The 33rd International Symposium on Superconductivity

ISS2020

Handout for all *on-site* participants presenters and session chairs

Floor Map is attached.

AIST Tsukuba, Japan
Dec. 1-3, 2020

ISS2020 Secretariat

Updated on Nov. 18
Updated on Nov. 20

Important Notice

This handout is designed for on-site participants having a basic knowledge of the "Cisco Webex Meetings" app. If not, refer to our Webex guidelines "Cisco Webex online meeting guidelines" before reading this handout.
https://iss2020wlg.jp/

For inquiries, email us at helpdesk@iss-secretariat.org.

ISS2020
AIST Auditorium Bldg.
Floor Map

2nd floor

WB
Room C

PC
Room B

ED
Room D

Reception

AP
Room A

Room E

Next Bldg.
Lunch
FamilyMart

Entrance (1F)

Emergency Exit

On-site registration at Reception (Open 8:30 – 17:00)
Eating and drinking are allowed in Room E alone.

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<ins>**To all on-site participants (incl. presenters and session chairs)**</ins>

General Information

<ins>**Entrance regulation**</ins>
We will limit the number of participants in the AIST Conference Center to below 100. Due to COVID-19, we will reserve the option to close on-site registration. Note that depending on the infection status in Tsukuba we may need to cancel all on-site activities. Please be sure to reconfirm us by email (registration@iss-secretariat.org) one day before your visit so that we can provide you with the latest information.

<ins>**Hotel**</ins>
- ✓ Take your temperature every morning.
- ✓ Refrain from on-site participation if your temperature exceeds 37.5C (99.5F).
- ✓ Switch on-site to online participation.

COVID-19 Symptoms

If you have

shortness of breath *along with other symptoms like*
cough, ***fatigue***, ***weakness and exhaustion,***

contact a hotel concierge, seek care immediately and cancel on-site participation.

<ins>**Reference**</ins>
Abide by basic public health guidelines.
Ministry of Health and Welfare
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html
Tsukuba, Ibaraki Prefecture
http://www.tsukubainfo.jp/

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│                                                                 │
│              COVID-19 measures at AIST Tsukuba                   │
│                                                                 │
│  ✓  We will take your temperature every day at the Reception Desk. │
│  ✓  Cancel your participation if it surpasses 37.5C (99.5F).     │
│  ✓  All participants should wear masks.                          │
│  ✓  Practice physical distancing and maintain a 2-m interval.    │
│  ✓  Hand sanitizer is available at the Reception Desk.           │
│  ✓  We keep some windows open for circulating fresh air.         │
│  ✓  Eating and drinking are allowed in Room E.                   │
│                                                                 │
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Name badge

Receive a new name badge every day at the Reception Desk.
Wear it everywhere in AIST. Return it on the same day.

Note: Your name badge works as a single-day pass for entry and exit control.

Wi-Fi connection

SSID: ************   Password: **********

Note: Visit us for further information. AIST Open Wi-Fi is available under limited data traffic.

In the room

A large screen shares presentation contents with online participants.
We will set an audio system that consists of separate microphone and speaker units.

Speaker: YAMAHA YVC-1000
Microphone: YAMAHA YVC-MIC1000EX (green = active, blinking red = mute)

Note: The audio system is active throughout the session. Refrain from talking near the microphone unless you are a presenter or questioner. To avoid echoes and howling, turn off your built-in PC microphone as a preventive measure.

Discussions

The last 2-3 minutes of each presentation are for discussions. If you have questions and comments, enter the Webex online room via your own PC or smartphone to send them as a chat message. If chatting is cumbersome, the session chair may allow you to ask a question vocally directly to the presenter. In this case, use our on-site microphone.

Lunch
1F: Cafeteria (approx. 160 seats)   11:30-14:00, 17:00-19:30
2F: Cafeteria (approx. 40 seats)   11:30-14:00

Note: Pay with e-money (SUICA, PASMO, nanaco, WAON, etc.). Do not use cash.
Visit us for detailed information on the payment.

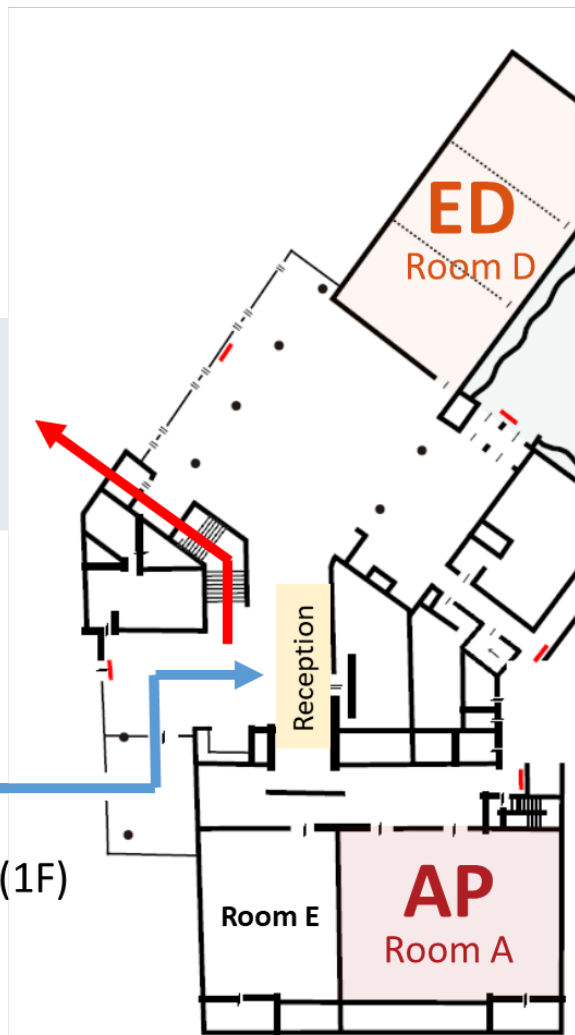**Convenience store**
2F: FamilyMart (Open 8:00 – 20:00)

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AP
Room A

To presenters

Equipment	
PC *exclusive for on-site presentation*	PROBOOK 650 G4 (HP Japan Inc.) OS: Windows10 Pro 64 bit Office 2016 Standard (English ver.) Adobe Acrobat Reader DC Cisco Webex Meetings app
Speaker unit	YAMAHA YVC-1000
Microphone unit	YAMAHA YVC-MIC1000EX The indicator lights up green when the microphone is active. If not, red light blinking starts.

How to start presentations using our PC
1. Save your presentation to your USB stick in advance.
2. Connect your USB stick to our PC.
3. Follow our Webex guidelines to share your presentation with online participants.

Note: Bring your own headset if necessary.

Note: If you want to use your own PC or smartphone for your presentation, enter the Webex online meeting room. AIST Open Wi-Fi is available for your presentation under limited data traffic.

Discussions
Use the last 2-3 minutes of your presentation for discussions. Questions and comments will be posted on the chat board during your presentation. In addition, questions and comments might be made vocally when discussions start.

Note: Use our microphone or your own headset for discussions.

How to close your presentation
Stop sharing your presentation. Don't forget to remove your USB stick from our PC.

<u>To session chairs</u>

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Important Notice

There is no difference in session handling between online and on-site chairs. Use your own PC or smartphone and enter the Webex online meeting room. Take appropriate measures to avoid echoes and howling.

Note: AIST Open Wi-Fi is available under limited data traffic.

Note: Refer to our Webex guidelines if necessary.
https://iss2020wlg.jp/

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