



The 103rd CSJ Annual Meeting (2023)

Organized by: The Chemical Society of Japan

Dates: March 22 (Wed.) - 25 (Sat.), 2023

Venue: Noda Campus, Tokyo University of Science
(Venue C: Hybrid)

Venue C1311: Hybrid

Guidelines for online listeners (for registrants)

Ver. 1

March 8th, 2023

- This Annual Meeting may only be attended by those who have completed the registration procedures according to the registration guidelines, and paid the registration fee by the given deadline. If the registration fee cannot be confirmed as been paid by the given payment deadline, the registration is invalid.

Registration:

https://confit.atlas.jp/guide/event/csj103rd/static/meeting_registration

- Co-organized symposiums and the Public lecture are free of charge. If you plan to attend only these events, please register from the registration form of each symposium.

Co-organized symposiums:

<https://confit.atlas.jp/guide/event/csj103rd/static/CoSymp>

Public lecture:

<https://confit.atlas.jp/guide/event/csj103rd/static/civil>

- Please attend this Annual Meeting having understood the Terms of Service below, and having agreed to adhere to them.

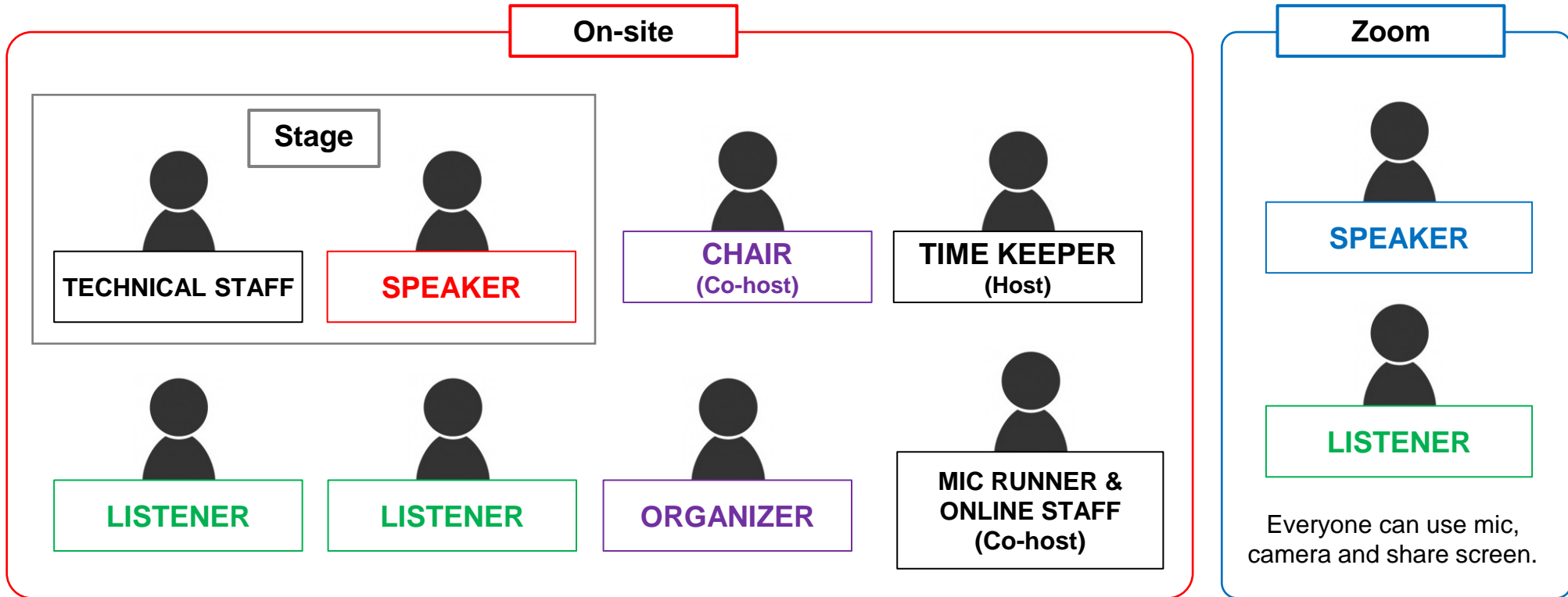
Terms of Service (only available in Japanese language):

https://www.chemistry.or.jp/event/annual_meetng_terms_of_service_jp.pdf

Terms of Service

- Please observe the Terms of Service of the 103rd CSJ Annual Meeting.
- Any of the following actions, or any actions with the risk of resulting in the following are strictly prohibited.
 - Recording, photocopying, duplicating, transcribing, screenshotting, or storing a part or all of a lecture without permission from CSJ.
 - Recording the content of a lecture and making it available on social networking services or websites.
 - Distributing or forwarding materials or videos given in a lecture to third parties or allowing third parties to access it.
 - Using another participant's ID or password.
 - Any actions that may interfere with the operation of the Meeting.
 - Any actions that are or may be in violation of laws, regulations, or ordinances.
 - Any other actions that CSJ deems inappropriate.
- If any prohibited behaviors specified in the Terms of Service are found, appropriate measures such as suspension of participation will be taken.

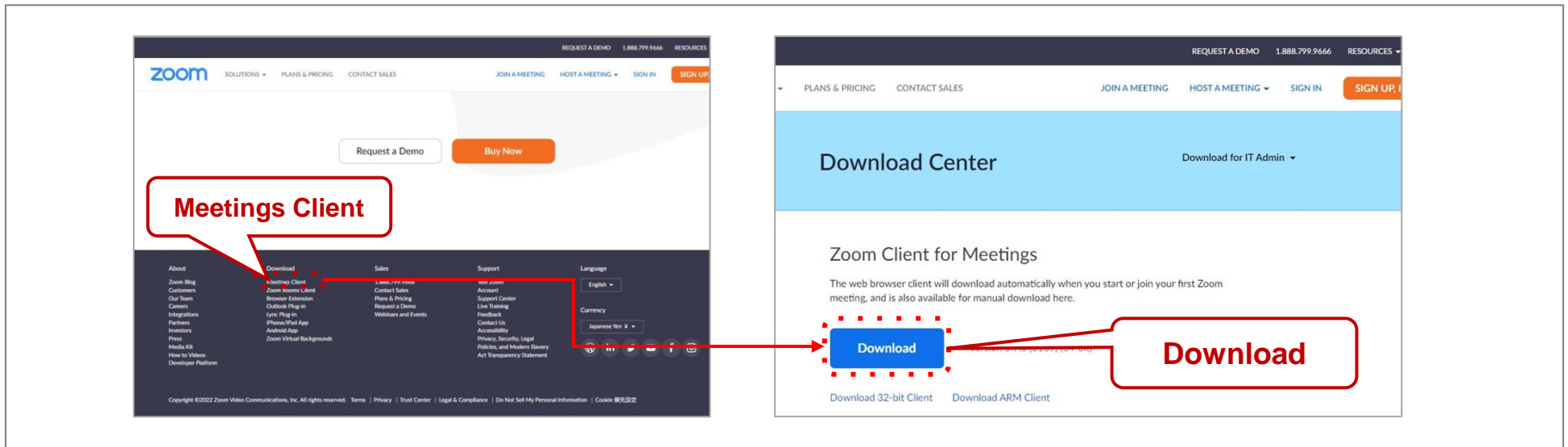
The program at Venue C1311 will be a hybrid of on-site and Zoom meetings.



- The Zoom Meeting entry URL link will appear on the Confit Meeting website from March 17.
- The “raise hand” feature will be used and questions asked verbally.

- Please install Zoom Desktop Client.
For those who already use Zoom Desktop Client, please update to the latest version.

Zoom Download Center: https://zoom.us/download#client_4meeting



- We recommend you check in advance that your Zoom mic and camera are working.
Zoom Meeting test website: <http://zoom.us/test/>
- Please use a wired LAN connection or high-speed Wi-fi connection as your network allows.
- To prevent interference and acoustic feedback, we recommend you use earphones with mic/ mic and headset/ external mic/ external tiepin mic.

- In order to allow chairs and speakers preparation time, please may listeners join the room *5 minutes before the session starts or later.*
- Please *turn off your camera and mute your mic* during the lecture.
- You can join or leave the room during the session.
- Due to time constraints, please understand that all questions may not be answered.

- Please log in to the Confit Meeting Website.
<https://confit.atlas.jp/guide/event/csj103rd/top>

*The login ID and password for participation will be sent by e-mail from Confit to the e-mail address used to register once you have completed registration and payment. *After March 8.

*Please note that the Meeting website and Confit account login ID and password are different.

The screenshot illustrates the login process on the Confit website. The Confit logo is in the top left. The navigation bar includes 'Japanese', 'Help', and 'Participant Log In'. A callout box labeled 'Display when logged out' points to the 'Participant Log In' link. The main content area is divided into three sections:

- Left Section:** 'My menu for participants' with a 'Participant Log In' button and 'Search for presentations' with a search input field.
- Middle Section:** 'Log In' form with fields for 'Login ID *' and 'Password *', a 'Keep me logged in' checkbox, and a 'Log In' button. A callout box labeled 'Enter the login ID and password sent to you by e-mail' points to the input fields. A red dashed box highlights the 'Log In' button and a '[Forgot your password?]' link below it.
- Right Section:** 'Account Settings / Log Out' dropdown menu and 'Search for presentations' with a search input field and a 'Search' button. A callout box labeled 'Display when logged in' points to the 'Account Settings / Log Out' menu.

In the top right corner, there is a separate box titled 'Log In with your Confit account' with a red 'X' over it, indicating that this method is not applicable for this context.

- Join Zoom through the “Click to the Online Room (Zoom)” button in Timetable.
- The “Click to the Online Room (Zoom)” button will appear from March 17.

Symposiums

Co-organized Symposiums

Registration Form for Co-organized Symposium
Please fill in the required fields.

The Zoom URL for the participants will be provided after the registration.

- After joining, please be sure to turn off your camera and mute your mic.
- Please set your screen name to be your full name and affiliation.
e.g. KAGAKU Taro (Kagaku Univ.)

The image shows a Zoom interface with several key elements highlighted in red boxes:

- Unmute** and **Start Video** buttons: Both are shown with a red slash through the icon, indicating they are currently disabled.
- Participants** button: Located in the bottom toolbar, it is highlighted with a red box.
- Rename** button: Located in the top right corner of the interface, it is highlighted with a red box.
- Rename dialog box:** A dialog box is open, showing the text "Enter a new screen name:" followed by a text input field containing "KAGAKU Taro (Kagaku Univ.)". Below the input field is a checkbox labeled "Remember my name for future meetings".

A red callout box at the bottom right contains the text: **Your full name and affiliation**. Red lines connect this callout to the "Rename" button and the text input field in the dialog box.

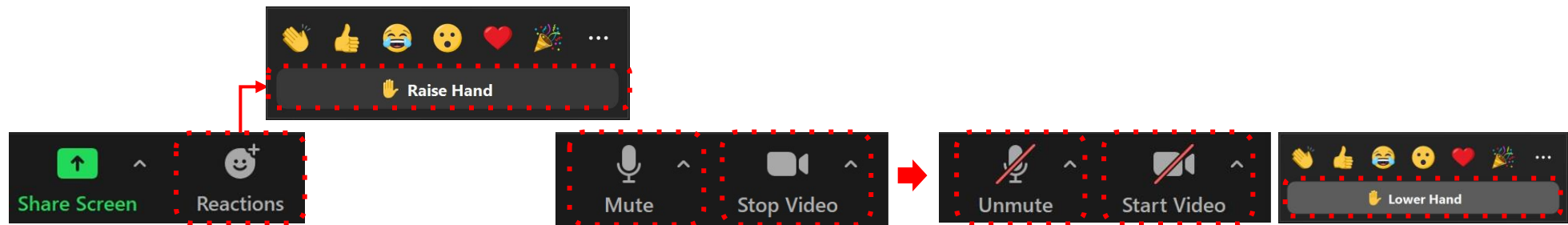
➤ About Q&A

After each lecture, The “raise hand” feature will be used and questions asked verbally.

Please click on the “raise hand” icon to show that you would like to ask a question.

If the chair names you, turn on your mic and camera and ask your question verbally.

Once you have asked your question, return your mic to mute and “lower hand”.



➤ Emergency Response

- If you have any trouble during a session, please contact the *online staff (Co-host)* using the Zoom chat function.
- If you are unable to use the chat function, please contact us through the following Inquiry Form.

The 103rd CSJ Annual Meeting - Inquiry Form

<https://form.csj.jp/view.php?id=126298>

| Version | Issued | Content of Amendments |
|----------------|---------------|------------------------------|
| Ver.1 | Mar. 8, 2023 | Made available |