10th Annual Meeting of the Japan Academy of Public Health Nursing (10th Anniversary Meeting) and 6th International Conference of the Global Network of Public Health Nursing Joint Conference

Guidelines for Participants

Introduction

- ① How to log in to the Sessions (including how to participate in ZOOM webinar and points to note)
- ② Main Program, General Presentations and how to use the Chat Box

For inquiries about technical issues related to video production and submission, contact: MICE Sales Department, Osaka Corporate Sales Division, Nippon Travel Agency, Ltd. Yamaguchi Gen Bldg. 6F, 3-4-1 Bingocho, Chuo-ku, Osaka 541-0051, Japan Tel: (+81) 6-4256-3869, Fax: (+81) 6-6204-1763, Email: 10th japhn@nta.co.jp

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Introduction

The 10th Annual Meeting of the Japan Academy of Public Health Nursing is being held jointly with the 6th International Conference of the Global Network of Public Health Nursing. Due to the COVID-19 pandemic, the Conference will be conducted completely online.

We have therefore created an "Online Venue Website" which is separate from the Conference Website where information about the conference and announcements are posted. While it would have been preferable to have only one site, it was technically not possible. We therefore appreciate your understanding.

■ Conference Website (http://web.apollon.nta.co.jp/10ja-6gnphn/index.html)



Online Venue Website



The Conference website can be accessed from the above URL or searched using "10th Annual Meeting of the Japanese Academy of Public Health Nursing". It can be viewed by anyone.

Please note that the two websites are not linked, so it is not possible to move from the Conference website to the Online Venue Website.

The Online Venue Website can only be accessed through a URL which will be sent to participants who have completed the registration process.

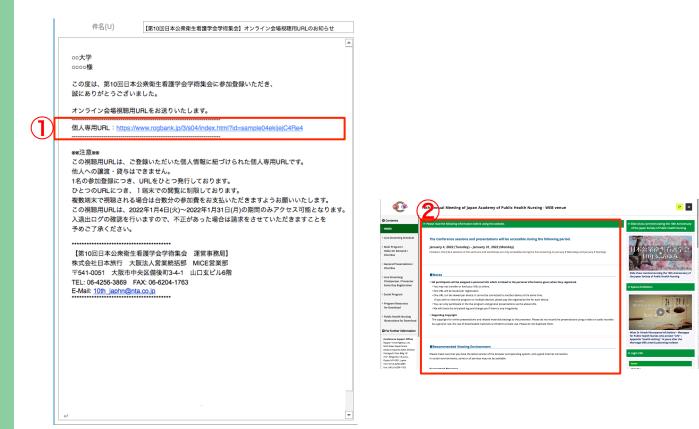
Please note that in order to prevent unauthorized use such as unauthorized viewing, unauthorized acquisition of credits, etc., a personal URL to access the Online Venue Website will be issued to each participant. This URL is linked to their personal information and should not be shared or transferred to others.

In the Online Venue Website, you can find the "Chairperson/Presenter Registration", "Schedule", "Main Program," and "General Presentations/Chat Box" pages.

Speakers of the main program, such as Chairperson's Lecture, Keynote Lecture, Special Lecture, Educational Lecture, Invited Lecture, and Seminars, chairpersons of each session, and invited participants and organizations will be sent a URL which will allow them to access these pages.

How to Log in from your personal URL

- (1) An email with a URL to access the Online Venue Website will be sent to the email address you registered with ("1" below).
 - * The URL will be sent to you within 10 days before the event.
- (2) When you click the URL, you will see the login confirmation page with the name of the event, outline of the event, and notes. Please read the notes.

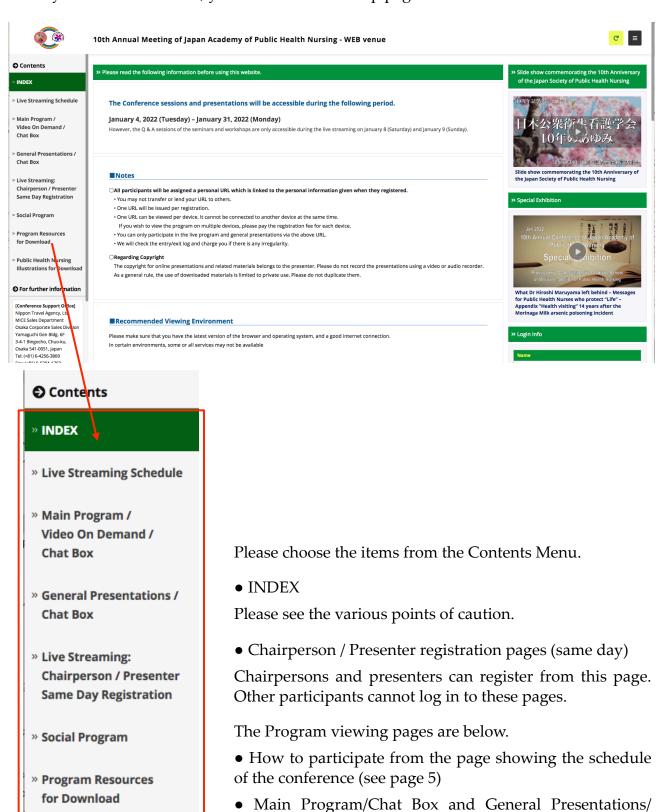


Notes:

- The URL sent to you will be accessible only for the duration of the Conference period (January 4-31, 2022).
- Each participant will get a personal URL which is linked to their personal information. You may not transfer or lend it to others.
- One URL will be issued per registration.
- One URL can be viewed per device. It cannot be connected to another device at the same time. If you wish to view the program on multiple devices, please pay the registration fee for each device.
- You can only participate in the live program and general presentations via the above URL.
- We will check the entry/exit log and charge you if there is any irregularity.

Online Venue Website (Explanation about the Top Page)

When you click on the URL, you will come to the top page of the Online Venue Website.



Chat Box (see page 7)

» Public Health Nursing Illustrations for Download

① How to log in to the Sessions

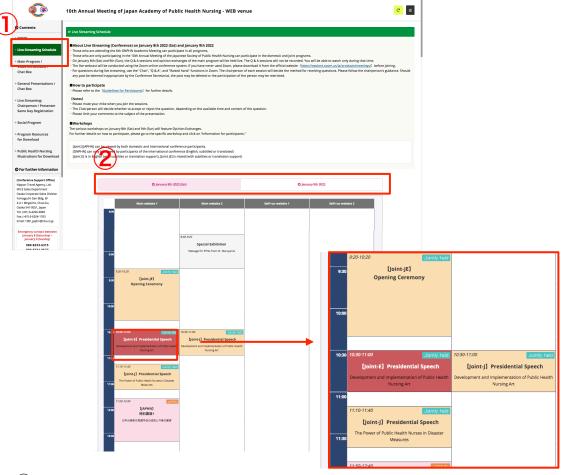
Submission period: 1/8 (Sat) – 1/9 (Sun)

Notes:

- · Please set your ZOOM login as "Name (Affiliation)."
- Please mute your mike when you join the sessions.
- You can post your questions using the Chat function. However, the Chairperson will decide whether to accept or reject the question, depending on the available time and content of the question.
- Please limit your comments to the subject of the presentation.

Schedule of Live Streaming

From "Live Streaming" in the Menu (①), select the date (②) and then the session (③).



③ The details of the session will appear, so please confirm the contents and proceed to the Session.



④ The ZOOM log in box will open, so please type "Name (Affiliation)" and proceed to the Session.

② Main Program, General Presentations and how to use the Chat Box

Access period: 1/4 (Tuesday) ~1/31 (Monday)

Notes:

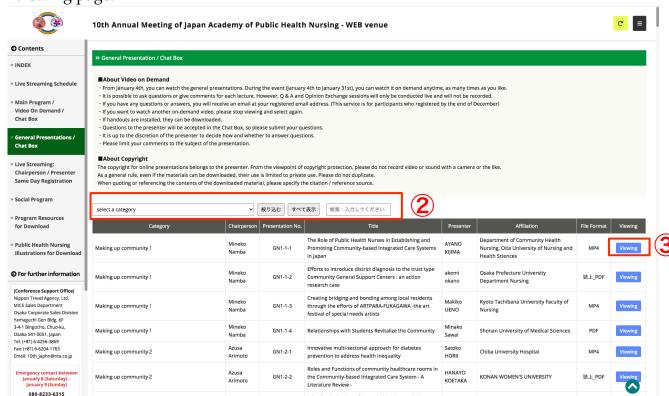
- Please post your questions in the Chat Box.
- The presenter will decide which questions to answer.
- Please limit your comments to the subject of the presentation.

Moving to the Main Program and General Presentations pages

① From the Menu, select "Main Program/Chat Box" or "General Presentations/Chat Box"



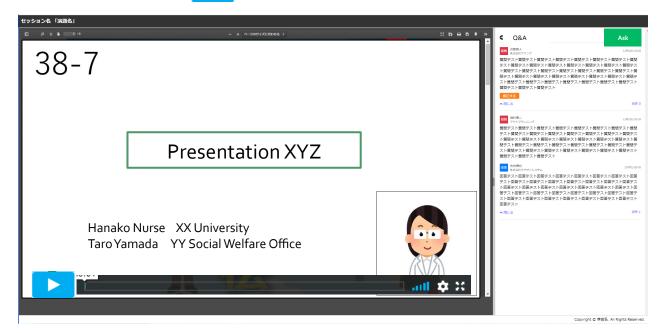
- 2 You can search the title of the presentation you wish to view.
- ③ If you click the Viewing button to open the page on the right, you will move to the viewing page.



Moving to the Main Program and General Presentations pages

④ Presentations are in video format.

Press the play button to view.

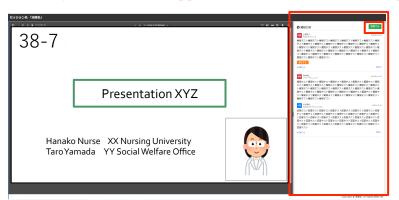


⑤ Poster and journal presentations are in PDF format. You may view them by scrolling down the page.



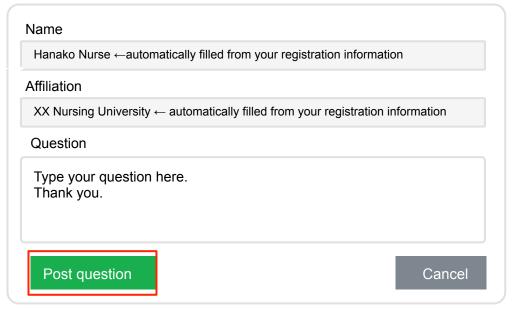
Using the Chat Box to ask questions

- 6 You can post questions in the Chat Box on the right side of the screen.
 - * Please make your questions concise and limit them to one question at a time.
 - * There may be some questions which are not answered.
 - * The system does not support answers in real time by the presenter.

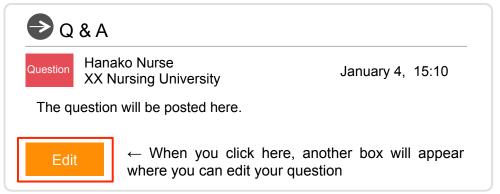


By clicking the button, "Ask a question", the box to ask questions will open.

Type your question and click "submit question"



- ® To edit your question, click the "Edit" button and type your question again.
 - * You cannot edit a question which has been answered by the presenter.



View answers in the Chat Box

- Once the presenter has answered the question, the person who posed the question will receive a notification by email.
 - * The notification will only be sent to pre-registered participants.



1 Viewers can see the questions and answers at any time during the Session.

