

# Guidelines for Presenters and Participants of the 38<sup>th</sup> International Symposium on the Okhotsk Sea and Polar Oceans 2024

1. Presentation venues, Cultural Center and Municipal Museum  
You can also present and participate online in sessions held at the local venue.  
The online presentation venue is a Municipal Museum.
2. Zoom online meeting will be opened about 30 minutes before the start time of each day.  
Click on the "Zoom Invitation URL" to join the meeting. The "Zoom Invitation URL" will be emailed to all registered participants.
3. Change your ID to a letter of the alphabet and enter your name and affiliation.
  - (1) Click the "Participants" tab at the bottom of the screen.
  - (2) Place the cursor over your ID in the list on the right side screen.
  - (3) Click the "Details" button when it appears.
  - (4) Click "Change Name" when it appears.
  - (5) Change the name (affiliation) to the one you registered.

example : Shotaro UTO (Hokkaido University)

4. Each presentation will be in 20 minutes, including 5 minutes for questions and answers. Presenters must keep to the time limit.
5. Both online and onsite presenters are encouraged to use the break time before their session to confirm the sharing of presentation materials with the chairperson.
6. Mute your microphones and turn your cameras off when you are not speaking.
7. If you have any question or comment, please use the "raise your hand" function. Please raise your hand if you are participating at the venue.
8. Please send your questions and comments via the chat function as well.
9. Since the chair will nominate you, please turn on both the microphone and the camera and make a brief statement. Please speak up if you are participating at the venue.
10. The organizer is recording the session in zoom for recording purposes. It will not be made available to the public.
11. As a rule, presentations should be given in English. Tables and figures prepared in Japanese should be marked in English.
12. Advance practice of online file sharing

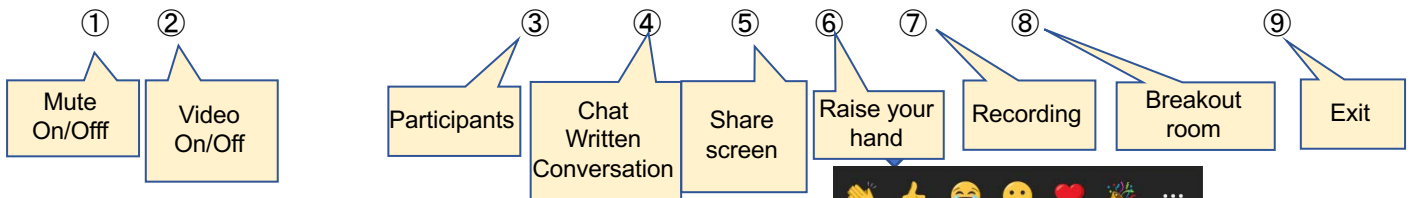
We recommend that you practice online file sharing in advance. Please take advantage of this opportunity. The URL is the same as one we provided you by mail.

Please enter the Room where you will be presenting at the following time and date.

Date: February, 18(Sunday), 2024, 1630-1730 (Japan Standard Time)

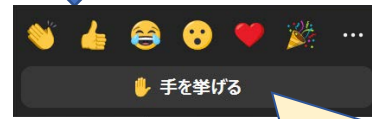
13. Abstracts will be available on the website from the evening of February 15 until February 22.  
A password is required to open the PDF file. We will inform you of the password by e-mail.  
We encourage your active questions and comments.  
If time is not enough for questions or you would like to discuss in detail, e-mail addresses are provided at the end of each manuscript so that you can communicate with the authors by e-mail.

## Brief Explanation of the use of Zoom Screen



※The important buttons are ①, ②, and ⑤.

In particular, button (⑤), "Share screen," is confusing, so prior experience is necessary.



Press "Raise your hand" button and a hand symbol will appear on your icon.

Explanation of each button (◎: important, ○: good to know, △: not used)

- ◎ ① **Mute:** Audio (microphone) On/Off, normally Off (with red diagonal line), On (without red line) when speaking.
- ◎ ② **Video:** Turn your camera On/Off. Normally, turn it Off. Turn it On (no red line) when speaking or presenting.
- △ ③ **Participants:** The number of Zoom participants is shown. You can change the visibility of the participants list in the menu.
- △ ④ **Chat:** The host can make announcements to everyone and ask questions to everyone via text. One-on-one conversations are also possible but should not be used by those unfamiliar with the system.
- ◎ ⑤ **Share screen:** Open the PPT file for presentation on your own computer in advance and click the "Share" button. When the presentation is over, "Stop" the shared screen. Otherwise, the next person cannot enter.
- ⑥ **Raise your hand:** When you have a question, press "raise your hand" and the chairperson will notice a "👋" mark on your name. If the chairperson does not notice, speak with the microphone and video On.
- △ ⑦ **Recording:** You cannot record unless the host allows it.
- △ ⑧ **Breakout room:** Move to another room. Uses include shared testing, meetings, and social conversations. Not used at this symposium.
- ⑨ **Exit:** Press when exiting Zoom. The confirmation button appears again.
- ⑩ **Display (upper right):** Pressing "Full Screen Release" will cause Zoom to go to a reduced screen so that other work can be done. Other "View" options are available.