

The 27th East Asia Joint Symposium Instruction Manual

1. The symposium website has been launched. For the latest information, please visit here:
<https://www.ims.u-tokyo.ac.jp/imsut/en/27thEAJS>
2. Please note that all dates and times of the EAJS program and manual are in Japan Time.
3. All sessions will be recorded for archival purposes. Please note that on-demand streaming service is NOT available for this event.
4. The EAJS secretariat will take some screenshots of the gallery view. These images will be used on our website and public relations magazine at a later date along with the summary report of the symposium. If you do not wish to be included in any such images, please let us know in advance.
5. Please note that participants are NOT allowed to make video recordings or take screenshots.
6. PIs, young scientists, and students are expected not only to give their own presentations but to participate in all timetabled sessions as much as possible. In particular, young scientists and students are strongly advised not to leave the event until the final day as an award ceremony takes place at almost the very end of the program.
7. Emergency day-of-event contacts (email address and phone number)
intl-rel@ims.u-tokyo.ac.jp / +81-3-6409-2050

<Connectivity tests>

Please select the date and time that suits you from the following options. On the day of the test, please get your own devices connected to Wi-Fi etc. and access the Zoom website. Your connection to the Zoom website will be checked first, then to the Remo website.

- * Main session via the Zoom website (for all presenters)
- * Poster discussion session via the Remo website (only for young scientists/students)
- * Please have some slides ready beforehand to test screen sharing.

(The slide data mentioned here are used only for a projection test. They do not have to be related to EAJS.)

Wednesday, October 20th 9:00-12:30 (JST)

Thursday, October 21st 12:30-17:00 (JST)

Friday, October 22nd 9:00-12:00 (JST)

Zoom meeting URL : <https://u-tokyo-ac-jp.zoom.us/j/83892290549?pwd=NVRkTkFQNmpGVVVIR2dlQmtPSTBTUT09>

Meeting ID : 838 9229 0549 Passcode : 333059

If there are too many accesses to the connectivity test at the same time, we may ask you to wait in the waiting room until your turn comes.

<Registration and setting up>

1. Registration for all presenters and directors' meeting members will be completed by the secretariat in advance. You will receive an email notifying you of the completion of registration. Please read carefully the information provided in the email. If you have not received the email by October 18th, please contact us: intl-rel@ims.u-tokyo.ac.jp
2. Your display name on Zoom and in Remo on the day you present should be:
(Presentation Number) The initial letter of your given name. Your full family name.
(O-1) A. Smith ... PI presenter
(P-1) C. Brown ... Young scientist/Student presenter
*Please make sure to access the site using the name as stated above for the connectivity tests.
3. Please create a Remo account in advance referring to the Remo User's Guide (p19):
Remo "Event Guide for Guests": <https://my.ebook5.net/EAJS2021/>
Remo login page: <https://remo.co/>
*Please complete setting up your account before connectivity tests start.

The image shows a screenshot of the 'Edit Profile' page in the Remo application. The form contains several input fields, each with a numbered callout:

- 1: 'Add Profile Picture' button
- 2: 'Full Name*' field containing 'Tas Userpilot 3'
- 3: 'Headline' field
- 4: 'Company' field
- 5: 'Job Title' field
- 6: 'Meeting Schedule Link (e.g. Calendly)' field
- 7: 'Facebook Profile URL' field
- 8: 'Website' field

At the bottom of the form are two buttons: 'Save Changes' and 'Cancel'.

* In column 2. Full Name, enter as follows.
(Presentation Number) The initial letter of your given name. Your full family name
e.g. (P-1) C. Brown

* In column 4. Company, enter the institution name to which you belong. (e.g. IMSUT)

* Please use the name as stated above on the day of the symposium.

4. Emergency contacts on the day of the connectivity tests

(email address and phone number)

intl-rel@ims.u-tokyo.ac.jp / +81-3-6409-2050

<Poster viewing >

1. All e-posters will be available via ebook5, the poster exhibition site, from Wednesday, 20th October to Friday, 29th October 2021.

We would highly recommend that you visit the e-poster exhibition site and check the e-posters beforehand in preparation for the poster discussion session on the day.

URL: <https://my.ebook5.net/Eajs2021/>

ID: 20211027

Password: EAJS2021

2. Please note that the taking of screenshots by participants is NOT allowed.

<Oral sessions>

1. Entry time

Please access the Zoom meeting at least 15 minutes prior to when your session begins.

2. You are asked to mute your microphone except when giving a presentation.

Please refrain from using a virtual video (movie) background or a background that is too bright.

3. On the day of the symposium, you will give a presentation through screen sharing by yourself. If any technical problems arise, the secretariat will share the slide data submitted in advance as an alternative.

* Please note that the slide data submitted in advance can be used as a fallback option.

4. Move to young scientist/student session: Please make sure to move at break time.

* Click on the breakout room → Click on the session you wish to join

The leaders of the young scientist/student sessions are listed below.

These sessions will be led and chaired by each of the leaders. Please follow their instructions.

The leaders of the young scientist session

Yoshikazu Johmura (IMSUT)

Ryo Ichijo (INFRONT)

Hsin-Fang Tu (IBMB)

The leaders of the student session:

Yang Li (IMSUT)

Daisy S. Lim (IMBG)

Fei Li (SIBCB)

5. PI session: 15 min. is allotted altogether for each presenter (12 min. for presentation + 3 min. for Q&A)
 - * We will let you know how much time is left.
 - The first bell will ring when 10 minutes have passed.
 - The second bell will ring when 12 minutes have passed.
 - The third bell will ring when 15 minutes have passed.
6. Young scientist/student session: 10 min. is allotted altogether for each presenter (8 min. for presentation + 2 min. for Q&A)
 - * We will let you know how much time is left.
 - The first bell will ring when 7 minutes have passed.
 - The second bell will ring when 8 minutes have passed.
 - The third bell will ring when 10 minutes have passed.

<Poster discussion session>

1. Poster discussion session at Remo
<https://live.remco.co/mic-cam-check?event=the-27th-eajs-poster-discussion--1>
 - * Please log in using the account you created in advance.
2. Please refrain from using a virtual Remo background which can often cause connection problems.
3. Presenters
 - * The first floor: the student poster discussion session
 - * The second floor: the young scientist poster discussion sessionThe poster discussion session will be held as follows:
 - * Odd-numbered poster discussions: 15:00 - 16:00
 - * Even-numbered poster discussions: 16:00 - 17:00
 - * Please make sure to share the screen of your e-poster and respond to the discussion at the designated table during your discussion time.
4. For instructions on how to use Remo, you can refer to the Remo User's Guide, Remo "Event Guide for Guests" <https://my.ebook5.net/Eajs2021/>

<Voting for the award>

1. The secretariat will email those who have the right to vote on Wednesday, October 27th,

- to notify them of the site for voting.
2. Award winners will be chosen by open ballot. Please note that you cannot vote for the presenters from the institution to which you belong. If you cast a ballot for anybody from your own institution, your ballot will be recognized as invalid, and will not be counted.
 3. For the Best Presenter Award, we ask you to select the top three entries each from the young scientist session and the student session. Please evaluate the quality of the candidates' oral presentations and poster discussions in each session. According to the vote counting result, the best one in each category will be chosen as the winner.
 4. For the Best Discusser Award, we ask you to select the top three entries each from the participants of the young scientist session and the participants of the student session. Please evaluate the quality of the question-and-answer discussion with PI presenters during the PI session. According to the vote counting result, the best one in each category will be chosen as the winner.
 5. Deadline for voting: Thursday, October 28th, 18:30(JST)

[Useful links]

- Symposium website:

<https://www.ims.u-tokyo.ac.jp/imsut/en/27thEAJS>

- Oral sessions at the main meeting room

<https://u-tokyo-ac->

[jp.zoom.us/s/83892290549?pwd=NVRkTkFQNmpGVVVIR2dlQmtPSTBTUT09](https://u-tokyo-ac-jp.zoom.us/j/83892290549?pwd=NVRkTkFQNmpGVVVIR2dlQmtPSTBTUT09)

Meeting ID : 838 9229 0549

Passcode : 333059

- Poster discussion session at Remo

<https://live.remco.co/mic-cam-check?event=the-27th-eajs-poster-discussion--1>

- Poster exhibition site (starting one week before the symposium)

<https://my.ebook5.net/EAJS2021/>

ID: 20211027 Password: EAJS2021

- Pertinent materials (abstract book, Remo user's guide, IMSUT Overview Booklet)

<https://my.ebook5.net/EAJS2021/>

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