

## Manual for Webinar

### 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 October 18. Click the button to sign in with your ID and password and see the timetable. If you cannot, please make the payment first.



### 2. Timetable

It is available on and after October 27. 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.

**GENERAL** **Wednesday, October 27, 2021**

8:00	Live Event				
	Opening Address & Plenary Lecture				
	Live Event Program				
9:00	BREAK (Remo)				
9:20	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5
			OS1&OS3: The Ninth International Symposium on Innovative Energy Research, I & III Ms-Teams <a href="#">Program / On demand</a>	OS7: Smart Fluids & Soft Matters and Their Advanced Applications Ms-Teams <a href="#">Program / On demand</a>	
10:50	BREAK				
11:10	ROOM 1	ROOM 2	ROOM 3	ROOM 4	
			GS: General Session Ms-Teams <a href="#">Program / On demand</a>	OS7: Smart Fluids & Soft Matters and Their Advanced Applications Ms-Teams <a href="#">Program / On demand</a>	
12:40	Exhibitor Presentation Session MS-Teams	BREAK			
13:30	ROOM 1	ROOM 3	ROOM 4	ROOM 5	
	"JSPS Core-to-Core - NH, combustion & materials - IFS Lyon Center" collaborative session OS23: JSPS Core to Core program workshop & OS22: AFI-2021 IFS Lyon Center Collaborative Research Forum & OS2: Ninth Int. Symp. Innov. Energ. II: Combustion Tech. & Fundamentals Ms-Teams <a href="#">Program / On demand</a>	GS: General Session Ms-Teams <a href="#">Program / On demand</a>	OS7: Smart Fluids & Soft Matters and Their Advanced Applications Ms-Teams <a href="#">Program / On demand</a>		
15:00					

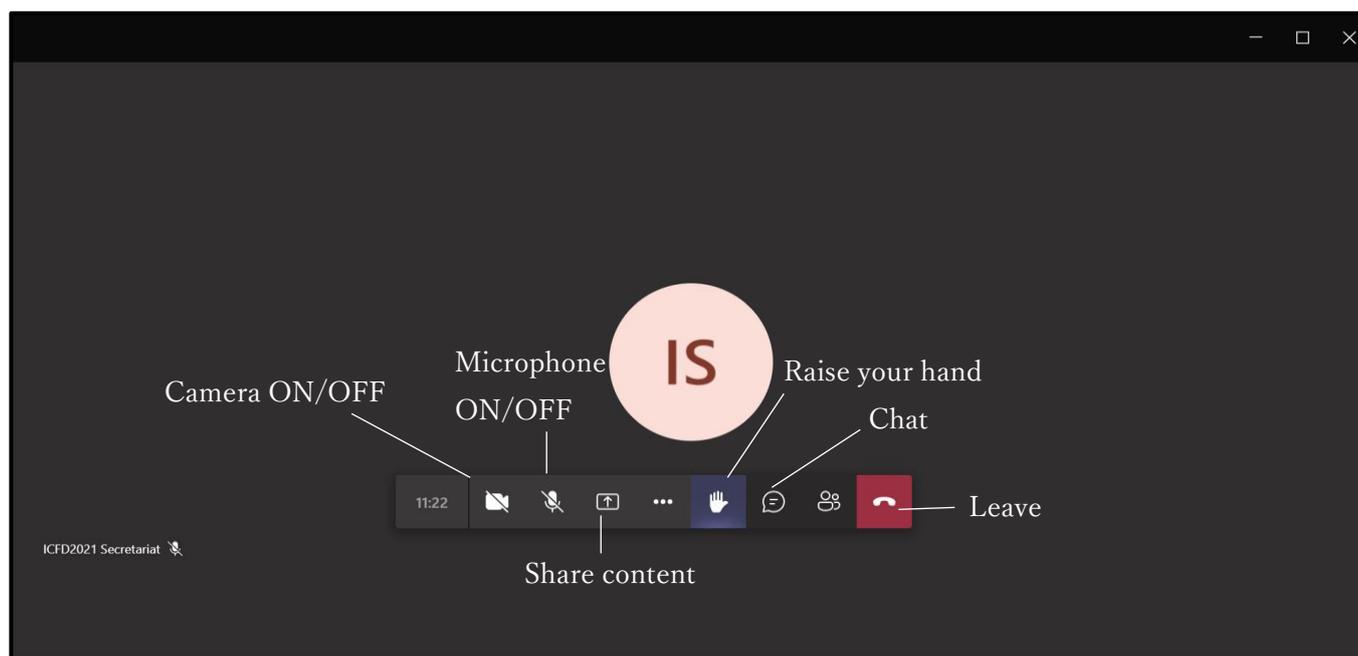
Click here to attend the session.

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

### 3. Online conference tools

MS-Teams	GS / OS1&OS3 / OS2 / OS4 / OS5 / OS6 / OS7 / OS8 / OS9 / OS10 / OS11 / OS13 / OS14 / OS15 / OS16 / OS17 / OS18 / OS22 / OS23 / Exhibitor Presentation Session / IFS Tour
MS-Live event	Plenary Lectures
Remo	OS20 / OS21 / Virtual Exhibition / Break Time / Banquet
YouTube	OS20 / OS21

## A. MS-Teams



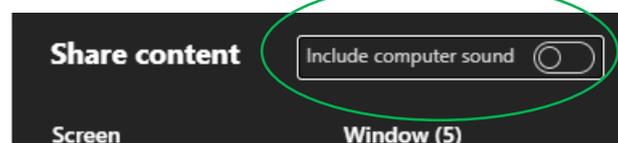
If you are not a chair/presenter, please turn off your microphone and camera during a presentation.

## &lt;Chair&gt;

- ① There are two types of presentations: **live presentations** and **pre-recorded presentations**. Please check them at <http://www.ifs.tohoku.ac.jp/icfd2021/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. Then, please call on the questioner. For a **pre-recorded presentation**, the Q&A time will or will not be provided depending on the session organizer. The secretariat will let you know if it is or not.
- ③ Please score the presentation if you are required.

## &lt;Presenter&gt;

- 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.

## &lt;Audience&gt;

- 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.

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

### <On-demand broadcasting>

It is available from October 27 to November 5, 2021.

### B. MS-Live event

In the plenary lectures, the audience can ask questions only by texts by clicking the icon “?”.



**[Caution] It is prohibited to take audio/photos/videos of the lectures.**

### C. Remo

Please make an account to log in.

<https://remo.co/wp-content/uploads/2020/09/Remo-Event-Guide-for-Guests-10920.pdf> (English)

<https://hi.remo.co/guest-guide-jp> (Japanese)



### <Poster Session>

- ① After you log in, please find and click the table you want to join.
- ② Please click “Whiteboard” to see the posters.

### Any inquiry

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