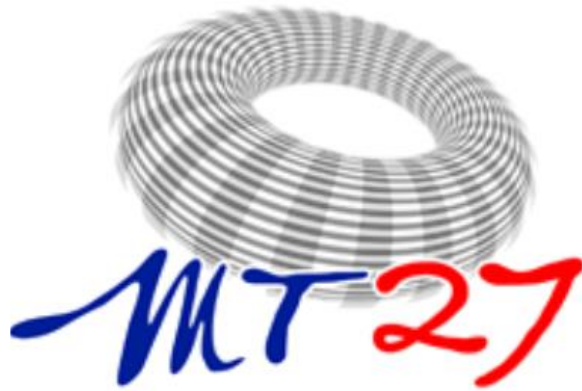


Instructions for Session Moderators Ver. 9.0



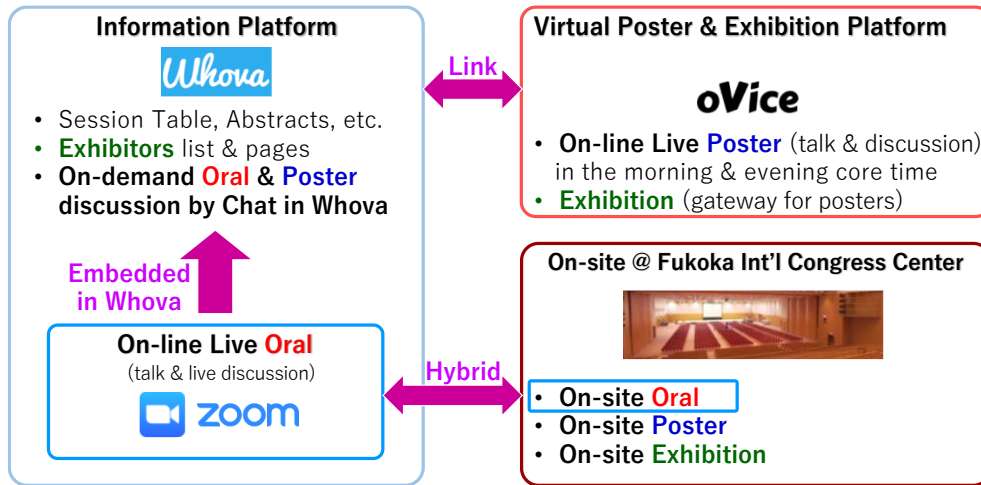
**International
Conference
on Magnet
Technology**

*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.



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	JST/IKST	CH	NZ	NY	LA	UK	FR	FIN	RU
7:00-7:45	Registration for on-site school participants	7:00 - 8:00 Poster Sessions #1 On-line Core time1	7:00 - 8:00 Poster Sessions #2 On-line Core time1	7:00 - 8:00 Poster Sessions #3 On-line Core time1		7:00-7:45	6	10	17	14	22	23	0	1
8:00-8:45		Registration	Registration	Registration	7:30 - 9:30 Oral #6 G: Design and Analysis (3F Main Hall)	8:00-8:45	7	11	18	15	23	0	1	2
9:00-9:45	Asian Superconductivity School (4F 411)	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 - 10:30 Oral #2 A: HL-LHC Accelerator Magnets I (4F 409-410)	7:30 - 9:30 Oral #6 F: High Tc Wires and Cables II (4F 413-414)	9:00-9:45	8	12	19	16	0	1	2	3
10:00-10:45		Coffee Break		Award (3F Main Hall)	Coffee Break	10:00-10:45	9	13	20	17	1	2	3	4
11:00-11:45		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 Wires and Cables I (4F 409-410)	10:00 - 12:00 Oral #1 F: High Tc Wires and Cables I (4F 413-414)	10:00 - 11:00 Oral #7 E: SMES, Superconducting Transformers, Cables and Bulks (4F 409-410)	11:00-11:45	10	14	21	18	2	3	4	5
12:00-12:45	Lunch	Lunch	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)	12:00-12:45	11	15	22	19	3	4	5	6
13:00-13:45		Lunch	Lunch	Lunch	Lunch	13:00-13:45	12	16	23	20	4	5	6	7
14:00-14:45	Asian Superconductivity School (4F 411)	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)	14:00-14:45	13	17	0	21	5	6	7	8
15:00-15:45		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 Magnet, H. Murakami (GIST)	14:45-15:15 Closing (3F Main Hall)	15:00-15:45	14	18	1	22	6	7	8	9
16:00-16:45		Break	Coffee Break	Coffee Break	Coffee Break	16:00-16:45	15	19	2	23	7	8	9	10
17:00-17:45		16:50 - 18:00 Special opening event (3F Main Hall)	16:00 - 18:00 Oral #3 E: Magnet System, Novel and Other Applications (3F Main Hall)	16:00 - 18:00 Oral #3 B: Fusion Magnets I (4F 409-410)	16:00 - 18:00 Oral #3 G: Magnetization and Loss (4F 413-414)	17:00-17:45	16	20	3	0	8	9	10	11
18:00-18:45			Coffee Break	Coffee Break	Coffee Break	18:00-18:45	17	21	4	1	9	10	12	13
19:00-19:45			18:25 - 20:30 Special session Lesson Learned (3F Main Hall)	18:30 - 20:30 Oral #5 C: High Field (3F Main Hall)	18:30 - 20:30 Oral #5 E: Superconducting Rotating Machine, Levitation and Flywheel (4F 409-411)	19:00-19:45	18	22	5	2	10	11	12	13
20:00-20:45						20:00-20:45	19	23	6	3	11	12	13	14
21:00-21:45		21:00 - 22:00 Poster Sessions #1 On-line Core time2	21:00 - 22:00 Poster Sessions #2 On-line Core time2	21:00 - 22:00 Poster Sessions #3 On-line Core time2		21:00-21:45	20	0	7	4	12	13	14	15

Introductions

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

- MT27 sessions will have two moderators for oral and one moderator for poster sessions.
- Oral sessions are held on-site and via Zoom, accessed through **Whova** (https://whova.com/portal/webapp/icmt_202111/sign_in/).
 - Zoom sessions are managed by Zoom Hosts/Technicians (conference management).
 - Authors are requested to upload their backup presentation slides (< 10 MB) before the conference by Nov. 13, 2021.
 - Presenters are mainly encouraged to present live. However, recorded presentations are also acceptable.
 - Recording files will be played during their assigned presentation time by Zoom technicians.
 - Note that the presentations and discussions will be **recorded** and will be open for all participants until **six months after the conference**.
- Poster sessions are held via **oVice** (<https://mt27-2f.ovice.in/>) and on-site separately.
 - Authors are requested to upload their poster presentation materials before the conference by Nov. 8, 2021.
 - 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.
 - On-site presenters have at least **two presentation time**. One is **on-site time** and the other should be chosen from the **morning (7:00-8:00 JST)** or/and the **evening (21:00-22:00 JST)**.
 - 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)**.
 - Attendance of the live presentations (at least one core time) is required for submitting the manuscript. It will be checked by moderators. The core time of the live presentation will be shown on the chat on Whova.

Please try and attend oVice training sessions.

→ Schedules will be shown on the web page of MT27.

Oral Sessions (1/2)

Moderators for ORAL SESSIONS have several responsibilities.

Prior to the session start:

- On the screen name, you should show like "Role: Name (Affiliation)."
(EX.) Moderator: John Smith (MT Univ.)
- Please join the Zoom session at least **30 minutes prior** to the session start. Moderators will be made co-hosts. Attendees will wait in the waiting room.
Note: 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.
- Check the presenters and their **connection status** with the Zoom technician. The pre-recorded video will be used if presenters would be absent.
- The Zoom technician opens the meeting. Attendees will join and are muted by default upon entry.
- **Please keep the session time strictly for the next sessions.**

Beginning of and during sessions:

- The Zoom technician starts the recording of the session.
- Announce the title of the session. If applicable, introduce sponsorship material or housekeeping notes (provided by conference management).
- Introduce yourselves.
- *Explain the ground rules:*
 - **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
- Q&A follows after each presentation unless the presentation time is the length of the allocated time slot.

Oral Sessions (2/2)

- Be polite but firm when enforcing these guidelines. You may need to interrupt the speaker to conclude. Keep control of the session time !
- Introduce the presenting author of each presentation.
- Scan over the Q&A screens in Whova during the presentation.
- At your discretion, talks may encroach into question time, but then you should defer questions to private discussion.
- Watch for raised hands within Zoom.
- The two chairs can alternate this task.
- Close the session, thank all speakers and attendees.
- The Zoom host/technician stops the recording.
- Please check the “Instructions of Oral Presentation”, too.
- After the session, **the session will be shut down by the zoom technician. The online discussion space is available in oVice.** Please announce it if necessary.

Poster Sessions (1/3)

Prior to the session start:

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:
2 Mbps or higher (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: <https://speedtest.miitel.jp/>
4-star rating or higher is recommended.

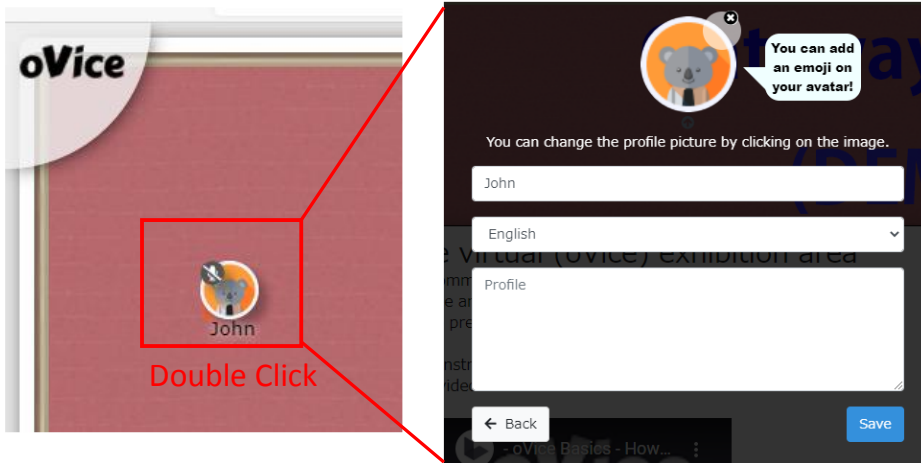
Access Check

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

Please check whether your PC can login the oVice or not
using the upper link.

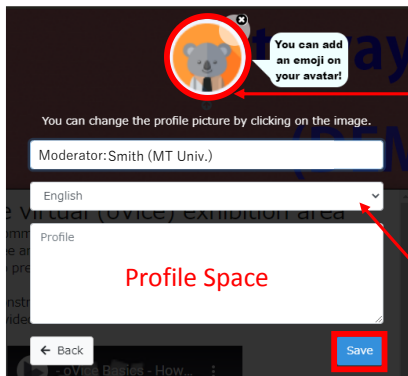
Poster Sessions (2/3)

How to Customize Your Avatar



Default

Step 1



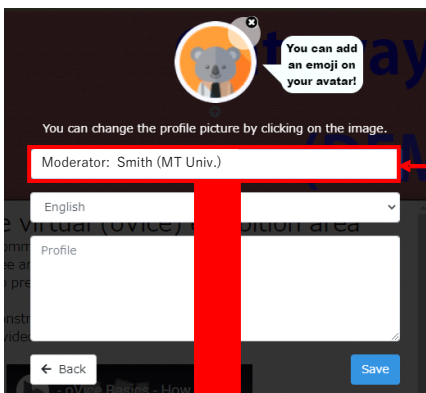
Please use your photo.

You can choose languages from...

- Japanese
- English
- French
- Korea

Click to save changes.

Step 2



Please show your role of Sessions, name and affiliation.

Moderator: Smith (MT Univ.)

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

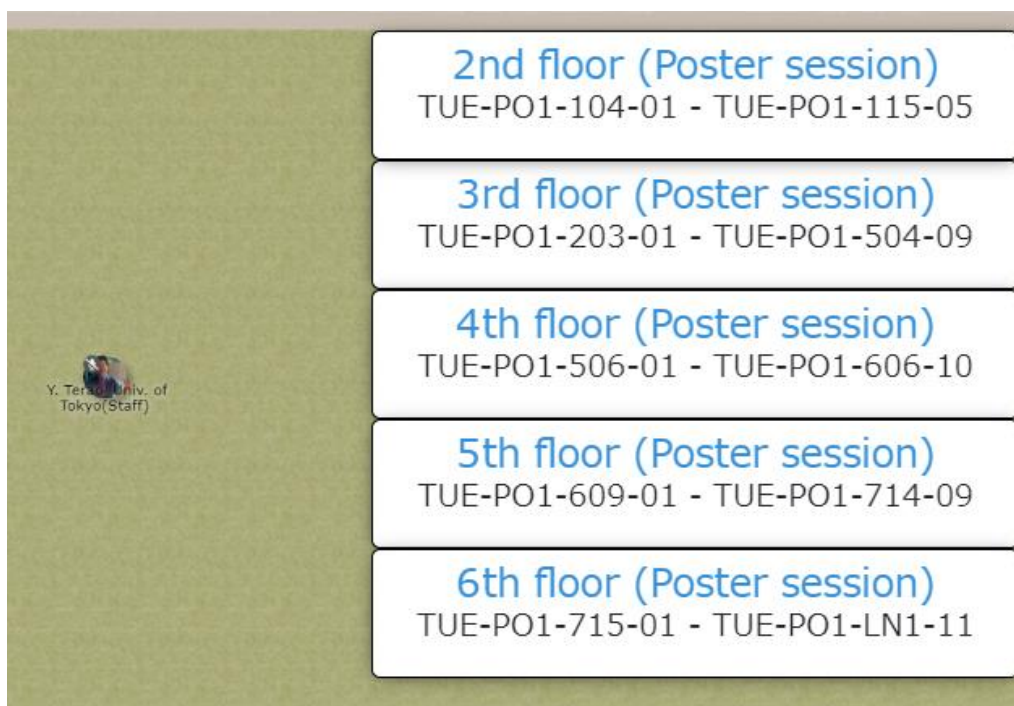
Poster Sessions (3/3)

Beginning of and during sessions:

- Moderators must check if the presenter gives presentation at least one of core time and/or on-site and fill the check list, which will be sent.
- Poster policy #1:
If a poster is not placed into Whova/oVice or a poster author is not available for some of the session, this is not considered as having been presented. Please make a note on the session Chair Report in the No-Show column.
- Poster policy #2:
 - 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-site presenters** have at least **two presentation time**. One is **on-site time** and the other should be chosen from the **morning (7:00-8:00 JST)** or/and the **evening (21:00-22:00 JST)**.
- Please check the “Manual of Poster Presentation”, too.

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 **the 1st floor at the entrance, corporate exhibition booths, free lounge spaces, and 2F to 6F are for the poster sessions.**
- 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.

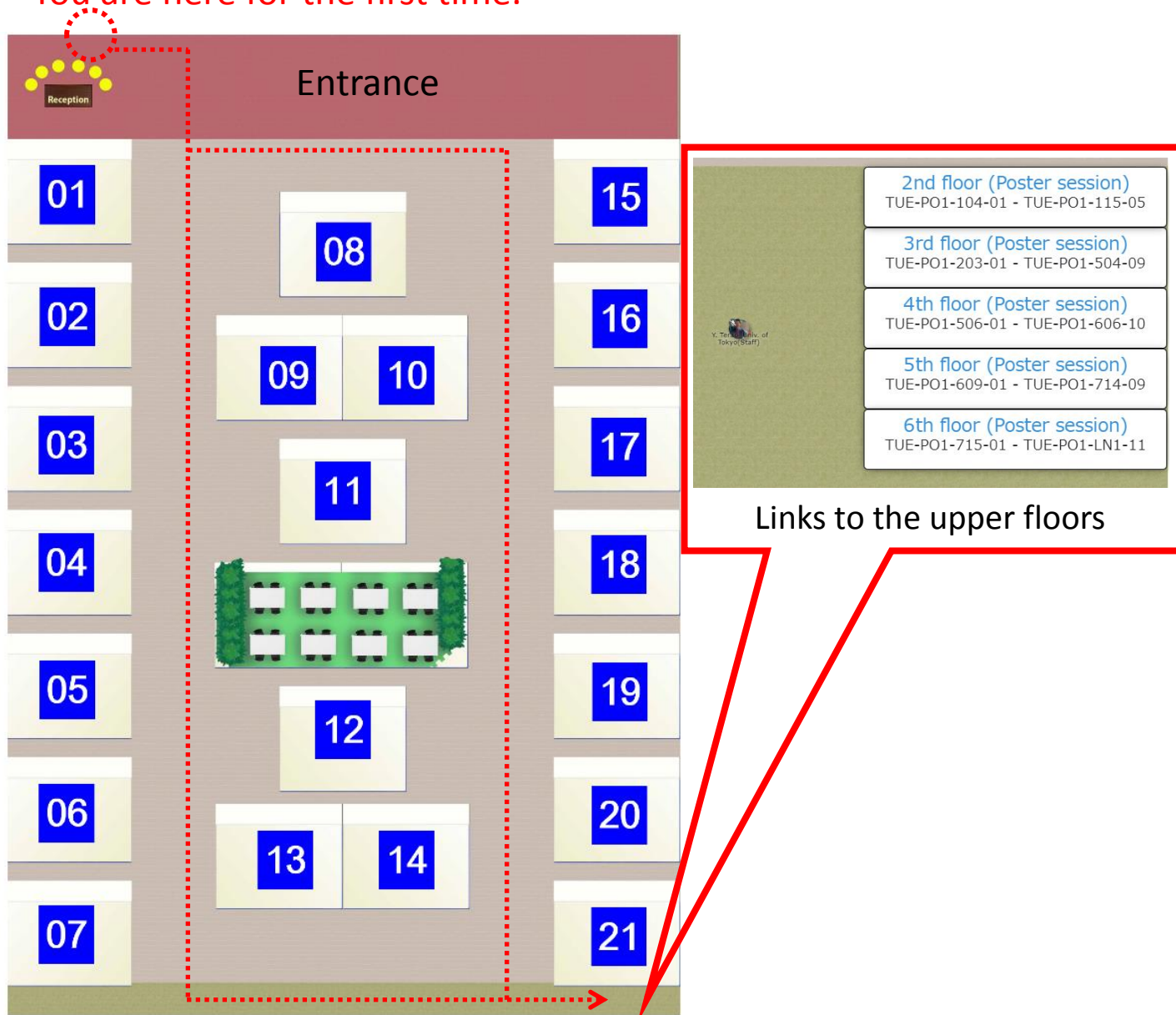


The links to the other floors when you are on the 1st floor

How to Go to the Poster Session Rooms

- 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 Room (On-line): 2F to 6F

oVice

Poster Session On-line Poster Session Room (oVice)

2nd Floor

2560 x 4800

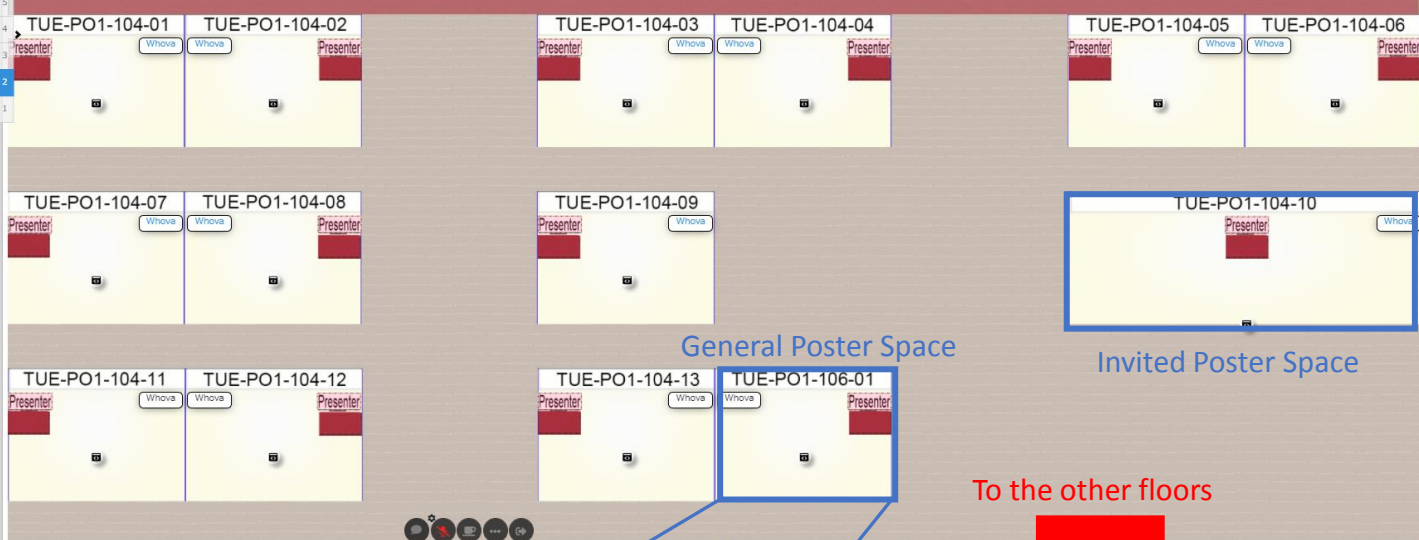
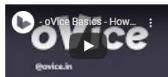
Welcome to virtual poster session platform "oVice"

"oVice" allows you to communicate through your avatar with a more in-person-like way among the presenter and attendees on the virtual platform.

Here is a demonstration space with some sample posters. Please experience it for yourself.

The details of the on-line poster session is announced on website:
<https://csj.or.jp/conference/MT27/exhibit-support-advertising/>.

Please check following video: "oVice Basics ~ How to Use"



TUE-PO1-104-01 TUE-PO1-104-02 TUE-PO1-104-03 TUE-PO1-104-04 TUE-PO1-104-05 TUE-PO1-104-06

TUE-PO1-104-07 TUE-PO1-104-08 TUE-PO1-104-09 TUE-PO1-104-10

TUE-PO1-104-11 TUE-PO1-104-12 TUE-PO1-104-13 TUE-PO1-106-01

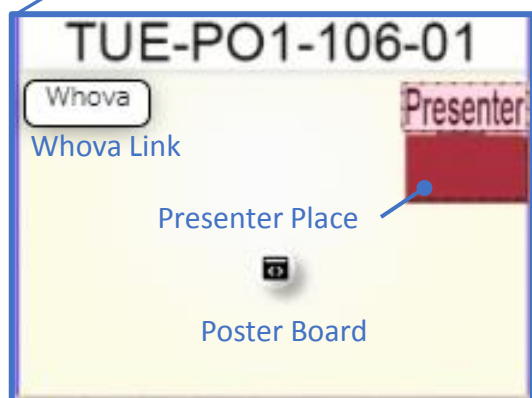
General Poster Space Invited Poster Space

To the other floors

When you want to go to the other floors,
please go to bottom of this room.

【Poster Space】

- Poster file (pdf) should be uploaded on Whova by Nov. 8 (Mon), 2021.
- Each presenter is given an individual poster space.
- Invited poster presenters are given larger space in comparison with general presenters.
- Once people come to around poster board icon, the poster window is opened, and visitors can check the poster.
- Presenters can check some on-line questions via the Whova link.



TUE-PO1-106-01

Whova

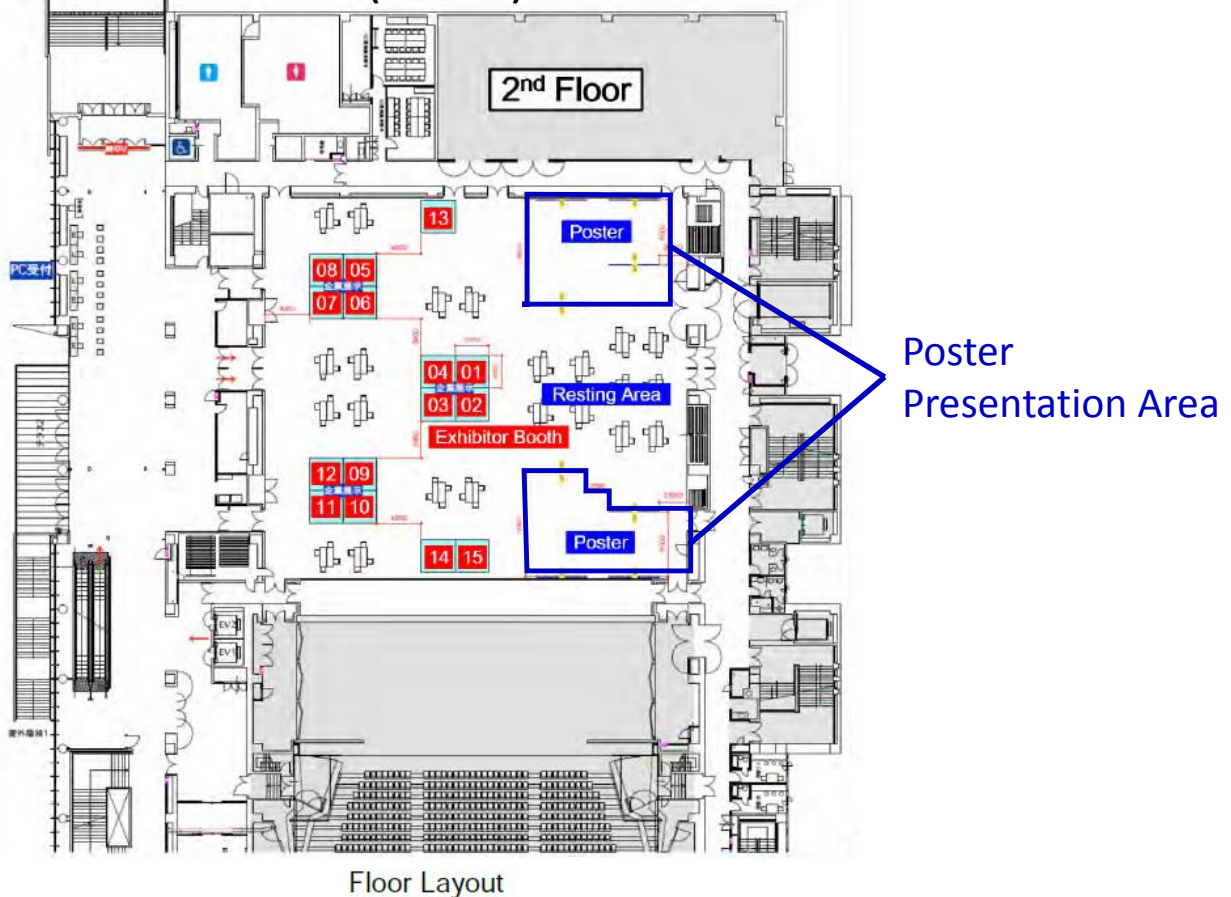
Whova Link

Presenter Place

Poster Board

Poster Session Room (On-site)

On-site Poster Session Room (Fukuoka)



- Keep social distance and wear a mask.
- On-site presenters should prepare hard poster as well as poster file (pdf) for oVice.
- On-site presenters have at least **two presentation time**. One is on-site time and the other should be chosen from the morning (7:00-8:00 JST) or/and the evening (21:00-22:00 JST).
- Your poster must fit within the confines of A0 size horizontal poster board and consist of materials that can be mounted easily with push pins (provided by MT27 onsite).
- Each presentation is assigned to one side of the board.
- Posters should be designed for clear viewing from a distance of beyond 3 feet (~ 1 meter) so they can be viewed by several people simultaneously. To ensure visual effectiveness of your poster, use large lettering and a minimum of text. Use of color can visually enhance your poster.
- Authors may view other posters in the nearby area where posters of similar topic are clustered. Please remember that authors are expected to be available for attendees.
- MT27 accepts no responsibility for material that may be left behind, lost, stolen, or damaged.

Best Practices for Moderators

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

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, MT26 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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