

The 40th Meeting on Ferroelectric Materials and Their Applications (FMA40) Guidelines

1. Introduction

FMA40 will be held in a hybrid style (On-site and Online) using the web meeting tool “Zoom”. **All presenters are required to use Zoom for their presentations, even if they are participating on-site.** This guideline is prepared assuming that you can perform basic operations of Zoom. Please read the notes regarding presentations and attendance.

[Attention]

Saving (including screen capture) or recording of received video is prohibited.

2. About Zoom

2.1 Installation

If you use Zoom for the first time, you need to download and install the application. Please update to the latest version.

About updating to the latest version:

<https://support.zoom.us/hc/en-us/articles/201362233>

2.2 Operation check

When you connect an external speaker / microphone or webcam, please make sure that the installed app correctly recognizes the device with no problems sending or receiving voice. You can use the Zoom test site to check the operation.

Operation check: <https://zoom.us/test>

3. Presenter guidelines (On-site)

3.1 Preparation for your presentation

When you give a presentation on-site, you need to join the Zoom meeting and share your presentation materials with the online audience. No need to connect your own laptop PC to the projector, because an online-shared screen will be projected onto the conference room, as shown in the figure below. You can also use a laptop PC provided by the FMA office for your presentation. If you use the conference PC, please copy your presentation file to the conference PC via USB memory stick before the session starts.

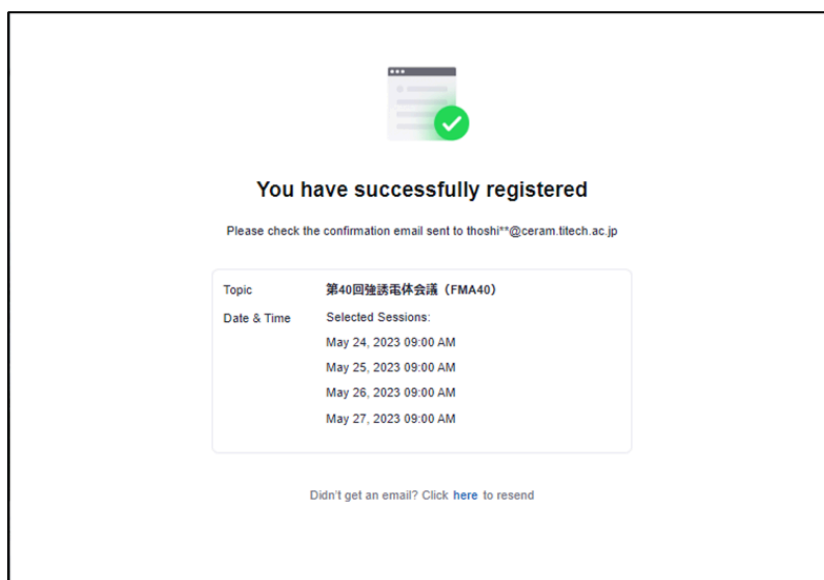
You do not need to turn on your microphone or camera for your presentation using either the presenter's laptop or the conference laptop. The microphone and camera provided by the conference office will deliver audio and video to the online participants.

The next presenter should wait at the next presenter's table at the front of the conference room.

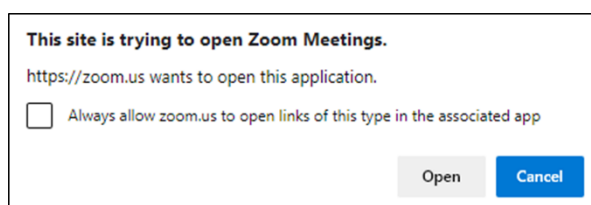


3.2 Entering the Zoom meeting room (when using your laptop)

Please register by clicking on the URL provided in the e-mail sent by the FMA office. The following e-mail will be sent to pre-registered participants by the day before the event.

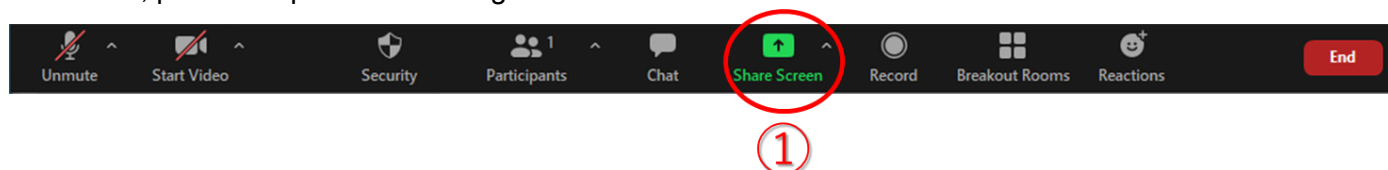


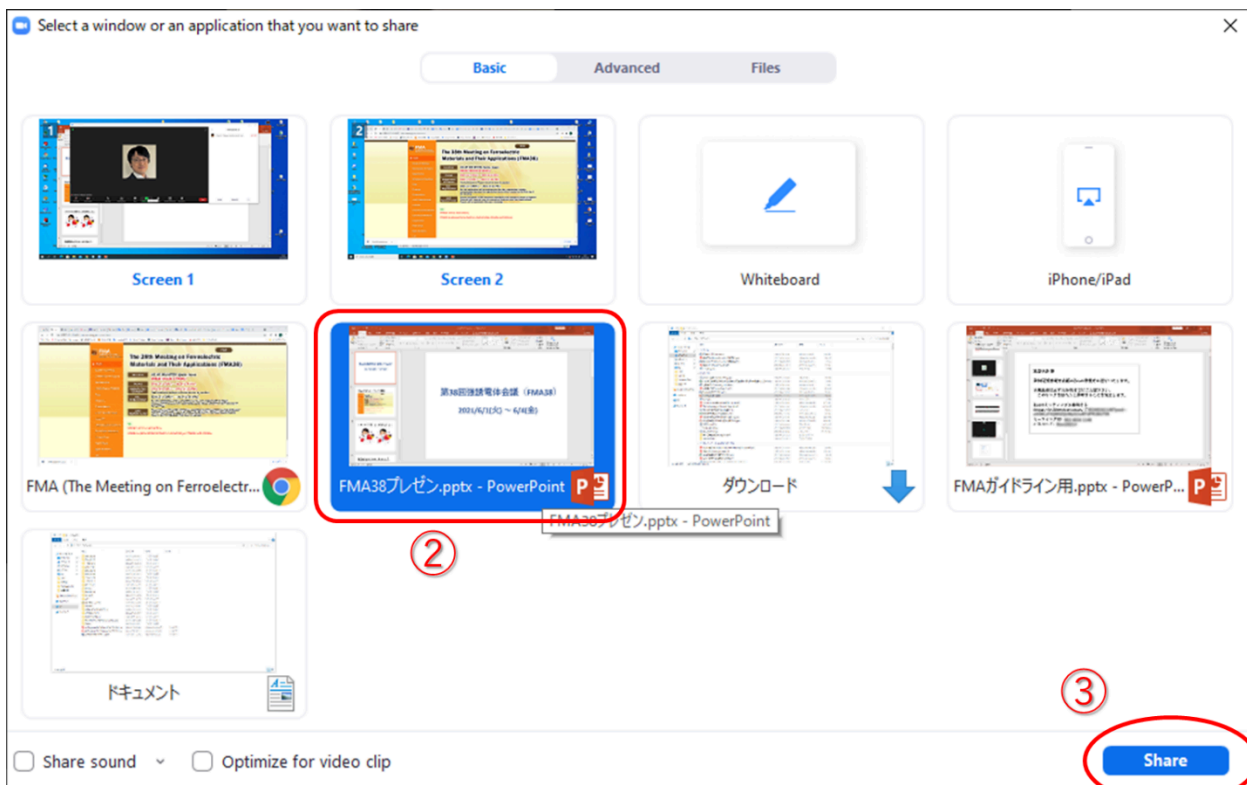
The following screen will appear when you click the URL in the e-mail to enter the room. Click "Open" to enter the room.



3.3 Presentation

Please share your presentation materials on the screen (① - ③) and start your presentation. Your microphone and video must be turned off during your presentation. Other microphones and cameras provided by the conference will deliver audio and video to online participants. After your presentation and Q & A, please stop screen sharing.





4. Presenter guidelines (Online)

4.1 Entering the Zoom meeting room (at least 15 minutes before the presentation)

Please register by clicking on the URL provided in the e-mail sent by the FMA office. The following e-mail will be sent to pre-registered participants by the day before the event.

Dear participants,


We are pleased to send you the Zoom information to
join FMA.

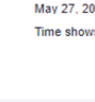
*It is prohibited to share this link with other people.

Register in advance to join the meeting:
<https://zoom.us/join/zoom/register/96340783348?pwd=...>

After registration, you will receive a confirmation email
with information about the meeting.

When you click the URL in the email, the following screen will appear. After filling out the required information and clicking "Register," a URL to join the meeting will be sent to you by e-mail.

SupportEnglish



強誘電体会議
FMA

第40回強誘電体会議（FMA40）

Date & Time

May 24, 2023 09:00 AM

May 25, 2023 09:00 AM

May 26, 2023 09:00 AM

May 27, 2023 09:00 AM

Time shows in Osaka, Sapporo, Tokyo

Meeting Registration

First Name*

This field is required.

Last Name*

This field is required.

Email Address*

This field is required.


Organization*

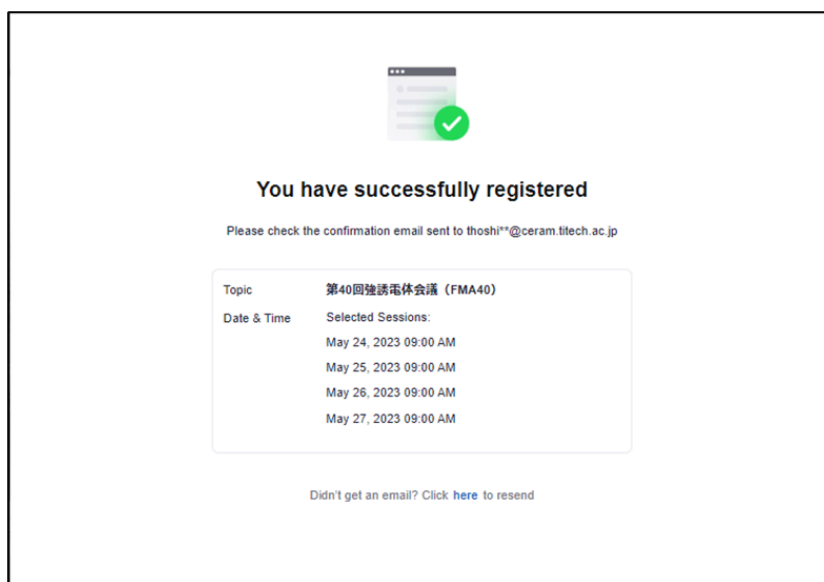
This field is required.

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.

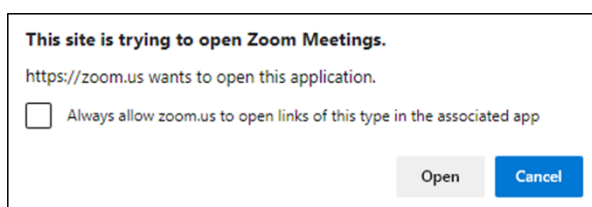
Register

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Privacy & Legal Policies





The following screen will appear when you click the URL in the e-mail to enter the room. Click "Open" to enter the room.



4.2 Rename

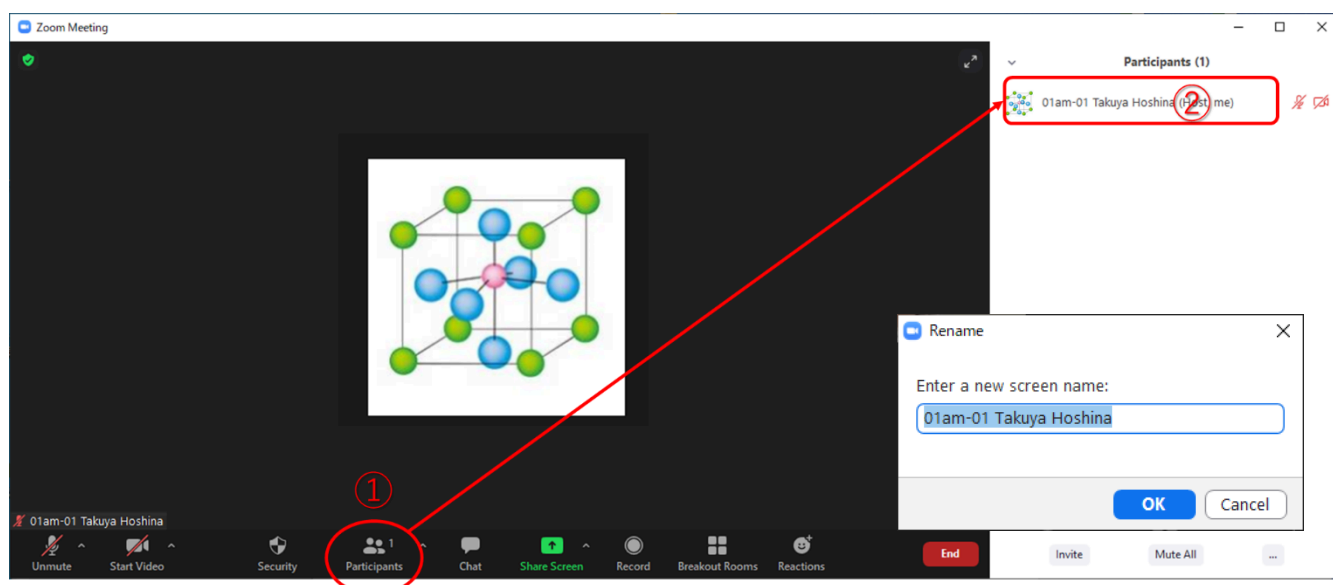
Click "Participants" to display a list of participants. Check your name displayed at the top and change it as follows. Move the mouse cursor over your name and click "More" to display "Rename".

Presenter: 01am-01 Taro Yuden (Chitabari Univ)

Presentation No. Your name Affiliation

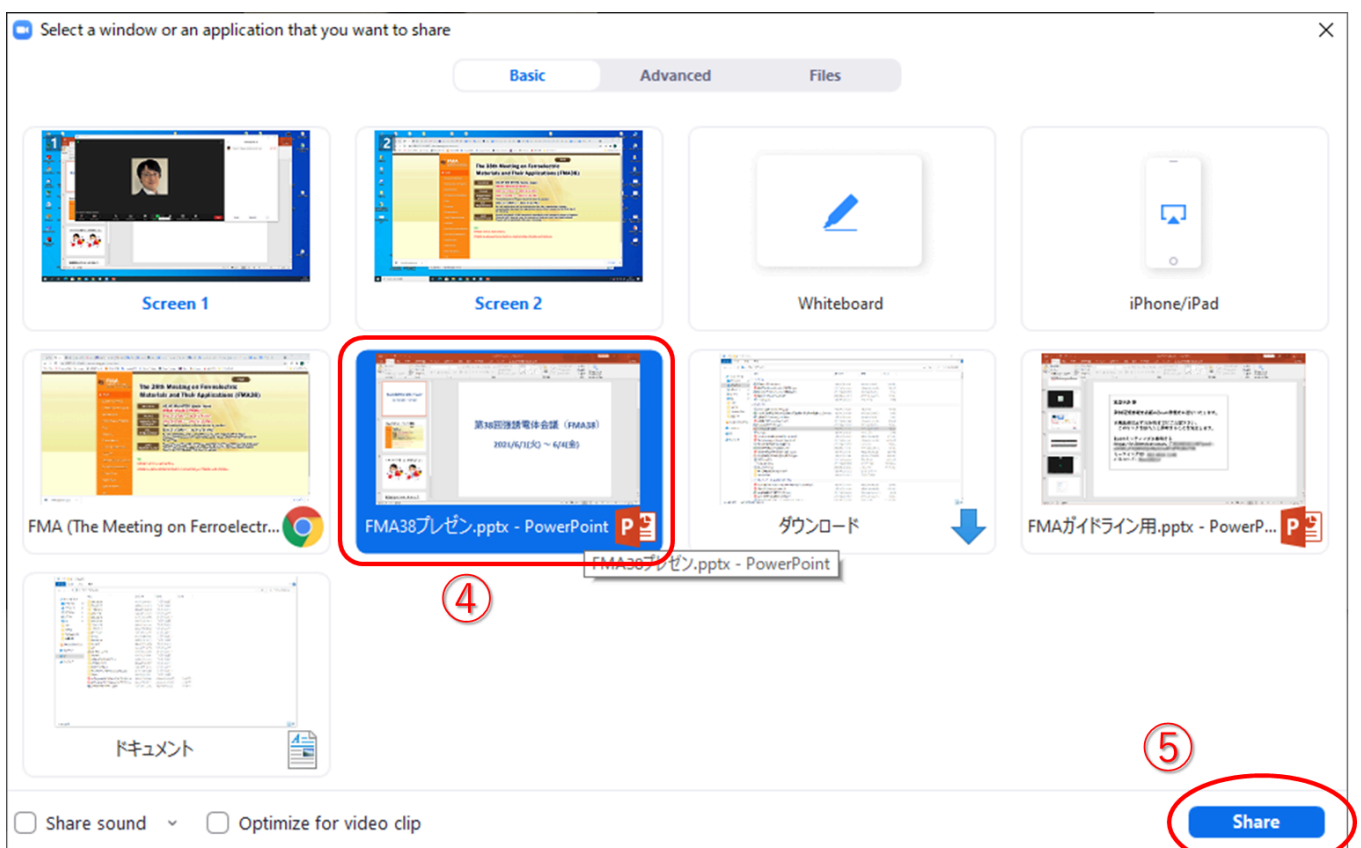
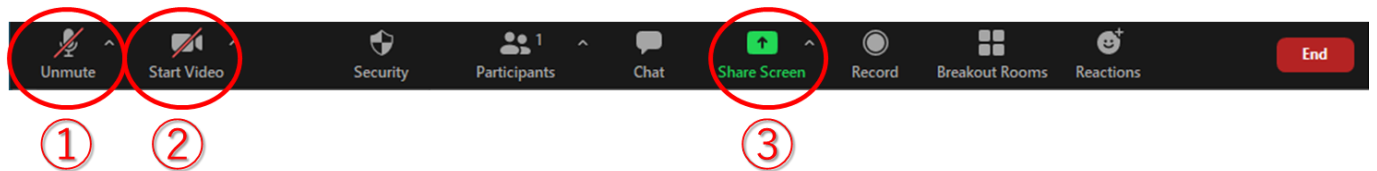
Audience: Taro Yuden (Chitabari Univ)

Your name Affiliation



4.3 Presentation

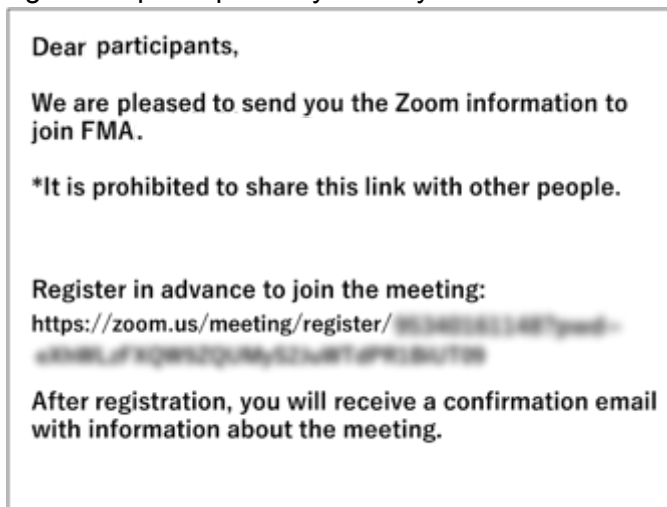
When the chairperson introduces your presentation, click "Unmute" and "Start Video" (①, ②). Also, share your presentation materials on the screen (③ to ⑤), and start your presentation. After your presentation and Q & A, please stop screen sharing, and turn off the microphone and video.



5. Audience guidelines

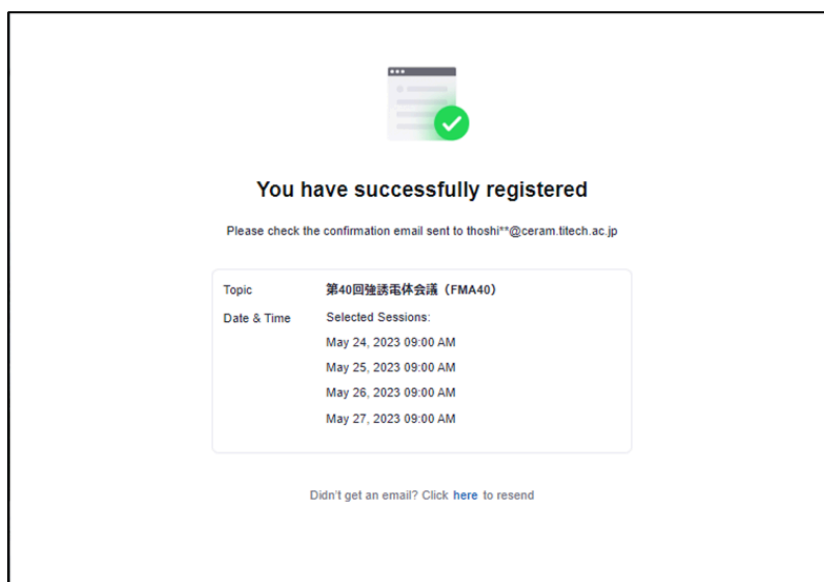
5.1 Entering the Zoom meeting room

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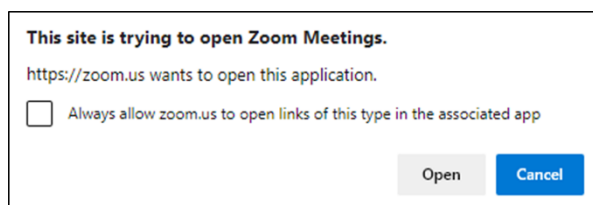


When you click the URL in the email, the following screen will appear. After filling out the required information and clicking "Register," a URL to join the meeting will be sent to you by e-mail.

The image shows a Zoom meeting registration page. At the top, the Zoom logo is on the left, and 'Support English' is on the right. The main content area has a header with the Japanese text '強誘電体会議' and 'FMA' in a blue box. Below this is the title '第40回強誘電体会議 (FMA40)'. A section titled 'Date & Time' lists four dates: May 24, 2023 09:00 AM, May 25, 2023 09:00 AM, May 26, 2023 09:00 AM, and May 27, 2023 09:00 AM. Below the dates, it says 'Time shows in Osaka, Sapporo, Tokyo'. A 'Meeting Registration' section contains four required fields: 'First Name*', 'Last Name*', 'Email Address*', and 'Organization*'. Each field has a red border and a red error message 'This field is required.' below it. The 'Email Address*' field contains the placeholder 'join@company.com'. At the bottom right of the registration form is a blue 'Register' button. Below the registration form, there is a disclaimer: '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.' At the very bottom of the page, there is a footer with 'Copyright ©2023 Zoom Video Communications, Inc. All rights reserved.' and 'Privacy & Legal Policies'. On the right side of the page, there are social media icons for Facebook, Twitter, LinkedIn, and Email. At the bottom right corner, there is a blue circular icon with a white person silhouette.



The following screen will appear when you click the URL in the e-mail to enter the room. Click "Open" to enter the room.



5.2 Rename

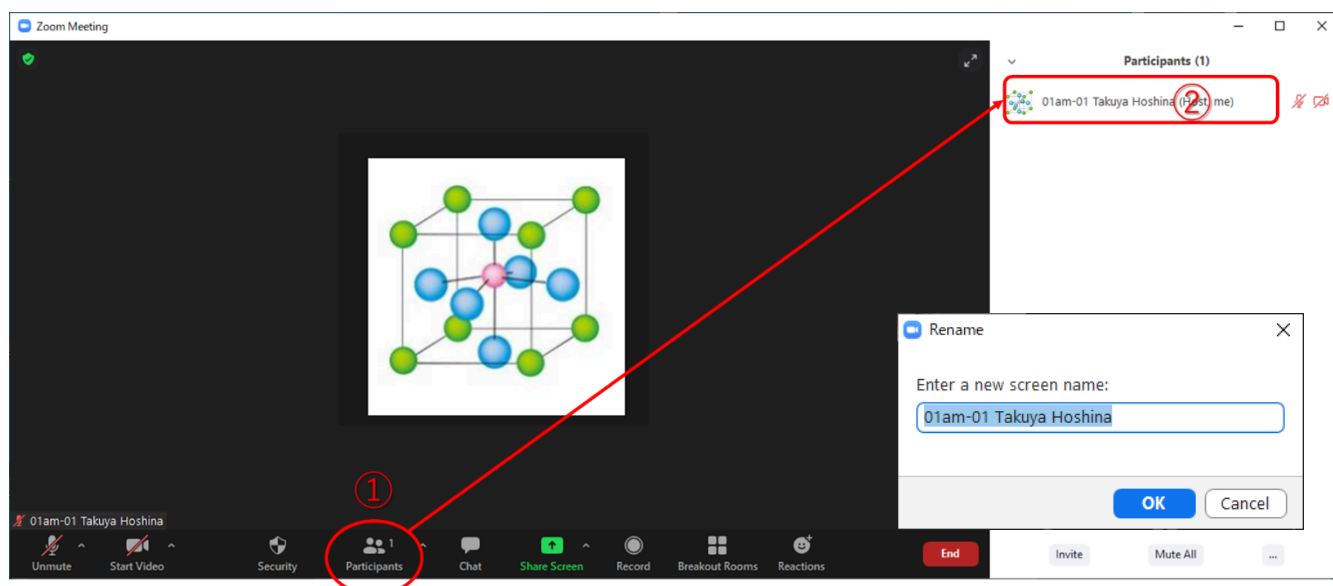
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Presenter: 01am-01 Taro Yuden (Chitabari Univ)

Presentation No. Your name Affiliation

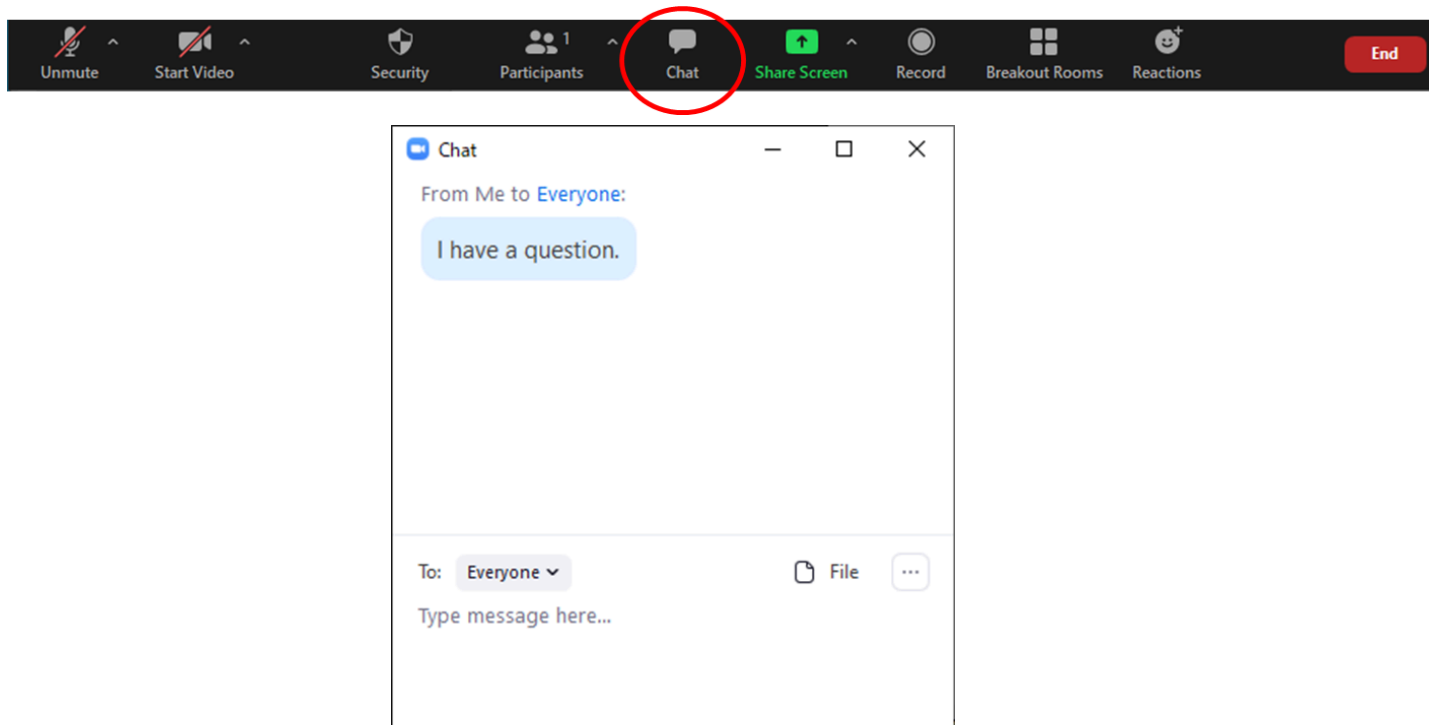
Audience: Taro Yuden (Chitabari Univ)

Your name Affiliation



5.3 Q & A

When asking a question, please write that you have a question in the chat box. Please send a message to everyone.



When called by the session chairperson, turn on the microphone and state your question. Video ON is optional. Be sure to turn off the microphone after asking a question.

[Attention]

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