

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.

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/meeting/register/913401813487?pwd=U0F6L0JUZ296L296L296L296L296>

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.

zoom

Support English ▾

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**

会議登録

Meeting Registration

First Name*

First Name

This field is required.

Last Name*

Last Name

This field is required.

Email Address*

join@company.com

This field is required.

Organization*

Your organization

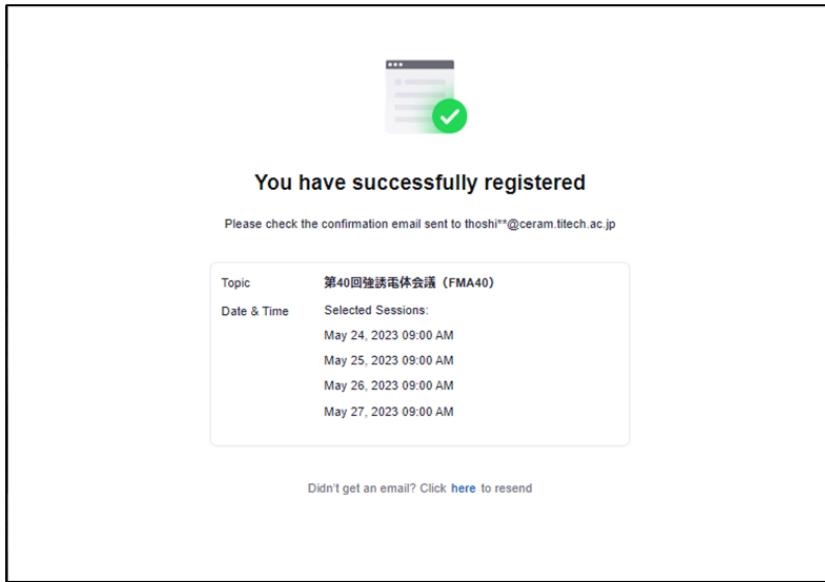
This field is required.

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](#).

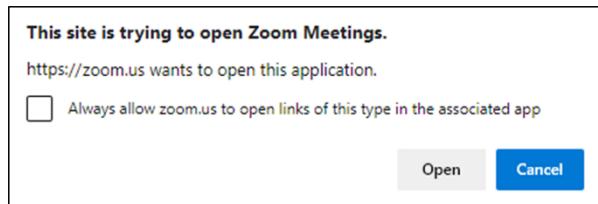
[Register](#)

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[Privacy & Legal Policies](#)

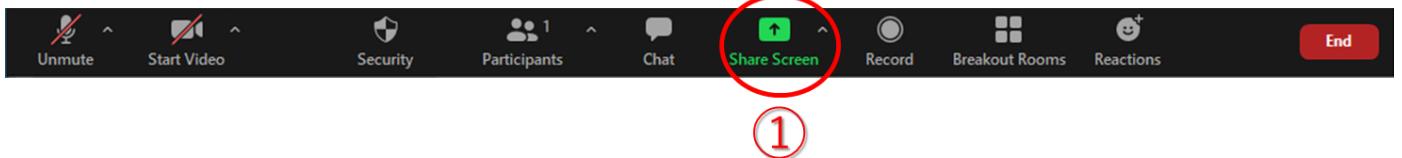


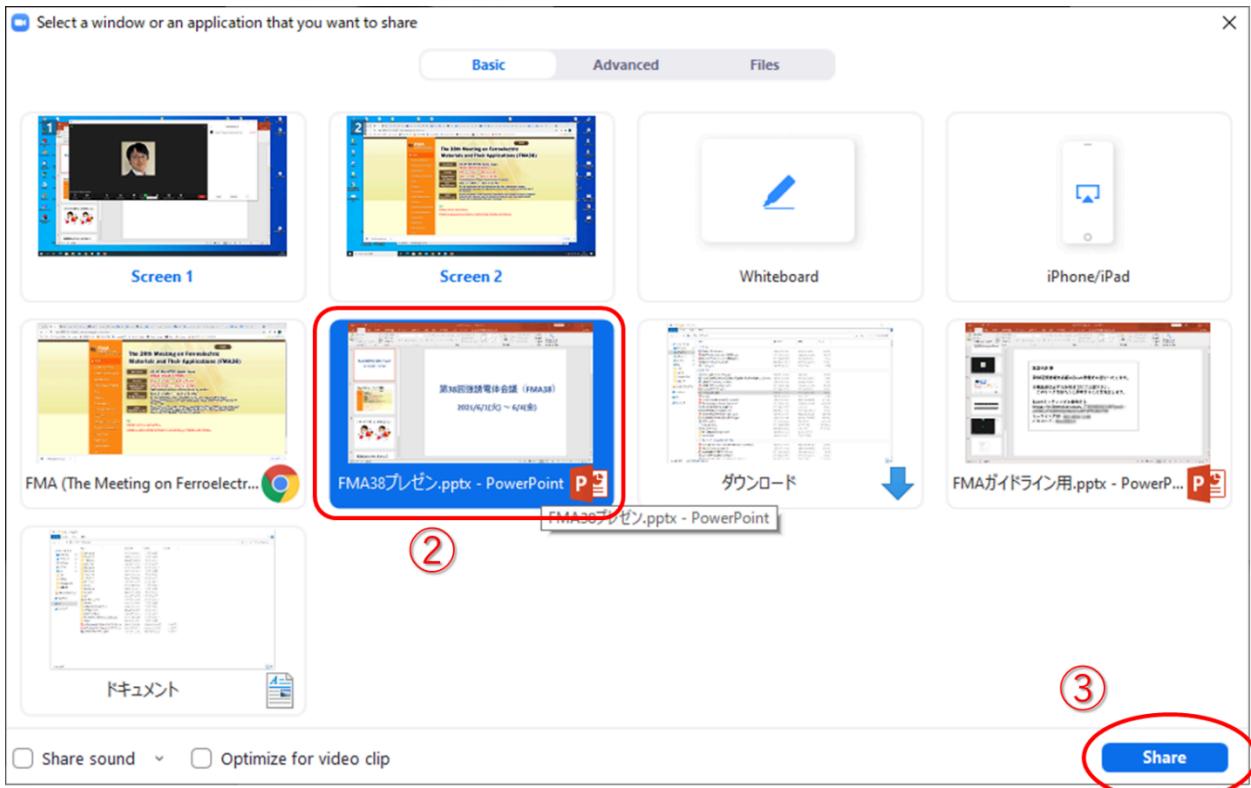
The following screen will appear when you click the URL in the e-mail to enter the room. Click "Open" to enter the room.



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.

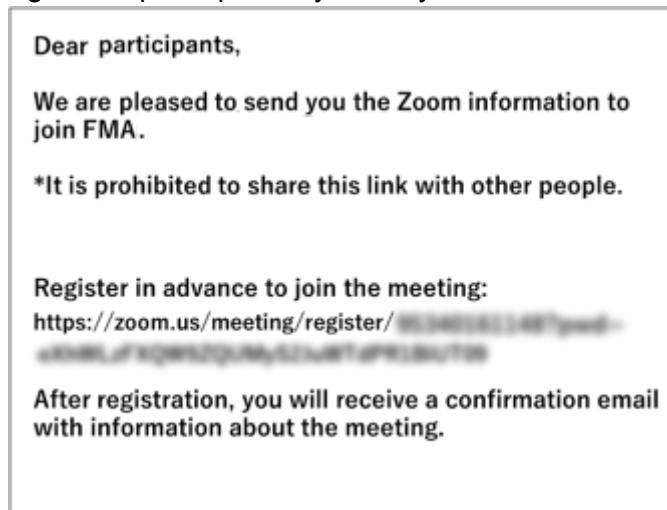




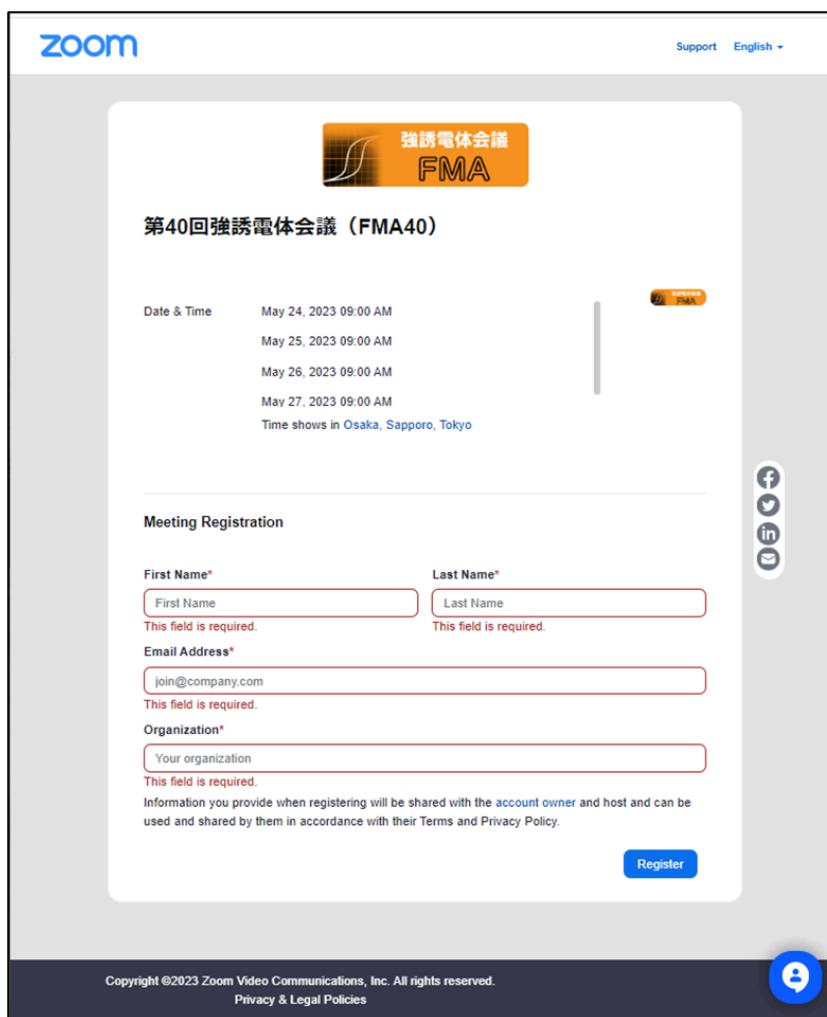
4. Presenter guidelines (Online)

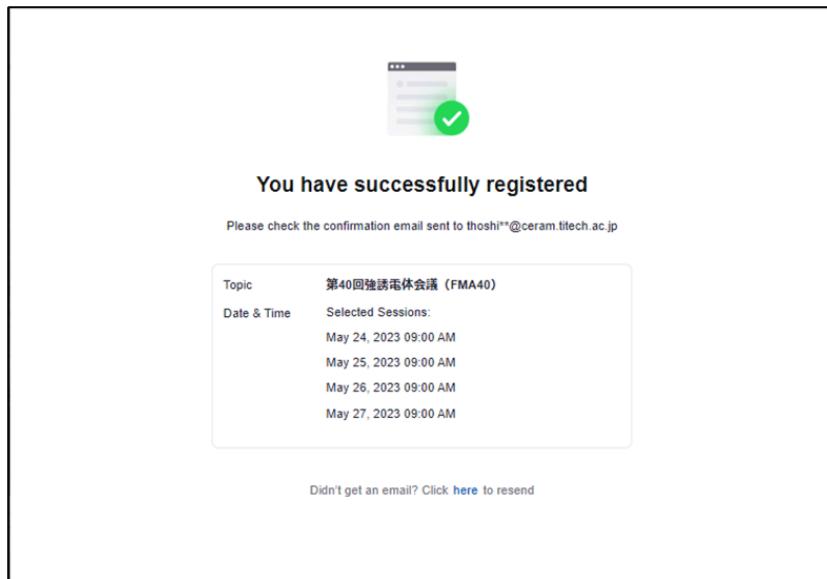
4.1 Entering the Zoom meeting room (at least 15 minutes before the presentation)

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.

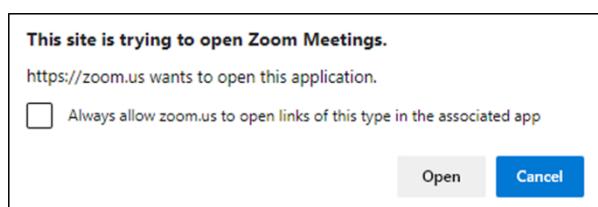


When you click the URL in the email, the following screen will appear. After filling out the required information and clicking "Register," a URL to join the meeting will be sent to you by e-mail.





The 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

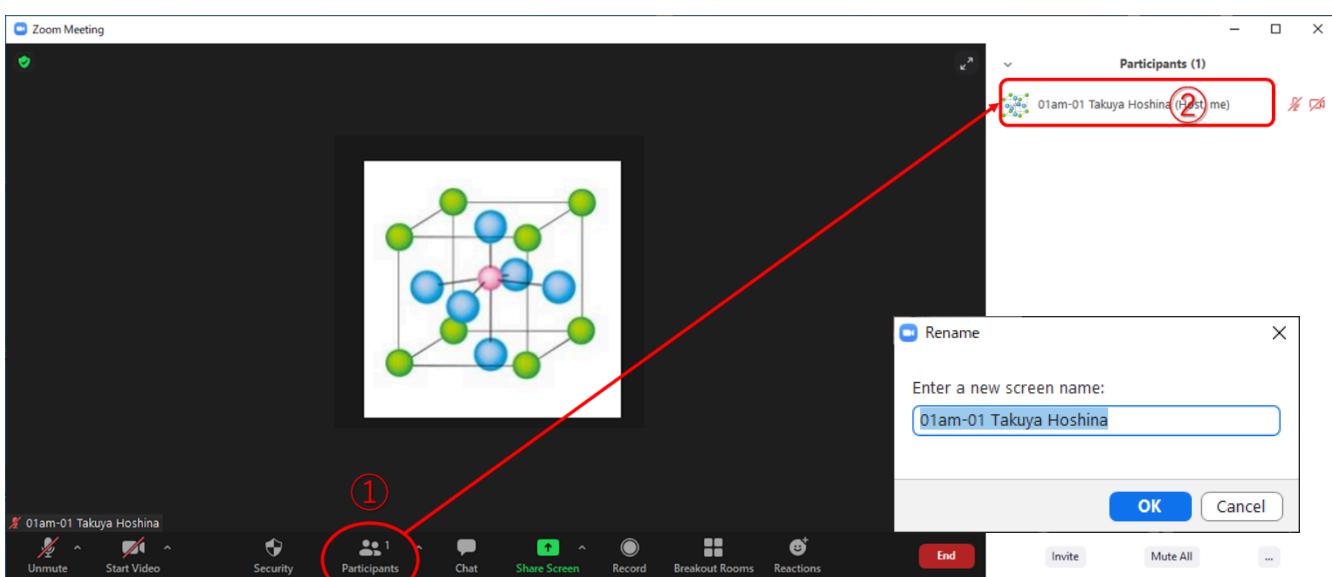
Click "Participants" to display a list of participants. Check your name displayed at the top and change it as follows. Move the mouse cursor over your name and click "More" to display "Rename".

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

Presentation No. Your name Affiliation

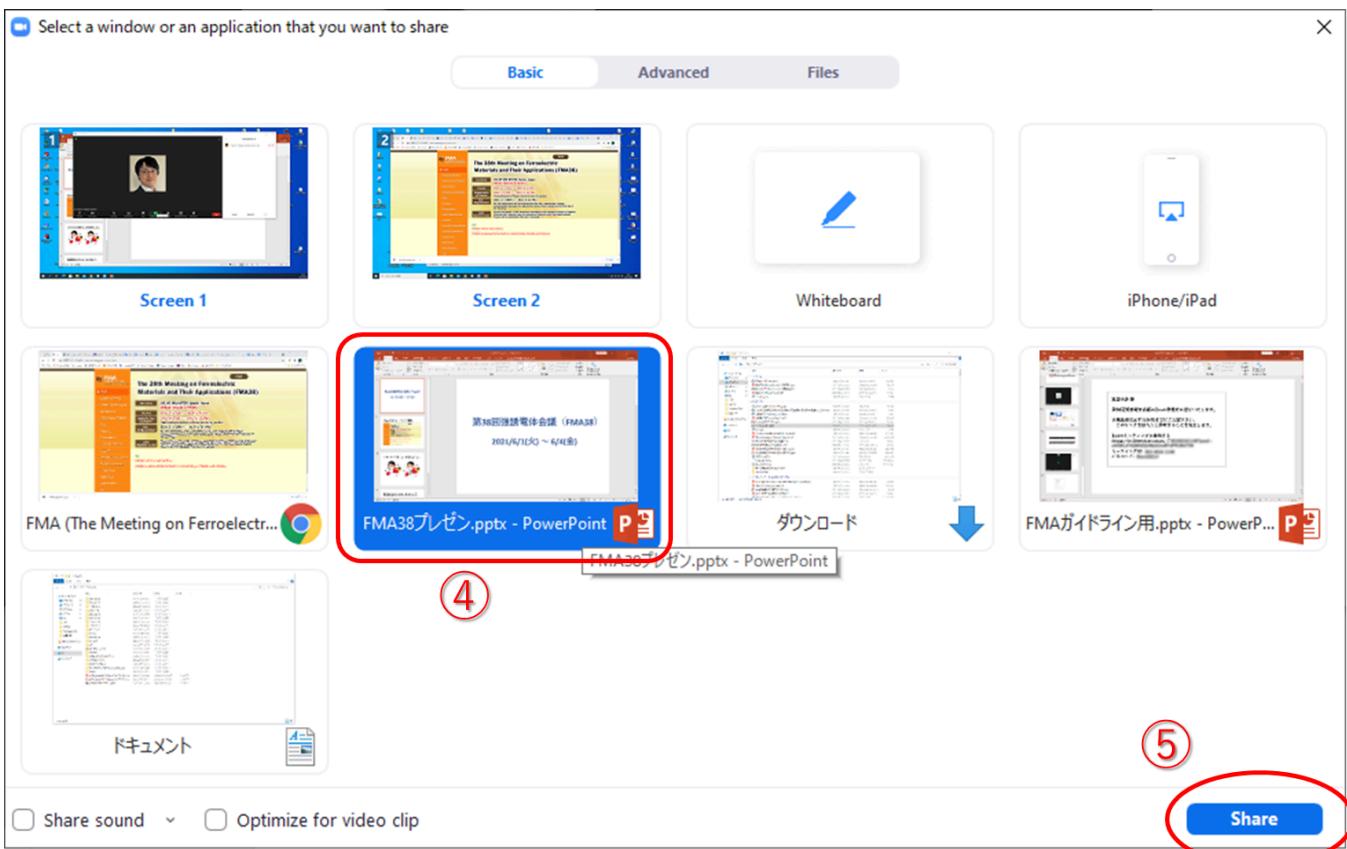
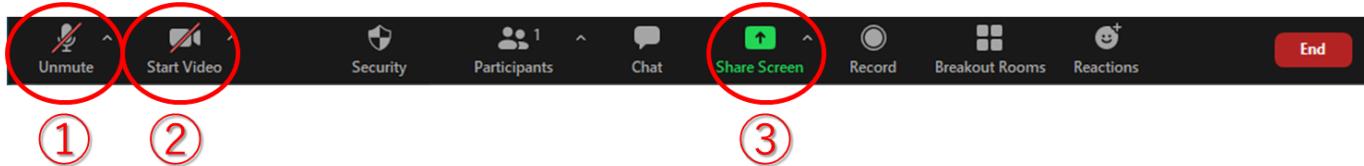
Audience: Taro Yuden (Chitabari Univ)

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

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,

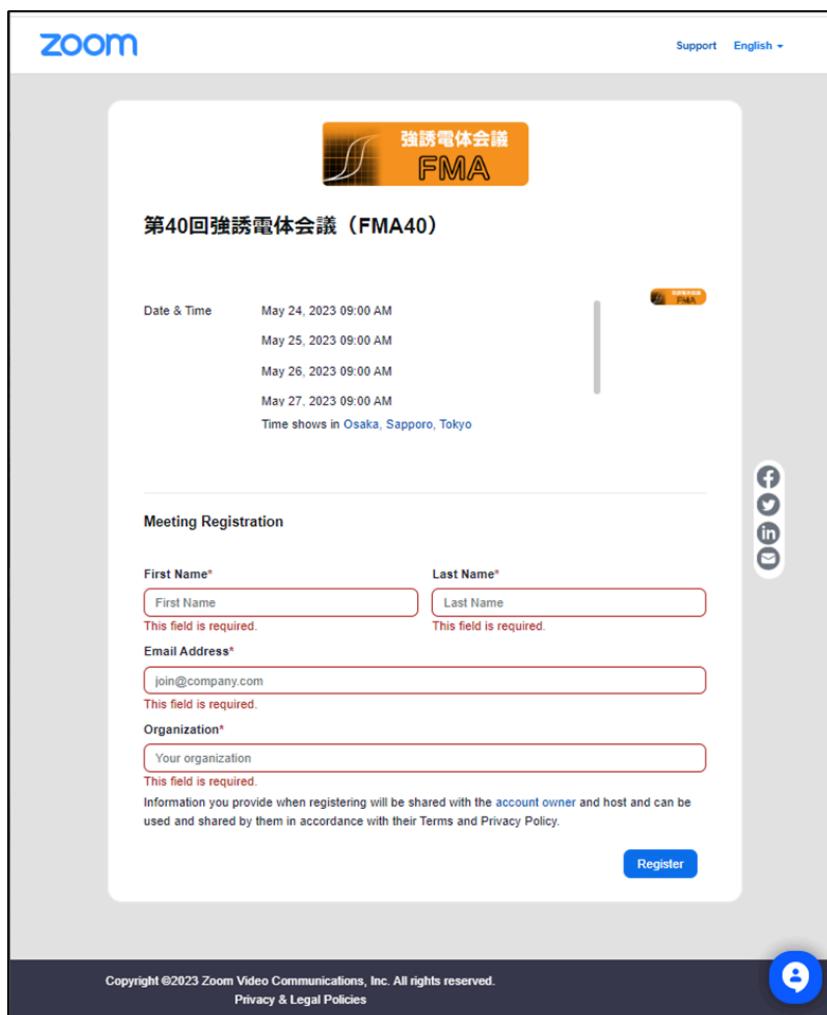
We are pleased to send you the Zoom information to join FMA.

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

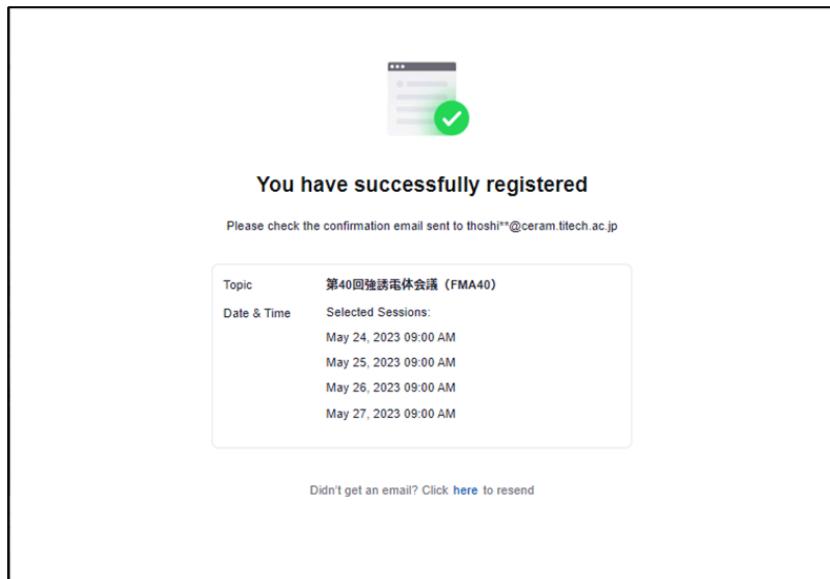
Register in advance to join the meeting:
<https://zoom.us/meeting/register/>


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

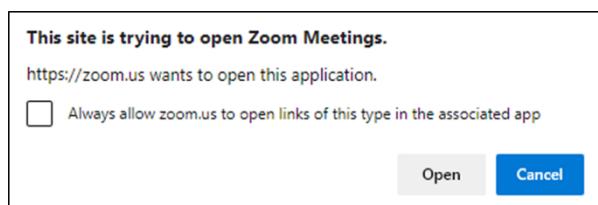
When you click the URL in the email, the following screen will appear. After filling out the required information and clicking "Register," a URL to join the meeting will be sent to you by e-mail.



The image shows a screenshot of a Zoom registration page. At the top, the Zoom logo is on the left and a language selection bar shows "Support English". Below the logo is a large orange button with the FMA logo and the text "強誘電体会議 FMA". The main title of the meeting is "第40回強誘電体会議 (FMA40)". The meeting details list 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. It also notes that the time is shown in Osaka, Sapporo, Tokyo. To the right of the details is a "REGISTER" button. On the right side of the page, there is a vertical column of social media sharing icons for Facebook, Twitter, LinkedIn, and Email. The main registration form is titled "Meeting Registration" and contains four required fields: "First Name*", "Last Name*", "Email Address*", and "Organization*". Each field has a red border and a "This field is required." message below it. The "Email Address" field contains the placeholder "join@company.com" and the "Organization" field contains "Your organization". Below the registration form is a note about data usage and a "Register" button. At the bottom of the page, there is a copyright notice: "Copyright ©2023 Zoom Video Communications, Inc. All rights reserved." and links to "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.



5.2 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

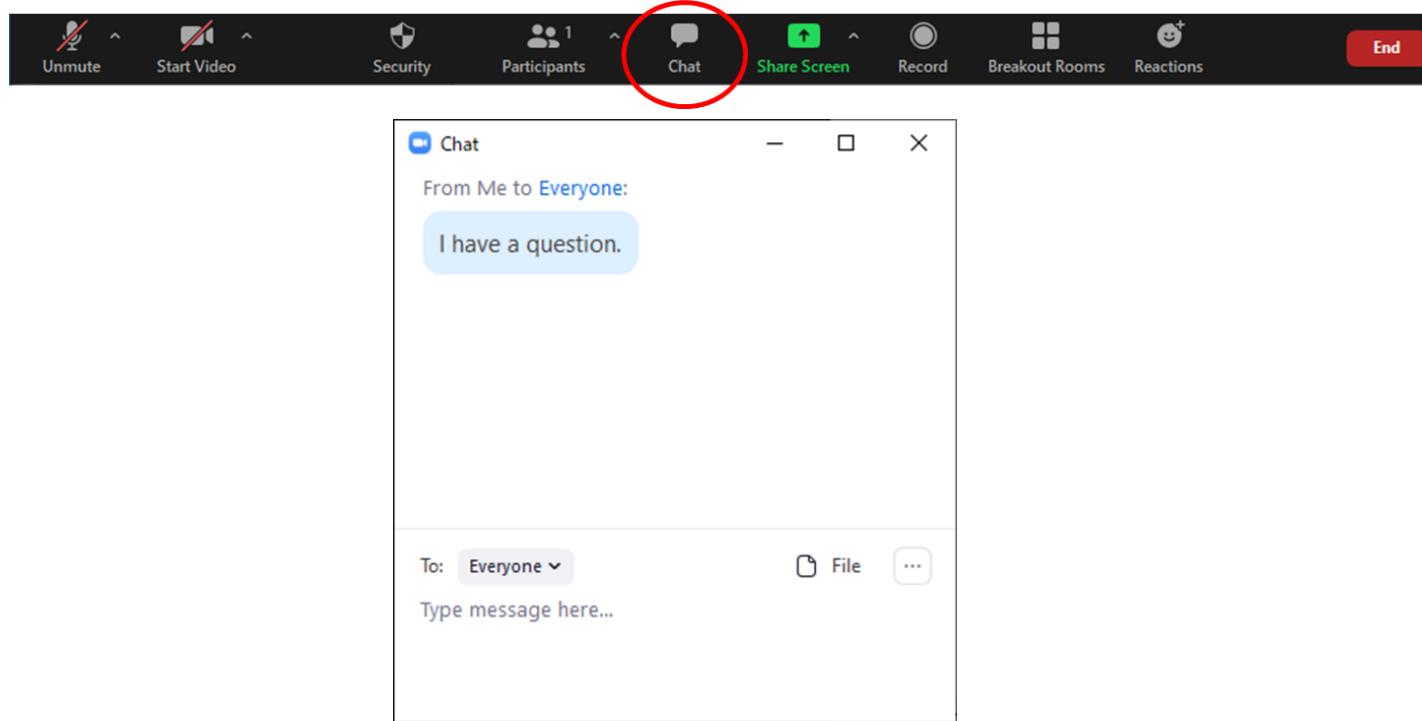
Audience: Taro Yuden (Chitabari Univ)

Your name Affiliation

A screenshot of a Zoom meeting interface. On the left, a 3D molecular model is displayed, showing a central pink sphere surrounded by blue and green spheres in a grid-like arrangement. On the right, a participant list is shown with a red box highlighting the first entry: "01am-01 Takuya Hoshina (Host me)". A red arrow points from the "Participants" button in the bottom navigation bar to this highlighted entry. A "Rename" dialog box is open, showing the new screen name "01am-01 Takuya Hoshina" in the input field, with "OK" and "Cancel" buttons at the bottom.

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]

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