Manual for ICFD2022

1. Sign in

   https://www3.e-kenkyu.com/icfd/signin
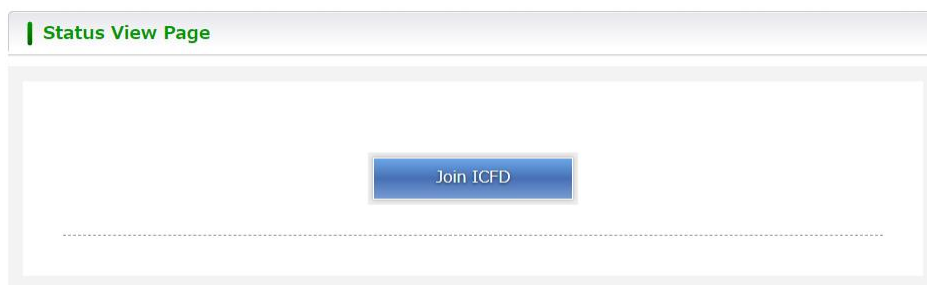
   If you have already made a registration fee payment, you can see the button "**Join ICFD**" on the "**Status View Page**" on and after November 1. Click the button to sign in with your ID and password and see the timetable. If you cannot, please make the payment first.

   | Status View Page

   [Join ICFD]

2. Timetable with the hyperlinks to MS Teams /Remo and on-demand broadcasting.

   It is available on and after November 9. Please click a session to attend. You cannot join several rooms at the same time. You need to leave a room before moving to another room.

   Wednesday, November 9, 2022

   Click here to attend the session.

   Click here to see the program and on-demand broadcasting.

3. Online conference tools

MS-Teams	Plenary Lectures /GS / OS1&OS3 /OS2 / OS4 / OS5 / OS6 / OS7 / OS8 /OS9 / OS10 /OS11 /OS12 / OS13 / OS14 / OS15 / OS16 / OS17 / OS19 / OS20 / OS22 (Fluid Science Research Award Lectures) /OS23 / OS24 / Exhibitor Presentation Session
Remo	OS22 / Virtual Exhibition
YouTube	OS21 (Poster presentation: in person　Short Presentation on YouTube)

4. The Conference Materials

   The proceedings will be available for the participants on and after November 9, 2022. The URL, ID, and password to get the proceedings will be informed the participants by e-mail on the morning of November 9, 2022 (JST).

A. MS-Teams
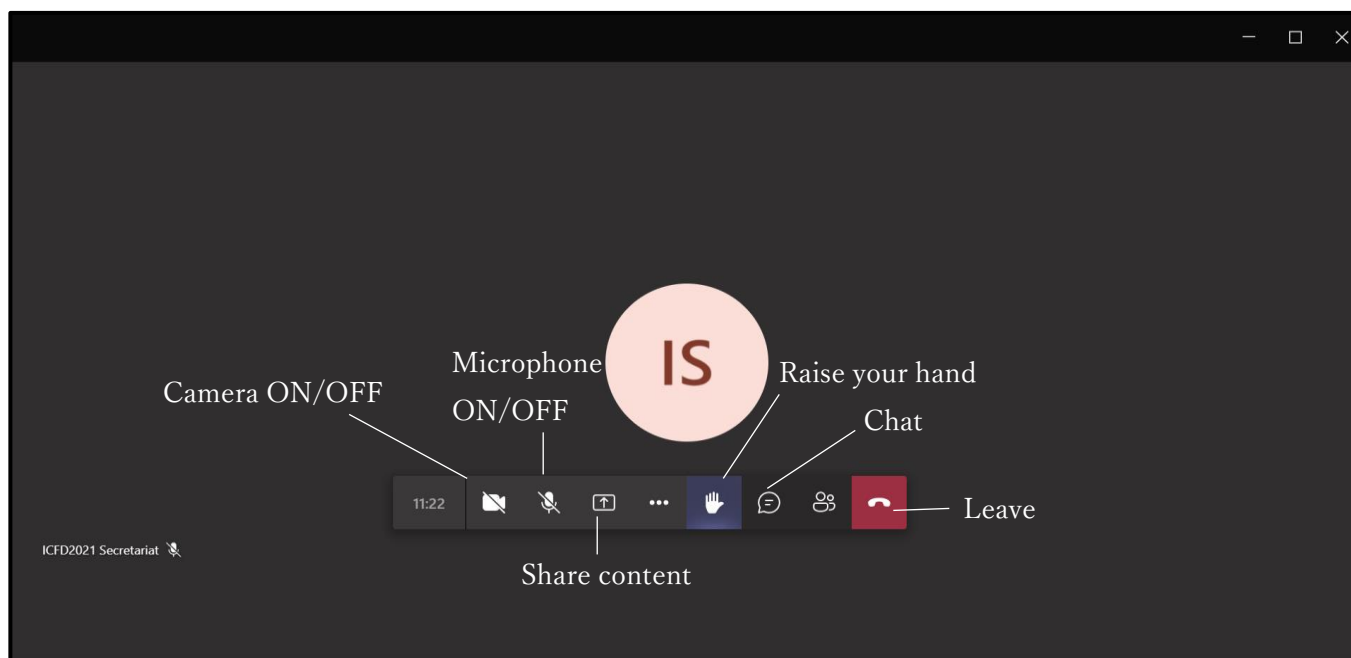
Please turn off your microphone and camera during a presentation.

<Chair>

① There are two types of presentations: live presentations and pre-recorded presentations. Please check them at http://www.ifs.tohoku.ac.jp/icfd/2022/program/DETAILS.pdf. For a pre-recorded presentation, please instruct the room staff to play the pre-recorded video. For a live presentation, please instruct the presenter to start.

② In the Q&A time, the audience will raise their hand to ask questions both in-person and online. Then, please call on the questioner.

③ Please evaluate the presentation if you are required.

<Presenter>

All presenters are required to connect Teams for their presentation due to the convenience of online distribution at the hybrid.

<Onsite>

Please bring your own PC. We are sorry but we can not lend our PCs onsite.

Please connect your PC to the Teams when presentation is approaching. For the stable connection, we will prepare wired LAN / WiFi router. It depends on the session. For more details, we will inform presenters.

Please note that this connection is only for a presentation. Please don't use them other than the presentation.

Please mute your microphone and turn off your camera before staring the presentation. We will prepare the mic instead of that. Then, please click "**Share content**" to choose your screen/window to share. If you want to share sound from your computer, please toggle on "Include computer sound".

<Online>
① Please **turn on your microphone and camera** to start the presentation. Then, please click "**Share content**" to choose your screen/window to share. If you want to share sound from your computer, please toggle on "**Include computer sound**" as well.
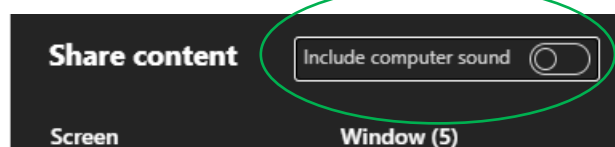
② Please click "**Stop share**" to end the presentation.

< Audience << onsite >>
Participants can view Teams on the screen on-site. So please turn off / mute your microphone / audio to prevent feedback in a sound system at the conference room.

In case you have any questions, please raise your hand at Q&A time.

< Audience << online > >
① Please click "**Raise your hand**" to ask questions.
② If the chair calls on you, please **turn on your microphone and camera** to start the questions.
③ In case your microphone is not available, please write the questions in "**Chat**" to "**All panelists and audience.**"
④ Please **turn off your microphone and camera** to end the questions.

<On-demand broadcasting>
It is available from November 9 to November 20, 2022.

[Caution] It is prohibited to take audio/photos/videos of the presentation and write any link in chat.