32nd Workshop on JAXA Astrodynamics and Flight Mechanics
For Speakers

This symposium will be held in a hybrid style using Zoom meetings.
Please note that Zoom version 5.3.0 or later is required.

Details of the hybrid style
   This symposium will be held in the following three parallel sessions.
   - Room A @ 2F of Building A in front of the main conference hall: Hybrid Room
   - Room B @ 2F of Building A: Hybrid Room
   - Room C @ 2F of Building A, behind the main conference hall: Online Room

In the Hybrid Rooms, videoconferencing system with stable microphones and speakers are used. On the other hand, the Online Room uses a portable (small-group) microphone and speaker system for remote meetings. Except for the quality of the microphone and speaker system, there is no difference between the hybrid room and the online room from the audiences', presenters' and chairs' point of view. In both cases,
   - Remote participants, presenters, and chairs participate in the Zoom meeting as in a regular online meeting.
   - Onsite participants, presenters, and chairs use the onsite videoconference system for audio and "Zoom's screen sharing function" from their own computers for screen sharing.

Before the symposium, please do the following.
Even if you are attending on-site, please pre-register for Zoom (especially for presenters & chairs) and bring your own laptop on the day of the event.

1. Please register in advance from the registration link below.
URL:https://us02web.zoom.us/meeting/register/tZUodu-rqzwjG9LUmcQDZpjc6bfIDw-IvHEx
ID: 815 1635 7916 (Pass code: 379024)
When you have registered, you will receive an email with a link to join.

2. Webcam, speaker, microphone is required for remote participants. It is possible even if there is no webcam, but it is recommended to use it for smooth communication. Zoom can also be used with cameras, speakers, and microphones built-in PCs and smartphones, but since the built-in microphone is easy to pick up noise and environmental sounds and prone

to howling, it is recommended to use a headset.

3. Download zoom app from homepage: https://zoom.us/

(the app is available on Windows, Mac, iPad, iPhone, Android)

4. Test zoom connection in advance. Zoom operation confirmation page: https://zoom.us/test

ミーティング登録

トピック　アストロダイナミクスシンポジウム　テスト②

時刻　2021年6月16日 01:00 PM 大阪、札幌、東京

名*

姓*

メールアドレス*

メールアドレスを再入力*

国/地域*

日本

会社名／学校名*

役職*

* 必須情報

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

登録

On the day of the symposium, please do as follows.

1. You can enter both Zoom meeting room and onsite conference room from the following time. Please use the link sent by e-mail at the time of registration.

25th July（Mon）	9:00~18:00
26th July（Tue）	9:00~18:00

2. You will enter the main session first. Sessions other than the Special Session will be held in the following breakout rooms. You can move freely between the Main Session and Breakout Rooms.

　　Room A: Session A

　　Room B: Session B

　　Room C: Session C

　　接続チェック: Room to check webcam, and screen sharing

3. Enter both breakout room and conference room of your session at least 5 minutes before the session starts and check the slides with notes.

4. Before starting your presentation, please share your presentation materials on the screen and confirm that the audio and screen information is transmitted to the chairperson and audience (it is desirable to check in advance in the room for pre-confirmation). Please start your presentation as instructed by the chairperson.

5. To share the screen, click the "Screen Sharing" button in the center of the screen and select the screen or application you want to share. Click "Stop Sharing" to end screen sharing.

6. The presentation time is 30 minutes including 10 minutes for Q&A. Please manage the presentation time by yourself.

7. Recording and redistribution of delivered images and audio is prohibited.

Web camera

Raise your hand

Unmute only
when peaking

Display presentation materials
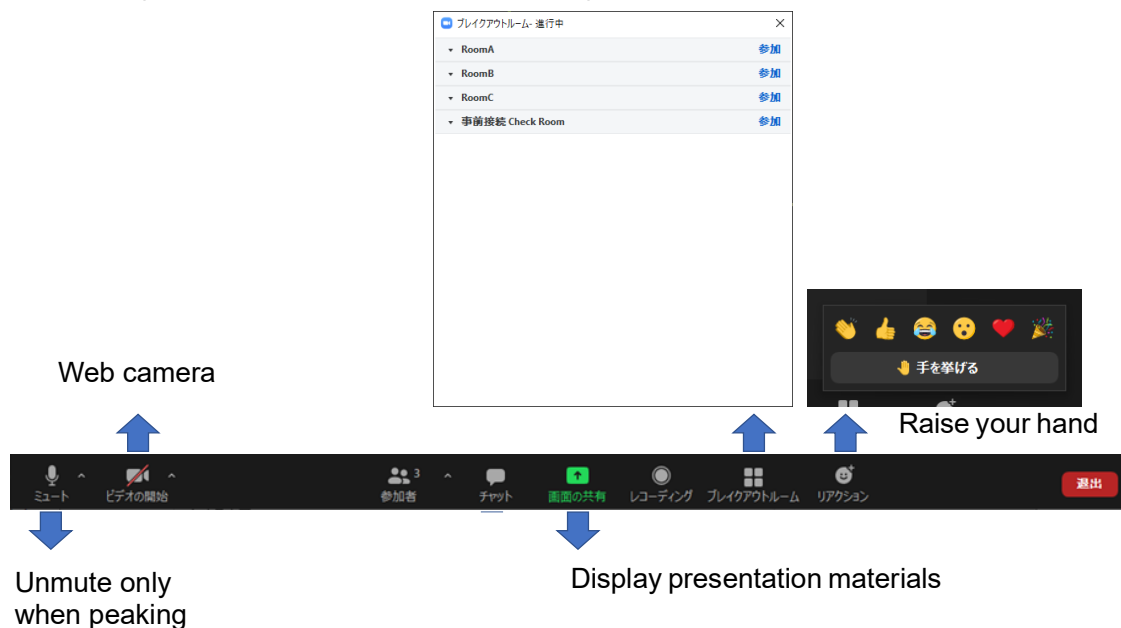
Reference: Composition of each meeting room

The configuration of the hybrid room and the online room are shown in the figure below. Except for the quality of the microphone and speaker system, there is no difference between the hybrid room and the online room from the audiences', presenters' and chairs' point of view. In both cases,

- Remote participants, presenters, and chairs participate in the Zoom meeting as in a regular online meeting.
- Onsite participants, presenters, and chairs use the onsite videoconference system for audio and "Zoom's screen sharing function" from their own computers for screen sharing.

Hybrid Room Configuration

Screen ——— Audio ———

Online Room
Remote participants will join the Zoom meeting as in a regular online conference.

Personal Laptop

Onsite Room

Onsite Microphone

Onsite Speaker

Screen

Onsite participants
• Use onsite speakers & microphones for audio
• Use Zoom's screen sharing

Videoconference System

Conference Laptop

Personal Laptop

Screen Sharing

Please mute both microphone and speaker

Screen Sharing

Audio Input/Output

Zoom Meeting (Internet)

Online Room Configuration

Screen ——— Audio ———

Online Room
Remote participants will join the Zoom meeting as in a regular online conference.

Personal Laptop

Onsite Room

Portable speaker & microphone system

Screen

Onsite participants
• Use onsite speakers & microphones for audio
• Use Zoom's screen sharing

Conference Laptop

Personal Laptop

Screen Sharing

Please mute both microphone and speaker

Screen Sharing

Audio Input/Output

Zoom Meeting (Internet)