom app, it starts automatically. Otherwise, follow the instructions to download the Zoom app and enter the Zoom meeting/webinar.
  - If you got the web app link (like “https://whova.com/portal/webapp/...”), simply click the link to go to the web app. Please make sure to sign up with the email address you used to register the event as a speaker. Once you click into the session on the web app, you may select whether you want to join from Zoom’s app, or join in Whova app. If you choose to join in Whova, your organizer will be notified to promote you as a panelist, and you can start presenting inside the Whova app without opening the Zoom app.

[→ Show Agenda](#)



3. On the screen name, you should show like "Role: Name (Affiliation)."  
(EX.) Presenter: John Smith (MT Univ.)



# In Case of Emergency

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If something unexpected happens during the event or session, please follow this guide to solve them.

- **Cannot join the session as speaker or panelist:**
  - Please join from the Zoom client instead of the event app.
  - Please make sure the link you are using is the speaker link instead of the attendee link.
  - If it requires a password, please contact the session host to resend you the link or remove the password.
- **Your Internet connection has problems (unable to reconnect, or has unbearable delay):**
  - Please contact the session host to use your pre-recorded video.
- **Cannot share screen or share video:**
  - Please contact the session host to make sure they set the permission correctly or enable them on the Zoom client.
- **The camera does not work properly:**
  - Please check with the session host if it's OK that you present without a camera. If it is fine, you may still present with audio and slides. Otherwise, please ask the host to start the pre-recorded video.
- **The audio device does not work properly:**
  - Please contact the session host to use your pre-recorded video.

# Best Practices for Presenters

## 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: <https://speedtest.miitel.jp/>  
**4-star rating or higher** is recommended.
- Check the accessibility via Access Test: <https://speedtest.miitel.jp/>  
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

## Practice

- Practicing your presentation in the setting you will utilize for your remote recording session builds comfortability and confidence
- Dress Rehearsal with a friend or colleague – Start a Zoom call, invite a friend or colleague, share your screen and give your talk... And await the applause...

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

GENERAL 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/exhibit-support-advertising/> )

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](mailto:mt27program@csj.or.jp)**

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