TOCAT9

The 9th Tokyo Conference on Advanced Catalytic Science and Technology

July 24-29, 2022 FUKUOKA JAPAN

Presentation & Participation Manual

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General information

Oral sessions:

Presenters and session chairs can attend at the venue and online (via Zoom).

[Plenary lecture]

The time for plenary lecture is 50 min with no questions allowed afterward.

[Keynote lecture]

The time for keynote lecture is 40 min including 5 min for discussion.

[Oral presentation & invited lecture]

The time for oral presentation is 20 min including 5 min for discussion.

Poster sessions:

Poster sessions will be held only online (via Zoom).

Presenters who wish can give a 5-minute oral presentation at the venue (Room F).

Exhibition:

Exhibition will be held onsite.

Welcome reception/banquet:

These events will NOT be held either at the venue nor online.

Onsite participants

COVID-19 countermeasures

Admission restrictions on participants suspected of having COVID-19
See our website for details.

The basic infection countermeasures in the facility
All participants and staff are requested to cooperate with the following efforts.

1) Wearing a mask within the facilities and refraining from having loud conversations.

2) Washing and disinfecting hands with alcohol

3) Keeping a social distance from others

Onsite participants

Oral presenters and participants can attend in-person and virtually (via Zoom).

On-site presenters use their own laptops with either a D-sub 15 pin or HDMI port.
No PC is available on the site.

Fukuoka Convention Center

On-site speaker

On-site participants

On-line speaker

On-line participants
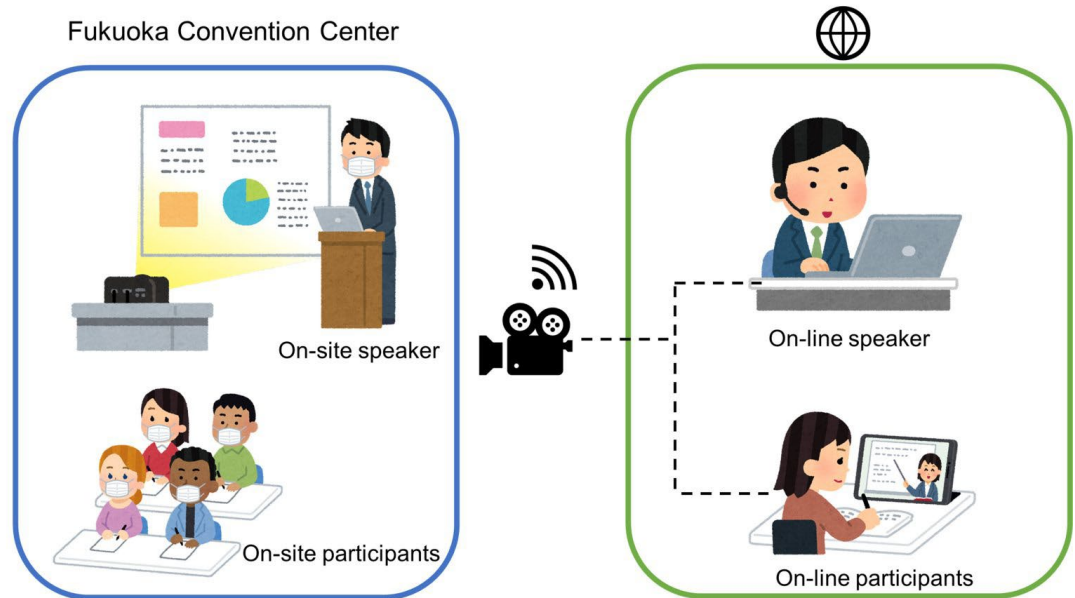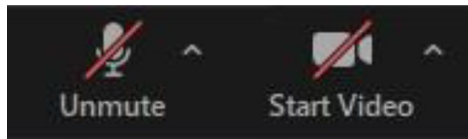
When the in-room participants are connected to Zoom in a session room, make sure to mute your computer microphones and speakers to prevent echoes and howling sounds.
Please keep the camera off to reduce the Wifi congestion when you are not a presenter or a session chair.

[Question and discussion from onsite participants]

Onsite questioners will be asked to move each of the microphones fixed at the venue. Chairs will be appointed in the order in which they line up at the microphone.

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Online participants

How to participate online

Login to the online conference website

The website URL, participant ID and Password will be sent to all registered participants by email from the TOCAT9 secretariat (tocat9@catsj.jp) a couple of the days before the conference.

Click "Zoom" button of the room. The website image of the left is tentative. It will be changed on day of the conference.

Online participants

For the online sessions, consult your local time zone.

	Japan	Korea	Taiwan	China	Singapore	India	Saudi Arabia	Norway	Denmark	France	UK	US-EST	US-CST	US-MST	US-PST
Time difference (hr)	0	0	-1	-1	-1	-3.5	-6	-7	-7	-7	-8	-13	-14	-15	-16
8	8	7	7	7	4.5	2	1	1	1	0	19	18	17	16
9	9	8	8	8	5.5	3	2	2	2	1	20	19	18	17
10	10	9	9	9	6.5	4	3	3	3	2	21	20	19	18
11	11	10	10	10	7.5	5	4	4	4	3	22	21	20	19
12	12	11	11	11	8.5	6	5	5	5	4	23	22	21	20
13	13	12	12	12	9.5	7	6	6	6	5	0	23	22	21
14	14	13	13	13	10.5	8	7	7	7	6	1	0	23	22
15	15	14	14	14	11.5	9	8	8	8	7	2	1	0	23
16	16	15	15	15	12.5	10	9	9	9	8	3	2	1	0
17	17	16	16	16	13.5	11	10	10	10	9	4	3	2	1
18	18	17	17	17	14.5	12	11	11	11	10	5	4	3	2
19	19	18	18	18	15.5	13	12	12	12	11	6	5	4	3
20	20	19	19	19	16.5	14	13	13	13	12	7	6	5	4
21	21	20	20	20	17.5	15	14	14	14	13	8	7	6	5

Online poster

1. Poster presentation (online live)
Poster presentations will be made virtually using Zoom (breakout room; see pages 12-13).

2. "Anytime poster"
In addition, view-only posters will be available throughout the conference for viewing at any time during the conference.

The following poster pages will open just before the conference.

Participants can leave questions and we encourage presenters to reply the questions or comments.

Online participants
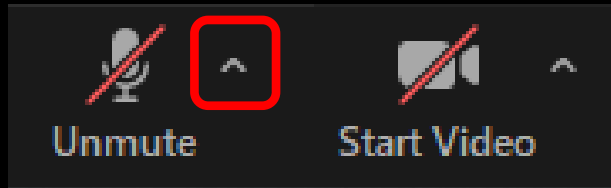
[Audio setting]

If you are told that I cannot hear what you are saying, check your audio setting and make sure the appropriate speaker or microphone is selected.

If all settings are correct and the problem persists, check to see if the system is muted or the headset is turned off.
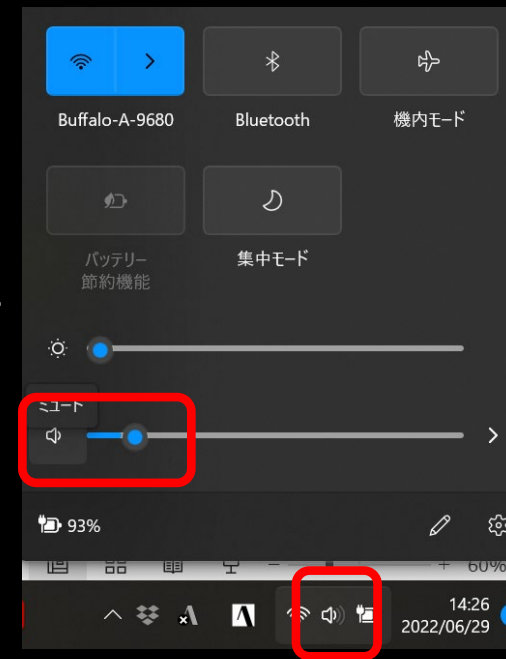
Online participants
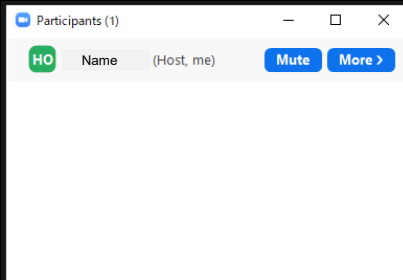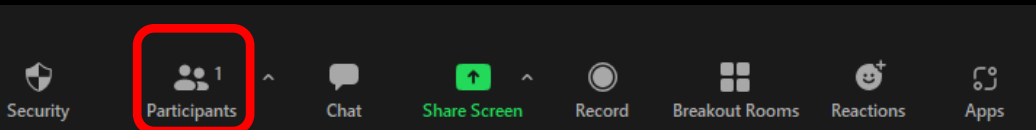
[Rename]
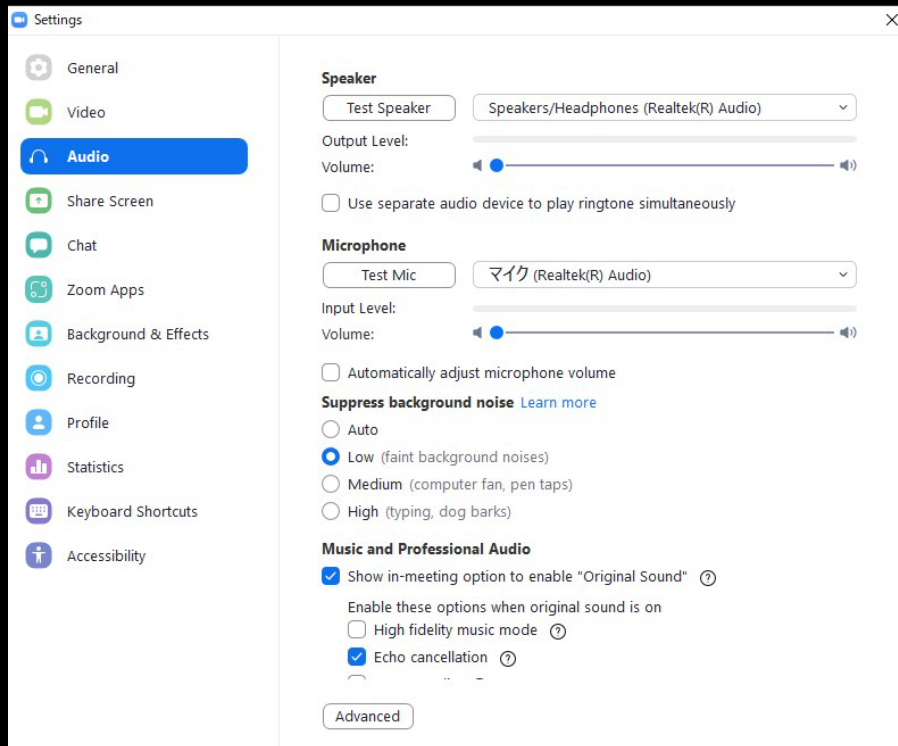Click on the participant at the bottom of the screen to change your name.
More → Rename → Enter a new screen name
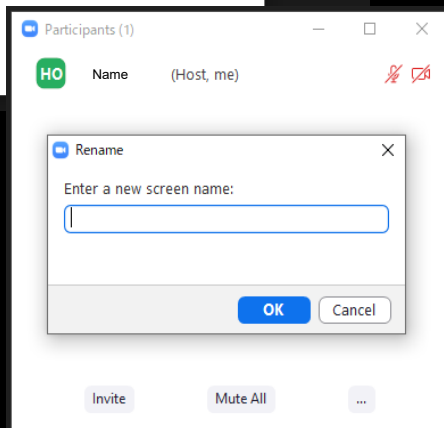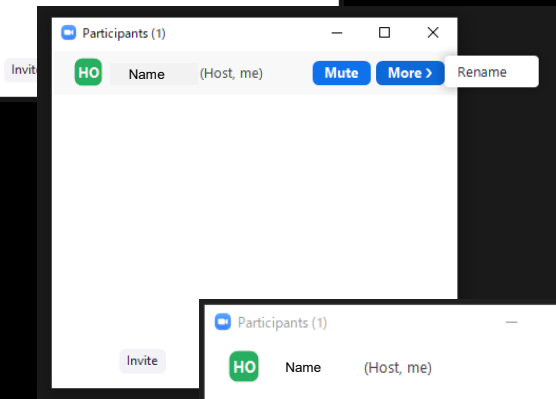
Please indicate your username below
- Presenter: *program number_name (affiliation)
   e.g.) *OA112_Hakata (Ito Univ. Sci.)
- Session chair: *[Chair] name (affiliation)
   e.g.) *[Chair] Kyushu (Hakata Univ.)
- Audience: your name (affiliation)
   e.g.) Fukuoka (Hakozaki Inst. Tech.)

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Fukuoka 2022

[Question and discussion from online participants]

Online questioners will be asked to "raise their hands"
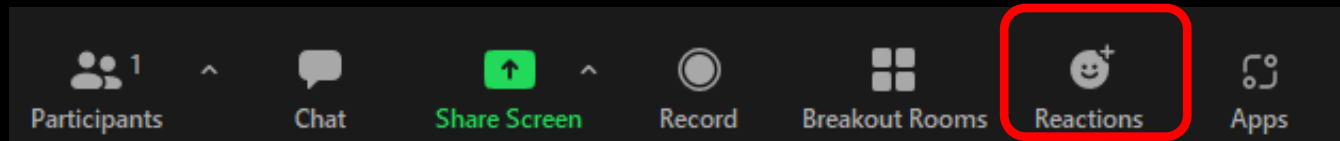
Click

Reactions → Raise Hand

Click
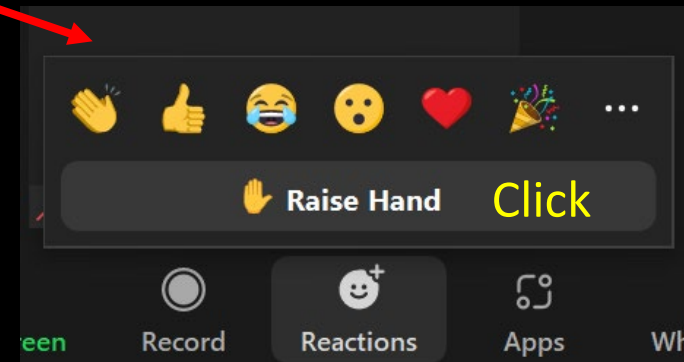
Session chairs will pick them up.
If you are selected, unmute their microphone
and ask the speaker a question.
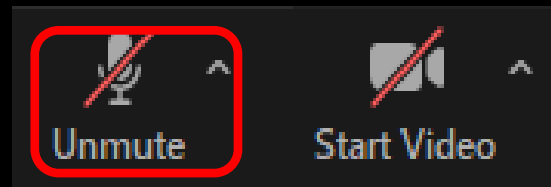
After finishing the question, please "lower hand" and mute their microphone

Online oral presenters

1. Enter Zoom at the presentation room at least 30 minutes before your presentation.
2. After entering the room, presenters will be moved to the Breakout Room (named "check room") by the director of the venue.
3. In the check room, the setting of audio, video, and screen sharing will be confirmed with the director.
4. After the checking, the presenter will go back to the main session of the room and wait for his/her slot.

If you play a video clip, make sure to test it beforehand.
One way to share the sound when playing a video clip is to tick the following two boxes:
☐Share computer sound
☐Optimize for video clip
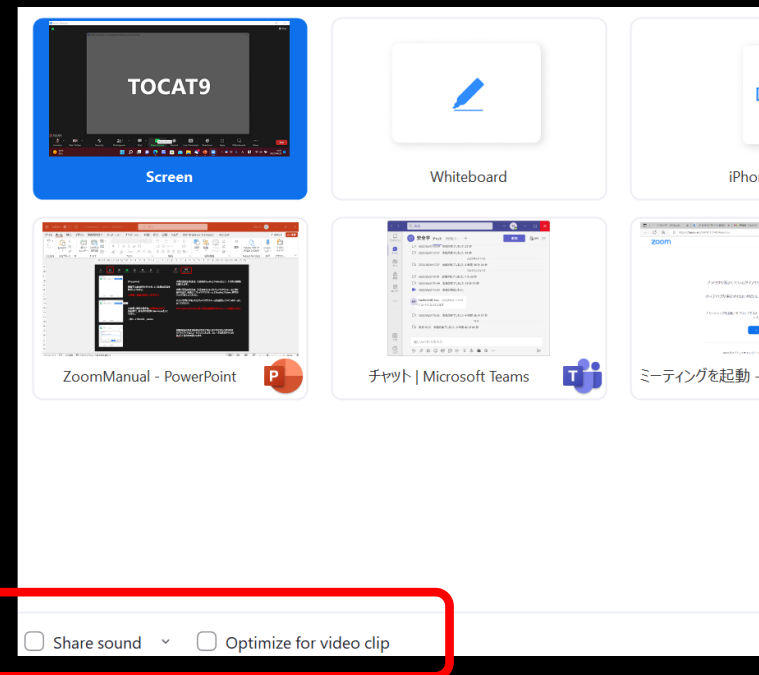
Online oral presenters

Online oral presenters (continued)
Unmute, start the video, and share the screen

When it comes to your slot, unmute, turn on the video, and share the screen. PowerPoint documents and other materials should be displayed on full screen.
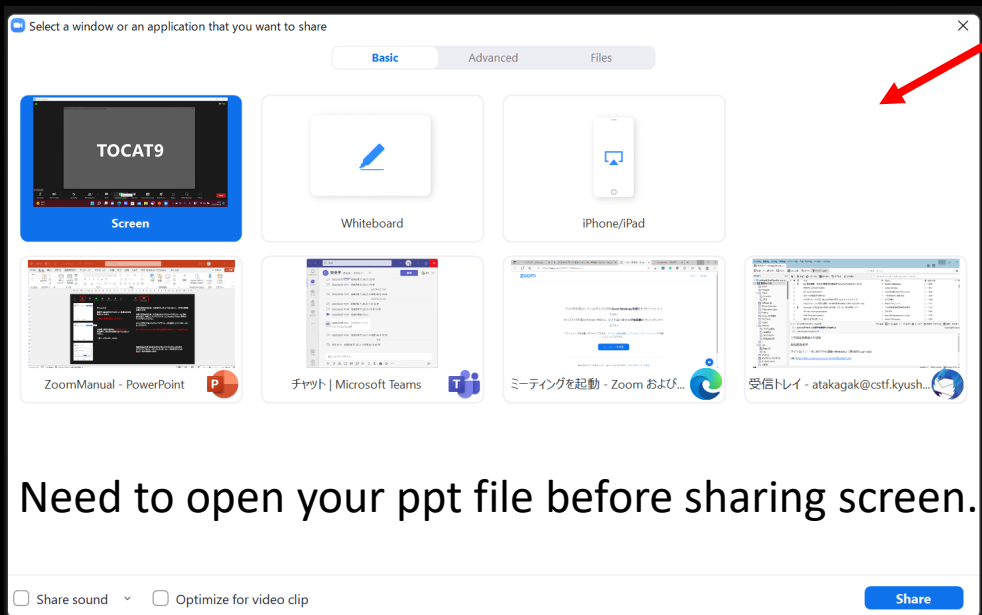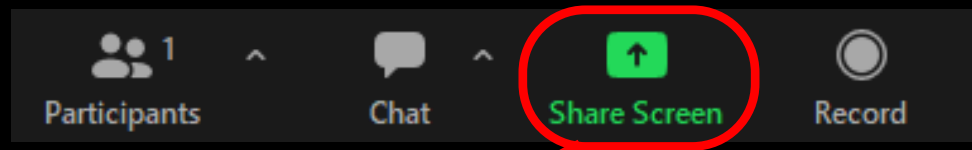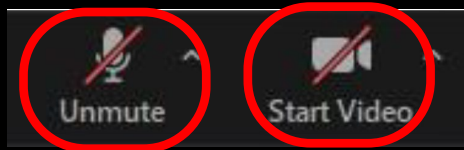
Choose the presentation file, and Click "Share"

<u>After the Presentation</u>
Stop sharing the screen and unmute your microphone
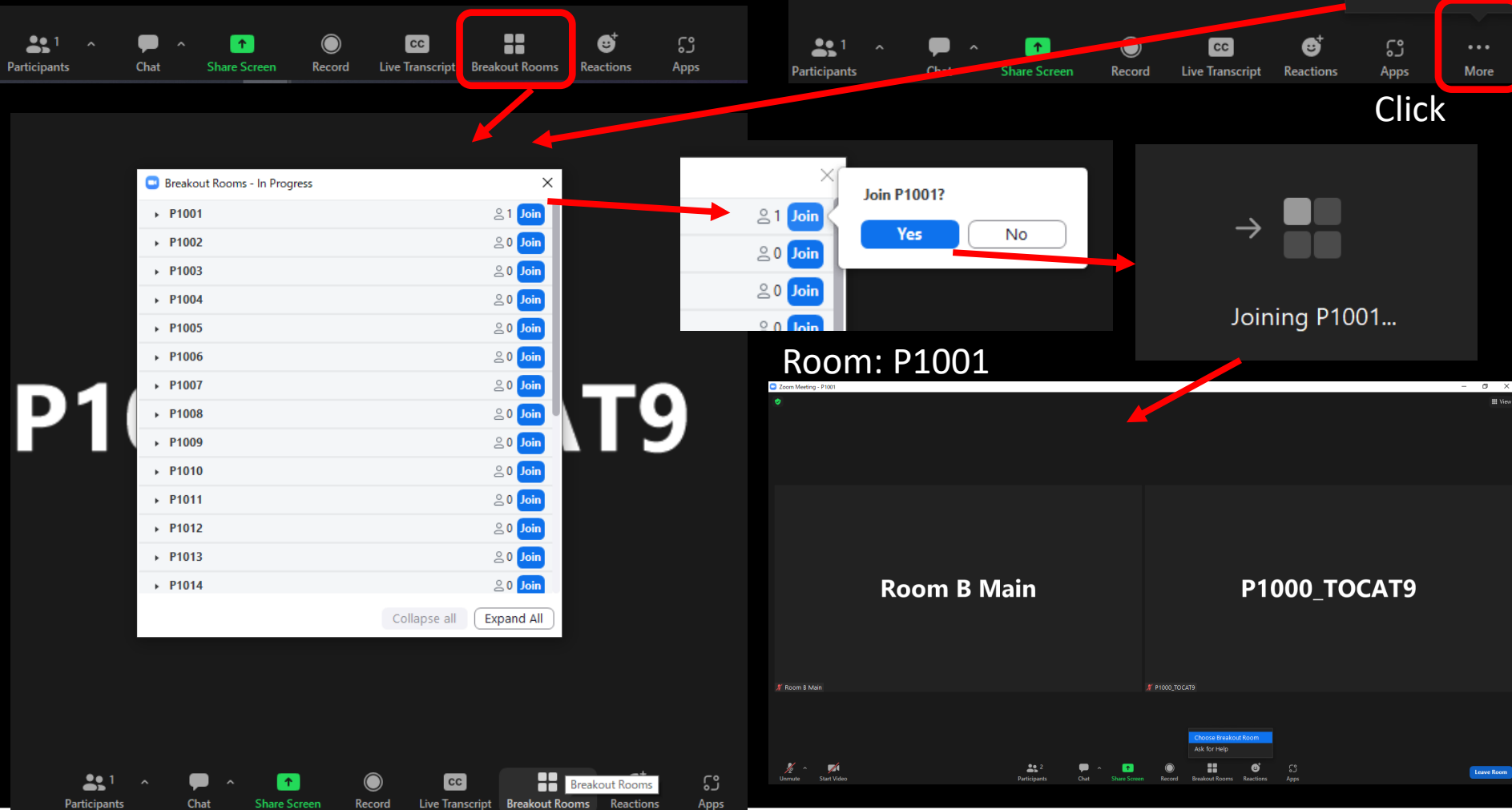
Need to open your ppt file before sharing screen.

Online oral presenters

[Breakout rooms] Zoom has Breakout Rooms. We use these for poster presentations and pre-meeting for online oral presenters.

Full screen ver.

Other

Join a breakout room

Click

Breakout Rooms - In Progress	
P1001	1 Join
P1002	0 Join
P1003	0 Join
P1004	0 Join
P1005	0 Join
P1006	0 Join
P1007	0 Join
P1008	0 Join
P1009	0 Join
P1010	0 Join
P1011	0 Join
P1012	0 Join
P1013	0 Join
P1014	0 Join

Collapse all   Expand All

Join P1001?

Yes   No

Joining P1001…

Room: P1001

Room B Main   P1000_TOCAT9

Online oral presenters

[Breakout rooms (*continued*)]

Participants can choose any breakout room even after entering a room.

(For poster presenters)
After entering a breakout room (e.g. P1001), poster presenters should unmute, start the video and share the screen when the presentation time is coming.
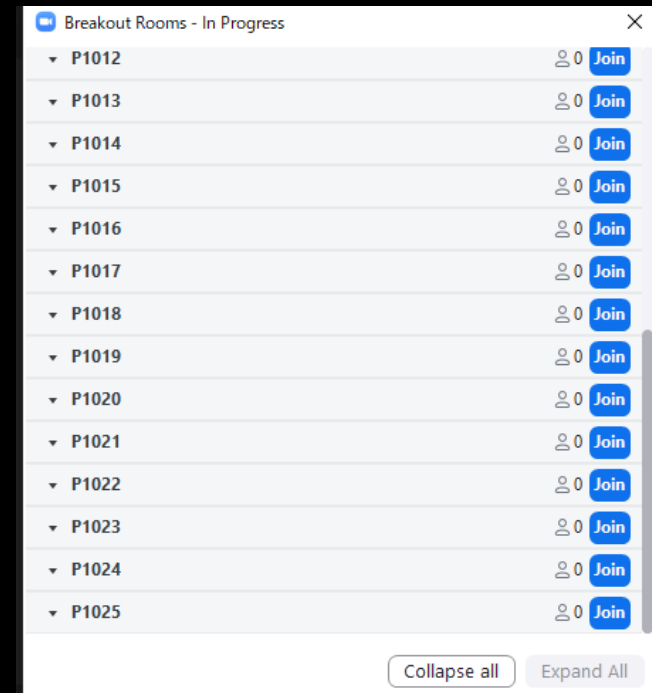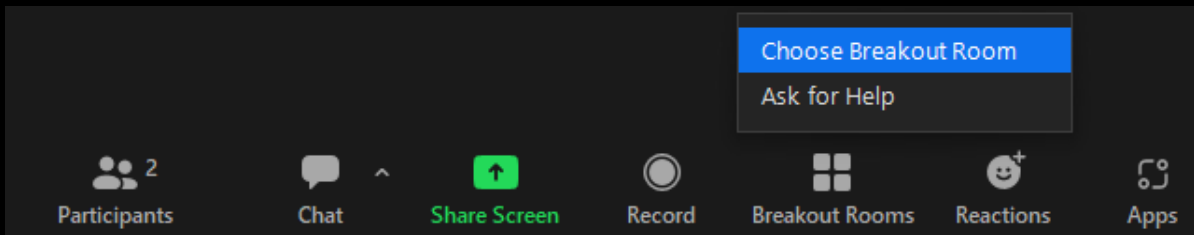
Online poster presenters

Poster presentations will be made virtually using Zoom (breakout room; see pages 13-14).

1. **Poster presentation (online live)**
7/25 19:00-20:00, 7/26 19:00-20:00, 7/27 19:00-20:00
Poster size: Presenters are requested to prepare their 1-page presentation file in PowerPoint format, pptx or ppt file. Please make files **horizontally** with a default wide size (Width 33.867 cm (13.33 inches) x Height 19.05 cm (7.5 inches). Note that the "poster" is only one page.

Zoom Breakout room

	Virtual Room PB	Virtual Room PC	Virtual Room PD	Virtual Room PE
25 (Mon)	P1001~P1025	P1026~P1050	P1051~P1075	P1076~P1092
26 (Tue)	P2001~P2025	P2026~P2050	P2051~P2075	P2076~P2100
27 (Wed)	P3001~P3025	P3026~P3050	P3051~P3075	P3076~P3087

Online poster presenters

2. "Anytime poster"

In addition, view-only posters will be available throughout the conference for viewing at any time during the conference.

Poster presenters are asked to submit their presentation files in the format of PDF by 19 July. The file name should be changed to your presentation number such as "p1125.pdf". Upload your PDF file to the following site.

https://archive.iii.kyushu-u.ac.jp/public/ioHMQACJsMEAMH8BCwWB73SFzczF4-sy69eiS_SN2koq

The following poster pages will open just before the conference.

Participants can leave questions and we encourage presenters to reply the questions or comments.

Online poster presenters

3. Short oral presentation (optional)

Room F	7/25(Mon)	14:30~
	7/26(Tue)	13:30~
	7/27(Wed)	13:30~

Poster presenters who have requested in advance can give a 5-minute oral presentation at the venue (Room F).

a. Prepare your presentation file in PowerPoint format. Authors may also choose pdf format as the file format for their presentations. There is no limit to the number of slides for the short oral presentation, but the presentation should be strictly within 5 min.

b. For those who have requested a 5 min short oral presentation, **please go to the Speaker Ready Room on the 5th Floor between 10 am and 12 pm on the day of your presentation to review your presentation slide and hand your file to the staff. The files received in the Speaker Ready Room will be copied to the PC at the venue (Room F) by our staff.**

c. The 5-min short oral presentation will be given using a PC provided at the venue.

Speaker Ready Room (5F)
10 am -12 pm

Bring your data — Staff

Room F

Your file will be transferred to the PC at the venue by the staff.
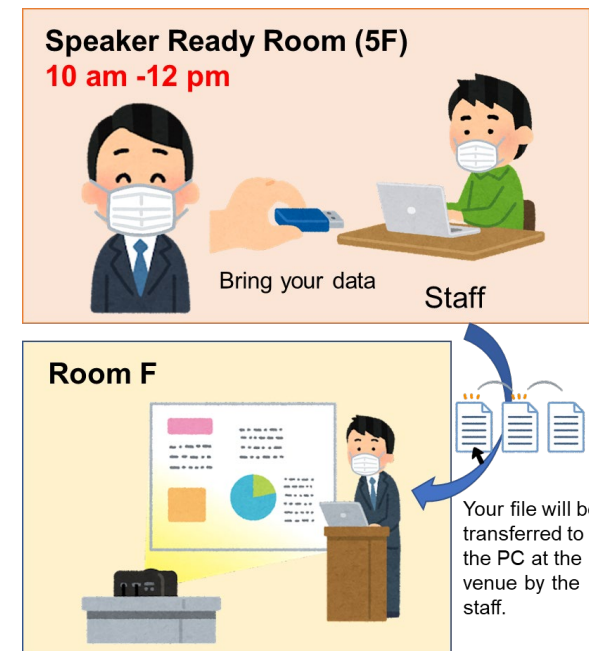
4. Poster presentation awards

The awards supported by the Royal Society of Chemistry (RSC) and TOCAT9 will be selected from the poster presenters.

The winners will be announced at the closing ceremony.

The short oral presentation (optional) is not considered for the poster award selection

Session chairs

Important notes:
If you are not able to chair the session, please contact us at your earliest convenience.
E-mail: tocat9@catsj.jp , TEL: +81-92-802-6711 (~7/23), +81-90-1250-3900 (7/24~)

1. Please enter the session room 30 min prior for online chairs, and 15 min prior for on-site chairs. For online chairs, please change your name.

    Session chair: *[Chair] name (affiliation)   e.g.) *[Chair] Kyushu (Hakata Univ.)

2. Before starting the session, please announce the followings.

    - Audio/picture recording, filming, and capturing a screenshot of the presentations are strictly prohibited.
    - Turn off cameras and microphones.
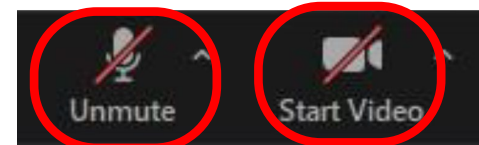
3. Start the session by giving a few remarks and introducing yourself.

4. Timekeeping is handled by our staff.

(Continued)

The following three bell notifications will be made during each presentation.

Type of lecture	Time of ring (min)		
	2 min left One ring	End of presentation Two rings	End of discussion Three rings
Plenary lecture	48	50	--
Keynote lecture	33	35	40
Invited lecture	13	15	20
Oral	13	15	20

5. Q&A: Questions can be received both from onsite and online participants.
[Onsite]
Onsite questioners will be asked to move each of the microphones fixed at the venue. Chairs should be appointed in the order in which they line up at the microphone.
[Online]
Online questioners will be asked to "raise their hands". Chairs should pick them up and ask to unmute their microphone.

Attentions

All participants are prohibited from saving (including capturing), sound-recording, video-recording, photo shooting, and redistributing the transmitted videos and released materials.

If you need to save those data, please obtain permission from all relevant parties in advance, such as the presenter and the organizer.