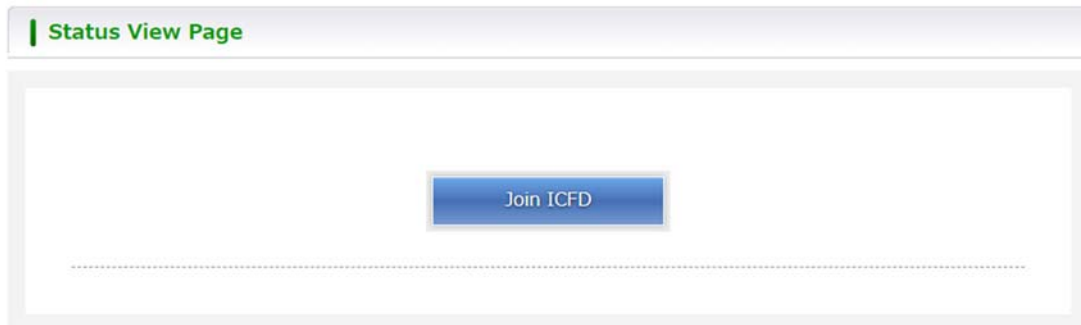


Manual for Webinar <How to Register>

1. Sign in with your ID and password

<https://www3.e-kenkyu.com/icfd/signin>

If you have already made a registration fee payment, you will see the button as shown below on and after October 15. Click the button. If not, please make a registration fee payment first.



2. You will be able to see the program. Please click the session you would like to attend.

*Please note that you need to make a register for each room. There is limit to the number of participants in each room. Please do not join several rooms at the same time.

Click the session

y, October 28, 2020

GENERAL										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
8:45-9:00 Opening Address										
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
GSI: General Session	OS1&OS2: The Seventh International Symposium on Innovative Energy Research I & II				OS7: Fluid and Seismicity			OS9: Fluid Science Research Award Lectures	OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
GSI: General Session	OS1&OS2: The Seventh International Symposium on Innovative Energy Research I & II				OS7: Fluid and Seismicity			OS9: IFS Collaborative Research Forum (AFT 2020)	OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
GSI: General Session		OS2: The Eighth International Symposium on Innovative Energy Research II: Combustion Technology and Fundamentals	OS4: Flow Dynamics and Combustion Technology of Hybrid Rocket Propulsion, 12th Edition					OS9: IFS Collaborative Research Forum (AFT 2020)	OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
		OS2: The Eighth International Symposium on Innovative Energy Research II: Combustion Technology and Fundamentals	OS4: Flow Dynamics and Combustion Technology of Hybrid Rocket Propulsion, 12th Edition					OS9: IFS Collaborative Research Forum (AFT 2020)	OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
		OS2: The Eighth International Symposium on Innovative Energy Research II: Combustion Technology and Fundamentals	OS4: Flow Dynamics and Combustion Technology of Hybrid Rocket Propulsion, 12th Edition					OS9: IFS Collaborative Research Forum (AFT 2020)	OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	
Break										
ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10	
		OS2: The Eighth International Symposium on Innovative Energy Research II: Combustion Technology and Fundamentals							OS8: The 16th International Students / Young Researchers on Multi-scale Flow Dynamics	

3. Tool

Zoom Webinar	GS / OS2 / OS4 / OS5 / OS6 / OS7 / OS9 / OS10 / OS11 / OS12 / OS13 (OS13-1 ~ OS13-12) / OS14 / OS15 / OS16 / OS19 / OS20
Meet	OS1&OS3 / OS13 (OS13-13~OS13-16) / OS19 (CRF-10 to17 & CRF-64 to 76)
Webex	OS8
YouTube	OS18

4. In case of zoom webinar, you will receive the e-mail from ICFD Secretariat. Please make a register in advance for the webinar.

Hi there,

You are invited to a Zoom webinar.

When: Oct 28, 2020 08:00 AM Osaka, Sapporo, Tokyo

Topic: ICFD2020

Click the URL and register.

Register in advance for this webinar:

https://zoom.us/webinar/register/*****

↓

After registering, you will receive a confirmation email containing information about joining the webinar.

5. Click the URL and fill in the form.

Webinar Registration



Topic ICFD2020
 Description ICFD2020 ROOM 1
 Time Oct 28, 2020 08:00 AM
 Oct 29, 2020 08:00 AM
 Oct 30, 2020 08:00 AM
 Time shows in Osaka, Sapporo, Tokyo

* Required information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Organization *	<input type="text"/>	Job Title *	<input type="text"/>
Your ID *	<input type="text"/>		

←Log in ID (four digits) for your account of ICFD2020

6. It will be displayed as shown below.

Webinar Registration Approved

Topic ICFD2020
 Description ICFD2020 ROOM 1
 Time Oct 28, 2020 08:00 AM
 Oct 29, 2020 08:00 AM
 Oct 30, 2020 08:00 AM
 Time shows in Osaka, Sapporo, Tokyo
[Add to calendar](#)

Webinar ID 995 2082 9853

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/99520829853>

To Cancel This Registration

You can [cancel](#) your registration at any time.

You can cancel your registration at any time.

7. You will receive the e-mail which title is "ICFD2020 Confirmation".


Hi <NAME>,

Thank you for registering for "ICFD2020 ROOM1".


Please submit any questions to: icfd2020@grp.tohoku.ac.jp

Date Time: Oct 28, 2020 08:00 AM Osaka, Sapporo, Tokyo
 Every day, until Oct 30, 2020, 3 occurrence(s)
 Oct 28, 2020 08:00 AM
 Oct 29, 2020 08:00 AM
 Oct 30, 2020 08:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.
 Daily:
https://zoom.us/webinar/*****

Join from a PC, Mac, iPad, iPhone or Android device:
 Click Here to Join  Click here to join. **Please don't providing this link to others.**
 Note: This link should not be shared with others; it is unique to you.
 Passcode: *****

Add to Calendar Add to Google Calendar Add to Yahoo Calendar

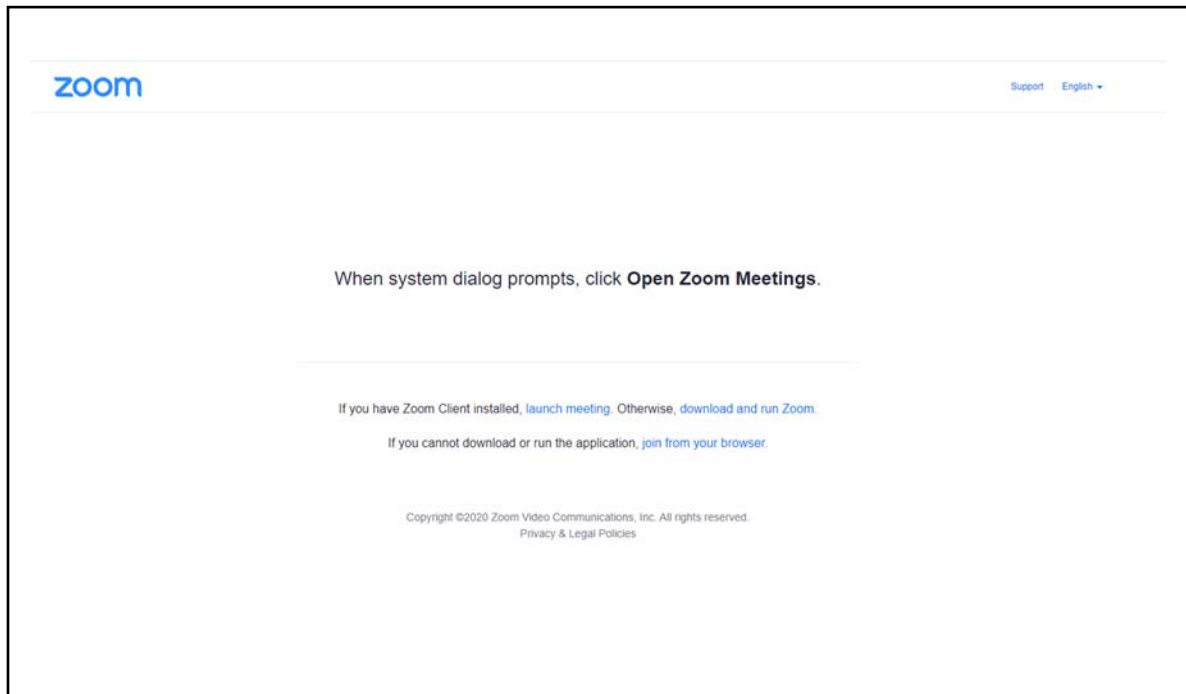
Description: ICFD2020 ROOM 1  You can confirm the room.

You will receive the confirmation e-mails with a link to join the webinar on a room-by-room basis.

If you make a register for 10 rooms, you will receive 10 confirmation e-mails. Zoom will be opened at the click "Click Here to Join".

When system dialog prompts, click **“Open Zoom Meetings”**.

You can join the room.



8. Online page will be launched on and after Oct. 28, 2020.

Manual for Zoom Webinar

1. For Audience

At first, please register. (Refer to “How to Register”.)

You will receive the confirmation e-mails with a link to join the webinar on a room-by-room basis. Please click “Click Here to Join”. Please don’t join several rooms at the same time. There is limit to the number of participants in each room.

Hi <NAME>,

Thank you for registering for "ICFD2020 ROOM1".

Please submit any questions to: icfd2020@grp.tohoku.ac.jp

Date Time: Oct 28, 2020 08:00 AM Osaka, Sapporo, Tokyo

Every day, until Oct 30, 2020, 3 occurrence(s)

Oct 28, 2020 08:00 AM

Oct 29, 2020 08:00 AM

Oct 30, 2020 08:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily:

https://zoom.us/webinar/*****

Click here to join. **Please don't providing this link to others.**

Join from a PC, Mac, iPad, iPhone or Android device:

Click Here to Join

Note: This link should not be shared with others; it is unique to you.

Passcode: *****

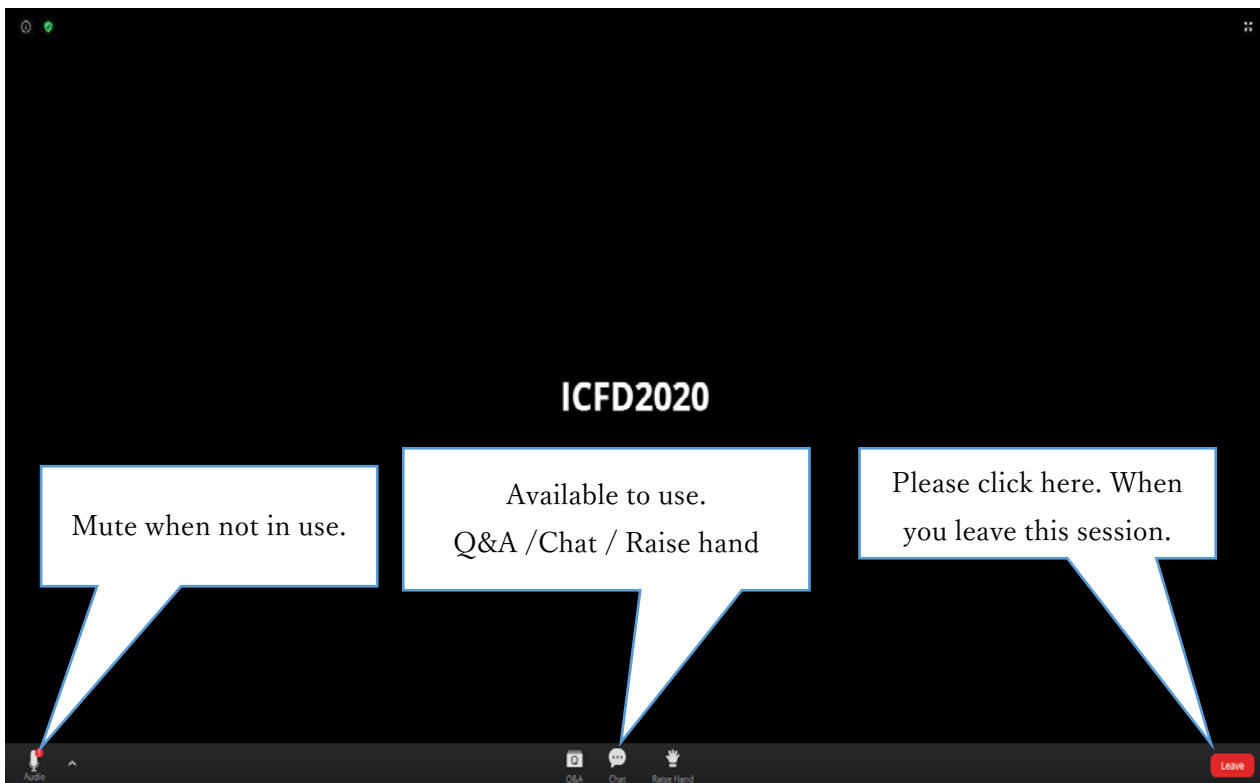
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Description: ICFD2020 ROOM 1 ← You can confirm the room.

When system dialog prompts, click “**Open Zoom Meetings**”. You can join the webinar.

We ensure you will be using hard-wired, high speed internet. Wi-fi can drop during presentation.

You will see the panelist (presenter, chair, host) on the screen.





When you leave the session or/and move to another room, please click the button “Leave”.

And then, please reenter the room clicking the link which was mentioned in the confirmation e-mail if you’d like to move to another room. If you have registered 9 rooms, you will receive 9 confirmation e-mails separately.

<How to Question> You can see the details. [Click here.](#)

Live Presentation

1. Click Raise Hand in the Webinar Controls. 
2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Click Lower Hand to lower it if needed. This will not mute yourself if you are unmuted. 
4. In case there is a problem with the microphone, write in chat. Select “the all panelist and audience”.

<For OS8> Please chat “I have a question.” Chair will appoint the questioner.

Prerecorded Presentation

In the last slide page, it is including the e-mail address of the corresponding author for Q&A. Please contact by e-mail.

<On demand broadcasting> http://www.ifs.tohoku.ac.jp/icfd2020/On_demand/index.html

It will be launched on October 28, 2020. You can view on demand broadcasting until November 6, 2020.

<<CAUTION>>

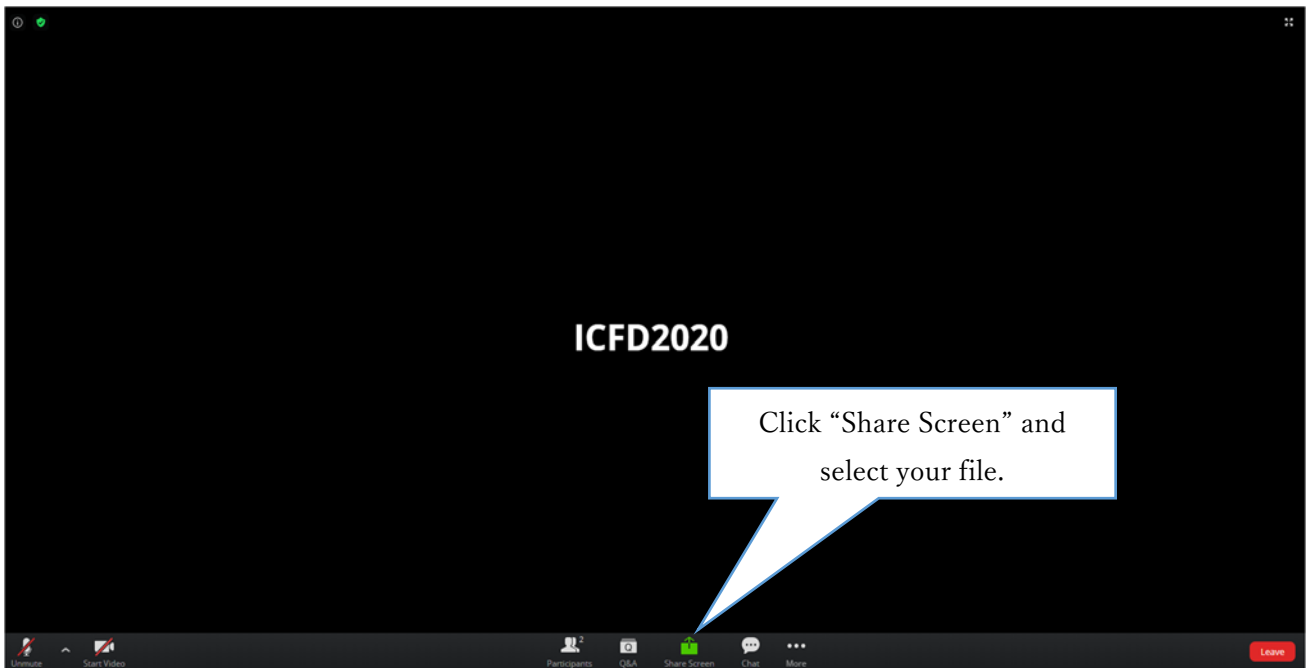
- Providing the link to others is prohibited.
- Recording is prohibited whatever the reason.
- Please don't enter the several rooms at the same time.

2. For Presenter (Live presentation)

- ① At first, please join the session as an audience during the break time. (Refer to the PDF file “How to Register”.)
- ② Click Raise Hand in the Webinar Controls to inform us you are a presenter.



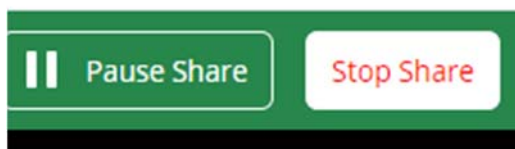
- ③ Host will change your status from “Audience” to “Panelist”.
- ④ After that, you will see the screen as shown below.
- ⑤ During the break time just before your presentation, we will set the **practice session**. Please confirm that your content sharing, webcam video and audio are running smoothly.
- ⑥ To start your presentation, please click “Share Screen” and select your slide-show or PPT.



< Question & Answers >

When someone raise hand to ask a question, chair will appoint the questioner. Host will unmute the questioner's mic. In case there is something wrong with the mic, questioners will chat. Please answer verbally.

- ⑦ To end your presentation, click "Stop Share". Or, host will stop your sharing and will give next presenter the permission to start next presentation.



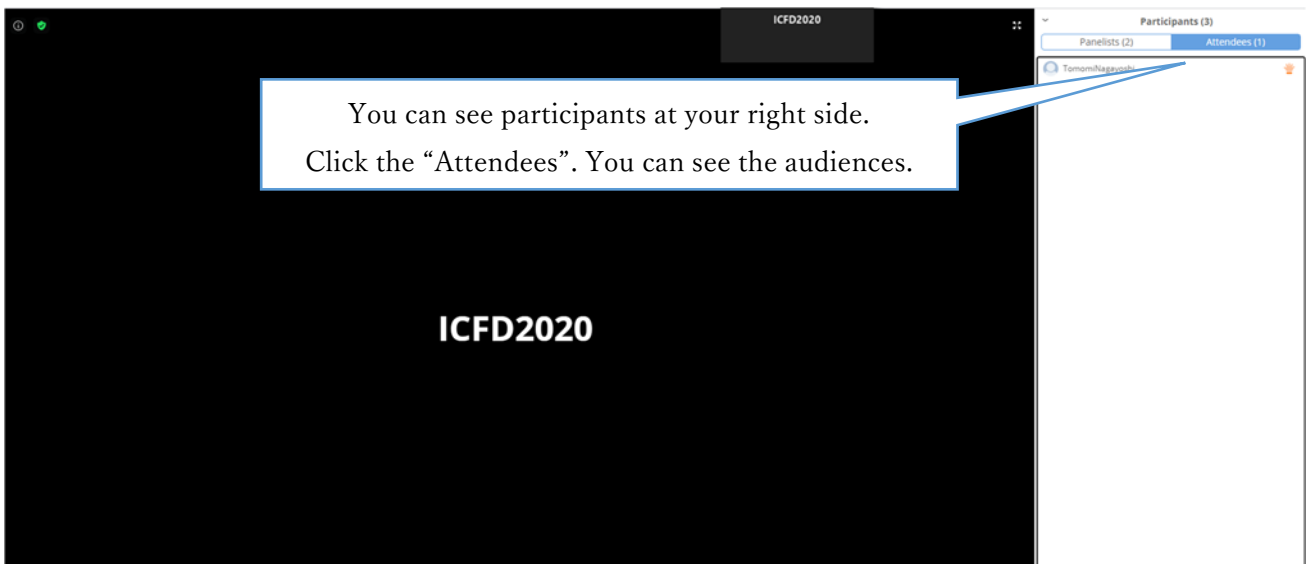
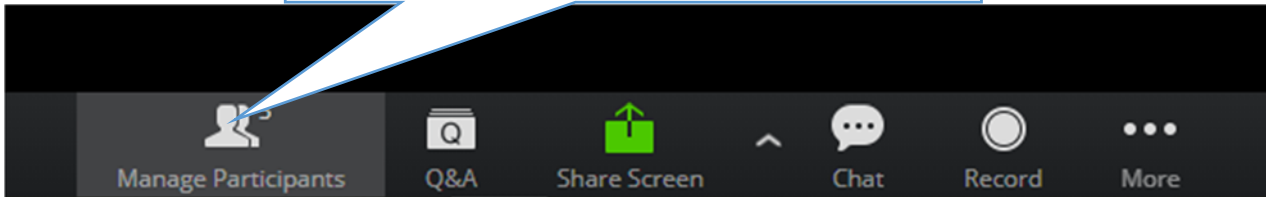
< Practice Session >

Presentation time	Practice Session On Oct. 28, 2020	Practice Session On Oct. 29, 2020	Practice Session On Oct. 30, 2020
8:00-9:00	—	7:40-8:00	7:40-8:00
9:20-10:50	9:00-9:20	9:00-9:20	9:00-9:20
11:10-12:40	10:50-11:10	10:50-11:10	10:50-11:10
13:30-15:00	13:10-13:30	13:10-13:30	13:10-13:30
15:20-16:50	15:00-15:20	15:00-15:20	15:00-15:20
17:10-18:40	16:50-17:10	16:50-17:10	16:50-17:10
19:00-20:00	18:40-19:00	16:50-17:10	16:50-17:10

3. For Chair

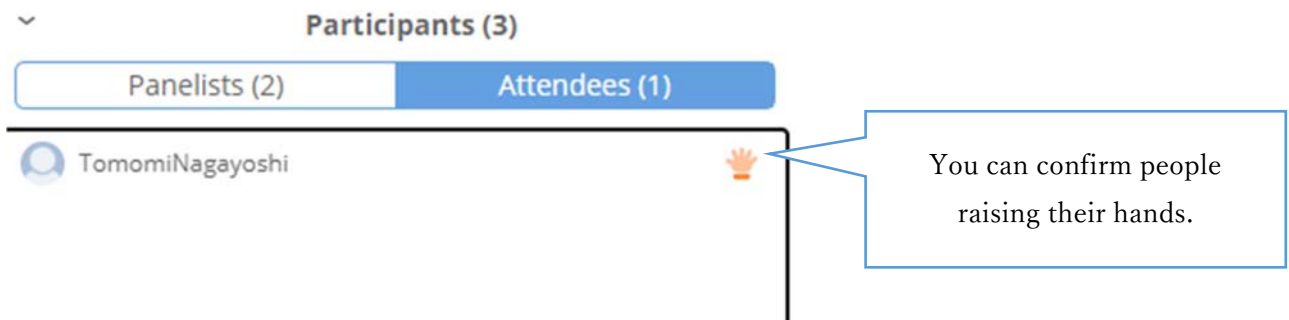
- ① At first, please join the session as an audience during the break time. (Refer to the PDF file “How to Register”.)
- ② Click Raise Hand in the Webinar Controls to inform us you are a chair.
- ③ Host will change your status from “Audience” to “Panelist”.
- ④ Please announce the audience to raise hand if the presenter does not appear by the time session starts,

Click “Manage Participants”.



< During the session >

- ① In order of presentation, please proceed with the session.
- ② There are two types of presentations. We will broadcast “Live presentation” and “Prerecorded presentation” in real time according to the program.
- ③ If presenter selects “Prerecorded”, a venue staff (host) will share the prerecorded file. Please instruct the venue staff to start. If presenter selects “Live presentation”, please instruct the presenter to start.
- ④ During a question and answer session, audiences who would like to make a question will raise their hands. You can confirm the questioners as shown blow. Please appoint the questioner. Host will unmute their mic. If presenters select “Prerecorded presentation”, Q&A time depends on each session organizer. ICFD Secretariat will inform the chairs the details individually.



- ⑤ Please score the presentation if you are required.

< Trouble Shooting >

PHONE NUMBER: +81-22-217-5301

e-mail address: icfd2020@grp.tohoku.ac.jp