34th Workshop on JAXA Astrodynamics and Flight Mechanics
For Speakers

This symposium will be held in a hybrid style using Zoom meetings.
Please use the latest version of Zoom.

Details of the hybrid style

This symposium will be held in the following three parallel sessions.

- Room A @ 2F main conference hall of Building A
- Room B @ 3F meeting room of Building A
- Room C @ 2F conference room A of New Building A

Each conference room uses either "a microphone and speakers for a video conferencing system installed at the venue" or "a portable microphone and speakers system for remote conferences". 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/tZwpc-qurz4iEtR9zj5j1JjiH3Z9ZwWNDYTS

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

<u>On the day of the symposium, please do as follows.</u>

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.

29th July（Mon）	9:00~18:00
30th 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

　　Connection check: 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 **25** minutes including 5 minutes for Q&A (We had the presentation slot shortened by 5 minutes due to the number of presenters). 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