# The 10<sup>th</sup> Spring Meeting of

## The Japan Society of International Economics

(Hosted by JSIE and Nagoya Gakuin University)

On-line Conference Guide ver1.1 for Presenters, Debaters and General Participants

#### **The Managing Committee**

May 29, 2021

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#### **Table of Contents**

- 1. Outline of The 10th Spring Meeting of the JSIE
- 2. How to access The 10th Spring Meeting of the JSIE on Zoom Meeting
- 3. Installing Zoom and its operations before/during sessions

## 1. Outline of The 10th Spring Meeting of the JSIE

Conference Date and Schedule :

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Saturday, June 5, 2021
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10:00 – 12:30 : Morning Session A, B, C

10:00 - 10:50: 1st presentation and discussions

10:50 - 11:40: 2<sup>nd</sup> presentation and discussions

11:40 - 12:30: 3<sup>rd</sup> presentation and discussions

12:50 - 14:00 : JSIE board member meeting

14:30 – 17:00 : Afternoon Session D, E, F, G

14:30 - 15:20: 1st presentation and discussions

15:20 - 16:10: 2<sup>nd</sup> presentation and discussions

16:10 - 17:00: 3<sup>rd</sup> presentation and discussions

17:15 – (about 1 hour): Virtual reception (see virtual conference site)

- Each Session has 3 paper presentations. For Presentation and discussion time in each session, the time frame consists of 25 minutes for presentation, 15 minutes for discussants' comments, and 10 minutes for reply and further discussion.
- English is basically used in Morning sessions.

  Japanese is basically used in Afternoon sessions.
- Presentations of KIEA guests are in Session B and C. Please check it out in the program.
- Virtual reception (17:15 ) is a casual and convivial on-line gathering on Zoom. KIEA guests are very welcome. Participation is not required, but is appreciated.
- > Website
- Conference website (Japanese Top page)
  https://www.jsie.jp/Annual\_Meeting/2021s\_Nagoya\_Gakuin\_Univ/index.html
- English Program Page

https://www.jsie.jp/Annual\_Meeting/2021s\_Nagoya\_Gakuin\_Univ/prog1\_en.html https://www.jsie.jp/Annual\_Meeting/2021s\_Nagoya\_Gakuin\_Univ/prog2\_en.html

Abstracts or full papers of the presentations have been available as pdf files on the conference program.

■ As for zoom URL embedded virtual conference website, See next page.

## 2. How to access The 10th Spring Meeting of the JSIE on Zoom

When you participate in The 10th Spring Meeting of the JSIE on Zoom,

➤ Open the site URL noted in the invitation email from the managing committee in your browser.

Then, you can see the authentication page below.



> Enter the password noted in the invitation email and click the submit button.

> You can see the online conference page below.

Click here, then the page will change to English one.



<English page>

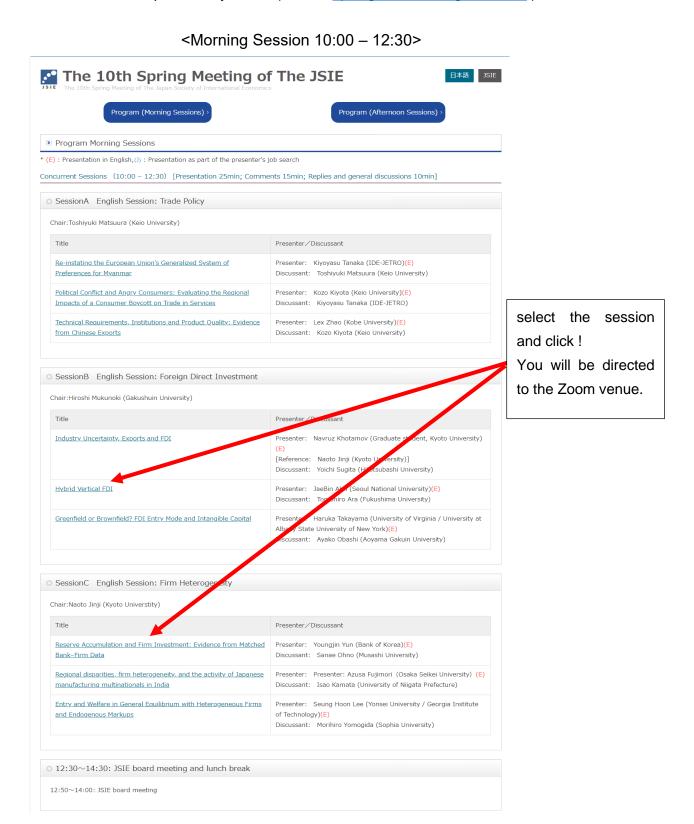


> Click on the program (morning or afternoon), then you can see the session page with Zoom

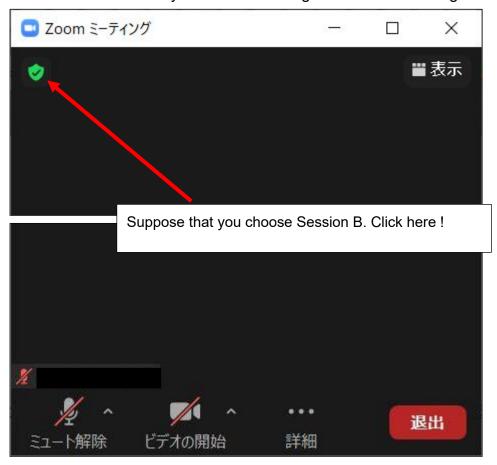
The 10th Spring Meeting of the Japan Society of International Economics

links. Select the session you wish to participate in, and you will be directed to the Zoom venue.

- ➤ Now, you can access these Zoom links as pre-conference test run before the Zoom host will begin these sessions. If you face any troubles, please let us know by email.
- ➤ If you still cannot enter the designated room after trying this procedure, please contact the conference headquarters by email (mailto: <a href="mailto:springcon2021@gmail.com">springcon2021@gmail.com</a>).



Check in advance that you are in the designated Zoom-Meeting room.



Then you will see the zoom meeting information.



## 3. Installing Zoom and its operations before/during sessions

#### 3-1. How to get started with Zoom

■ Update your Zoom client application to the latest version.

or

- Install Zoom client on your computer.
- Access the Zoom Download Center from the link below: https://zoom.us/download
- > Click the Download button for "Zoom Client for Meetings" at the page, and create your account.

#### 3-2. Preparations before participation

#### Hardware

➤ We strongly recommend the presenter as well as general participants to prepare earphones or headsets that come with microphones.

#### Connectivity

- ➤ Wi-Fi is the minimum requirement for uninterrupted communication.
- A wired LAN connection is the more stable option.

#### Preparation

> To avoid running into technical issues that may occur with last-minute log-ins, please complete starting up your computer, signing in to Zoom, and running a video check at least 5 minutes before each session's start time.

### Set up your Zoom display name

- > Please be sure to change your display name on Zoom so that fellow participants will be able to identify your name and affiliation during the online conference.
- ➤ When you click a Zoom link on the virtual conference page, and click the Join button, and your name will appear. You can change it from here temporarily.

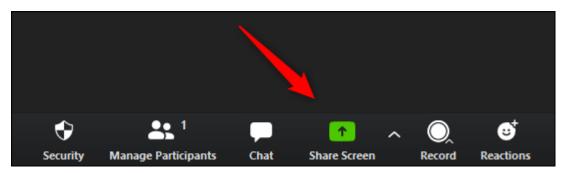
### 3-3. Operations during sessions

Screen share function for presenters and debaters

#### Click on Share Screen

- First, open in advance the file that you will use for your presentation, such as PowerPoint slides or PDF. Please be sure to do this ahead of time, to prevent time loss during the session.
- > Select the type of screen that you wish to share.

The 10th Spring Meeting of the Japan Society of International Economics



- > When you wish to stop sharing your screen, click on the red Stop Share button at the top of the Zoom window. Please do not forget to press this button at the end of your presentation.
- How to ask questions to presenters as general participants.

Ask questions via the chat function.

- Questions for the presenters will be accepted via the Chat function.
- ➤ Click on Chat at the bottom of the screen to open a chat space on the right, where you can type your question/comment and send text messages. For Destination, select "All Participants.", and then submit to all.
- > Questions may be sent at any time from the beginning to the end of the presentation.
- > The chair or administrator will select the questions submitted by chat and appoint the questioners.