

The 64th Annual Meeting of the Japanese Radiation Research Society (Mito, Ibaraki)
Brief Guide for Online Participation

Before you prepare the presentation, please disclose the COI (conflict of interest)

Please disclose the COI of all presenters in accordance with the COI Disclosure Regulations of the Society.

For COI standards and forms, please see the JRRS64 website "To Participants / Presenters".

Oral presentations

Be sure to insert the disclosure slide as the second slide or disclose COI on the title slide, even if there is no COI.

Poster presentation

Please insert the COI disclosure just under the title or at the bottom of the poster.

Poster session

Online poster presentation uses an online exchange system called **Remo**

(1) Poster file

Please submit in advance your poster presentation as 'one-page A4 size' PDF file. Posters should be prepared in English. You can discuss in Japanese or English in the poster session.

(2) File name

Please use "Presentation number_English name (example: PS-1-1_Hanako_MITO)".

(3) File upload and data size limitation

Please upload to the following URL.

URL: <https://biz.datadeliver.net/post/?p=Mq2QA2bJoD3Y>

The file size must be **10MB or less**. Files larger than 10MB will interfere with the poster session, so please adhere to the upper limit.

(4) **Submission deadline is 9:00 on September 17th** (Friday).

(5) Poster viewing period

The submitted poster can be viewed by logging in from the JRRS64 website from September 21st (Tuesday) 12:00 to September 24th (Friday) 17:00. Discussions can be done during the poster session on September 22nd.

(6) On the day of the poster session

Please refer to "Poster Presentation Guide" (will be published on the website at a later date) for how to join the session.

On the day (September 22nd), please post the poster PDF file on the designated table on the designated floor of **Remo** according to the Poster Presentation Guide, and wait viewers coming at the table during the designated presentation time. Participants will visit each poster and have free discussions online.

Oral presentations online (general presentations and symposiums / workshops)

(1) Language used

The presentation slides should be prepared in English except some special sessions.

Talks can be made in either Japanese or English.

(2) Pre-registration of presentation slides

Speakers are asked to register a presentation video file in advance.

The following is an outline of the file pre-registration.

① Please make your presentation as a "PowerPoint (keynote) file with audio". Please turn off the camera of the PC when creating the file.

② Export it as a movie file in **mp4 format**.

③ Video time setting: Make sure that the video file fits within the specified presentation time.

④ Guide for video file preparation

Please refer to "Guide for video file preparation" for how to create a file with audio and export it to a movie file.

⑤ About the file name

Please use "Presentation number_English name (example: SY-1-1_Hanako_MITO.mp4)".

⑥ Presentation number

Please check your presentation number from the JRRS 64 website.

⑦ File upload destination

Please upload your movie file to the following URL.

URL: <https://biz.datadeliver.net/post/?p=Sl8eMF8sKb8f>

⑧ Data size limitation

General Oral presentation (9 minutes): The standard is **100 MB or less**.

Presentation for Symposium / Workshop: The **upper limit is 2GB**, but please cooperate to make the file as small as possible.

⑨ About symposium and workshop data

We would like to ask the organizers to cooperate in the presentation file collection. Especially for non-members and overseas speakers, we would like to organizers to make contact the speakers for file collection. Uploading may be done individually by the performer or by the organizers, but please make sure that all the presentation files are pre-submitted.

⑩ Submission deadline

Please upload the presentation file by **9:00 on September 20th** (Monday / holiday).

(3) How to participate in the online session on the day

① Participation / viewing

Online oral session is distributed by using **Microsoft Teams** (hereafter, "Teams").

For details, please refer to "Guide for **Teams** meeting" (will be published on the website at a later date).

Please be sure that the system is different from **Remo** for the poster presentation.

② URL of the venue

Different URLs are assigned for each venue (there are 3 URLs for 3 rooms), so please join the session from appropriate URL of the venue of your choice. Please note that the **Teams** meeting will be set up by secretary every day, so please refrain from accessing out of the set time.

③ Request to enter your name

Please participate in a way that secretary can properly recognize your name. Please understand that secretary may remove the participant from the meeting when his/her name is not found in the participant list. If you are excluded, please check the displayed name etc. and join again.

④ When moving to among the venues (Rooms)

Please leave the meeting at the venue once and then join the meeting at another venue. Please refrain from using the "hold".

⑤ **Important requests to all the participants**

Please strictly observe the following points. Please understand that participants with suspicious movements may be forced to leave the meeting by secretary.

● **Be sure to turn off the microphone and camera.**

Even if you are a speaker, please turn off the microphone and camera except the Q & A time.

● **Recording of presentation and recording of screen captures, etc. are prohibited.**

● **Questions will be accepted via chat during the presentation**, and the speaker will be asked to answer in time by the chairperson's guidance. However, it is expected that we will not be able to respond in time. In that case, please contact the speaker directly by e-mail etc. later.

(4) The URL of each venue will be announced only to those who have applied for full participation.

The URL is limited to full participation only. Please do not forward it to another person.

The Career Advancement Seminar (**LS1, September 22nd, 11: 15-12: 30**) will be held separately at Zoom meeting. You can participate in this event regardless of whether you have registered for the tournament, but it is registered separately. Please refer to the Japanese Radiation Research Society newsletter.

(5) **Request to the chairpersons** (general presentations and symposiums / workshops)

The session proceeds in the same way as a regular face-to-face conference. The chairperson will be asked to do almost the same thing online as "Introducing the speaker from the chair's seat, listening the talk, and partitioning the question-and-answer session".

① Session progress

The progress will be left to the chairpersons. According to the chairperson's guidance, the moderator (secretary) of each venue will handle each presentation videos, so please turn on your microphone when starting the presentation and proceed the session.

② Projection of presentation file (screen sharing)

The moderator (secretary) will start the talk video following the instructions of the chairperson.

③ Mike during the video running

The chairperson is kindly requested to turn off the microphone during the talk video.

④ Responding to questions posted to chat

Please note the chat during the talk video as it will be accepted by chat. Also, if you have too many questions, please carefully select the ones that you think are important and cooperate so that they will fit within the scheduled time.

⑤ In the case of symposiums and workshops with general discussions:

You can also use the microphone of any participants (audience). In that case, please use the hand raising function and appoint a questioner.

The moderator (secretary) is in charge of managing the progress of the meeting, so please let us know if you have any notices.

Inquiries about slide registration and online meeting

Organizing Committee of the JRRS64

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