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 Chairperson and Presenters

Introduction

① Chairperson/Presenter registration

② How the Session will proceed

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)

These sites are not linked.

■ **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 the 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 a Log In confirmation page with the name of the event, outline of the event, and notes. Please read the notes.
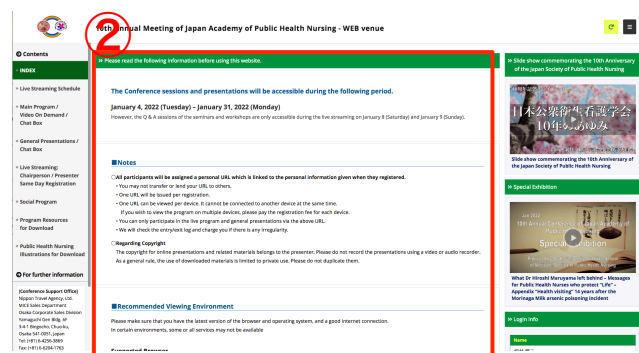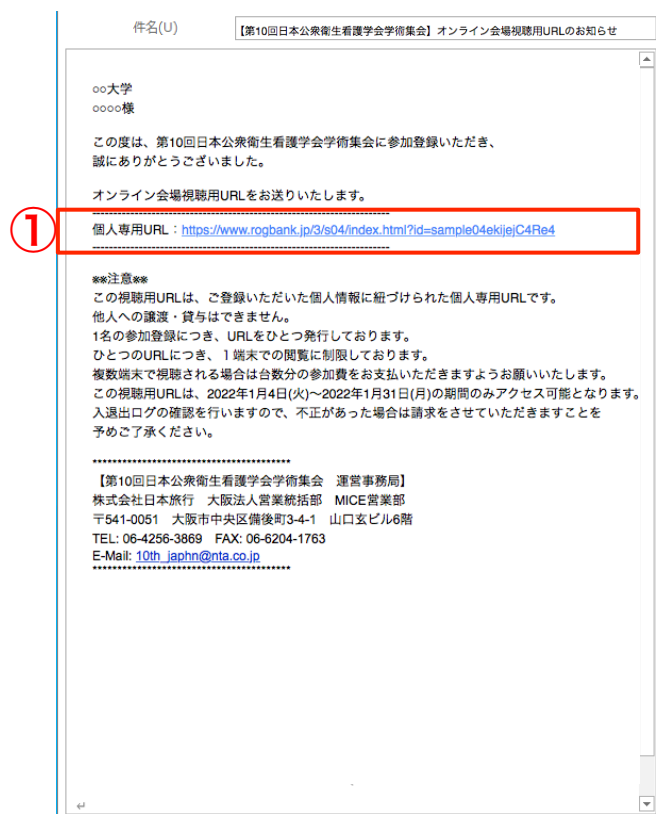
Notes:

- 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.

Please choose the items from the Contents Menu.

● INDEX
Please see the various points of caution.

● Chairperson / Presenter Registration Page (same day)
Chairpersons and presenters can register from this page. Other participants cannot log into these pages.

The Program viewing pages are below.
● Live streaming
● Main Program/Chat Box and General Presentations/Chat Box

① Registration of Chairperson and Presenters

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.

Moving from the Online Venue Page to the Chairperson/Presenters page

① Click "Same Day Registration" under "Chairperson/Presenter Registration" in the Menu

② A window will open to confirm that you want to move to this page. Please confirm and proceed.

Go to the Chairperson / Presenter Registration page and select the venue you are in charge of.
You will be redirected to the ZOOM channel dedicated for registration (communication, image quality, and audio check).
Please complete the registration for chairpersons and presenters between 30 minutes and 15 minutes before the session starts.

A ZOOM log-in box will appear. When you log in, the Session Operator will guide you through the registration so please follow their instructions.

The Chairperson should add a "C:" before her/his name to make it easier to identify her/him.
For example, C：Hanako Nurse（XX-u.）

Presenters should type their name first, followed by their affiliation in parentheses.
For example, Ichiro Kango（YY-u.）

※As this is an international conference, please use "first name, last name" format.

Checking sound & video quality in the Chairperson/Presenter ZOOM Meeting Room

You will connect to the Chairperson/Presenter ZOOM Meeting Room.

④ Please unmute yourself and switch on the video.

The Session Operator will instruct you on how to register. After checking the operational functions, quality of sound and video, and how to present, a URL will be sent in the Chat box. This URL will link you to the Session Meeting Room.

⑤ How to Log in to the Session Meeting Room

After the registration is completed, please click on the URL in the Chat Box and log in to the meeting room　（※Please log in 15 minutes before the start of the session）

A message box will appear, asking you "Do you want to participate in a new Meeting?" Please select "Exit and participate" and log in to the Session Meeting Room.

After logging in to the Session Meeting Room, please <u>mute your mike but turn on the video</u>.

To communicate with the Session Operator, please use the Chat Box. Please direct your messages to the "Host" of the session. After you are set up, please wait until the session begins.

【**Caution**】

If you mistakenly exit the Session Meeting Room after logging in, please log in again from the Web history or follow the instructions on page 5 about logging in from the Chairperson / Presenter Registration pages.

Flow from Beginning of Session to the Q & A

Notes:

・Please mute your mike when you join the sessions.

・You can post your questions using the Chat function. However, the Chair 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.

Steps before start of the session

① Log into the main session using the URL.

② Open the Chat Box.

③ Wait until the session starts (please mute your mike and turn on the video).

④ An announcement will be made when the session is due to start.

⑤ The video will begin streaming.

⑥ During the video, please check the questions in the Chat Box. **<u>You do not need to reply to the questions at this time</u>**.

⑦ The Chairperson will guide the session after the video stops.

⑧ When the Q & A begins, turn on your mike and follow the guidance of the Chairperson.

　※ The Q & A time for the Keynote Speech may change, depending on the timing.

　　The Session Operator will inform you of the remaining time in the Chat Box. Even if the scheduled times are slightly changed, it will not affect the other sessions in the Program.

　　The Chairperson will manage the time of the session.

⑨ Please follow the guidance of the Chairperson.

■ **During the Video Streaming and Q & A session**