Photomask Japan 2023

Digital Forum Guide

PMJ2023 will be held as a Digital Forum from April 25(Tue.) to 27(Thu.).

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PMJ PhotoMask Japan

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General Information

1. Programs and Events

Oral Sessions	All the oral sessions will be presented live using a Zoom webinar
Poster Sessions	Poster sessions will be held in the breakout room.
Exhibition	Will not be held this year.
Social Events	PMJ movies will stream in break time.
Award Ceremony	Award ceremony will not be held this year.

2. What is “zoom”?

- Zoom https://zoom.us/ *Use the latest version
- Creating a free Zoom Account https://zoom.us/signup
- Zoom help center https://support.zoom.us/hc/en-us

3. Terms

Webinar
The functions available are different from Zoom Meeting. Webinar lets hosts and panelists share screens, communicate verbally, chat with text, and control questions from audience, while attendees can only view, chat, and ask questions (via text messages). Attendees can communicate verbally only when the host allows to have the mic on.

Host
The administrator of a webinar. PMJ2023 secretariat staff will be the host of each session room.

Panelists
The speakers and session chairs participate as panelists. Panelists can share the screen, communicate verbally, chat with text, and ask questions (via text messages) during a webinar.

Attendees
Audience will participate as attendees. Attendees can chat and ask questions (via text messages) during a webinar. The attendees’ screens (their faces, material, and voices) are not shared unless the host allows.

4. Items you need to prepare for digital forum

Computer terminal

Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.), and iOS (iPad, iPhone, etc.). Please check if your terminal (OS version, etc.) is supported. A video conference requires high CPU performance. If the performance is low, the video and audio may be interrupted, and the system may slow down .You can participate using a web browser without installing the Zoom app. Some functions are restricted depending on the browser. We recommend using Google Chrome.

Network

It would be desirable to have a cable or high-speed Wi-Fi connection to ensure network stability, but a reliable 3G/4G mobile phone network could also be used. The service will work almost always if the user has a terminal that can access the internet and the privilege to install apps on the terminal. However, there may be cases in which a connection cannot be established, such as if the network has an internet proxy or restricts the use of streaming services. Therefore, it is important to make sure that the system works properly. In addition, users should be aware that they may face data restrictions on a 3G/4G network or additional payments under a pay-as-you-go system after using the network for a prolonged period of time.

Peripheral devices Microphone and speaker

When participating in a video conference by yourself , it would be advisable to have a headset (an earphone-microphone unit). A headset makes it easier for the user to hear other people's voices and minimizes echoes and howling sounds, an issue to be discussed later. If you use a wireless headset, make sure that the device is charged adequately. If you have an analog microphone, check the sound quality before using, as there are many low-quality products with low sound volumes or those that make the sound break. At minimum, a built-in microphone/speaker could be used for conversation, but the use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented. Many speaker-microphone units for video conferences are designed in such a way that they can minimize echoes (some have a built-in echo-cancelling mechanism). Zoom allows users to send and receive sounds played on a personal computer (by ticking the lower-left box that says "Share computer sound" when the user is sharing a screen). However, make sure to test the function before the Zoom call because there may be certain restrictions placed on the network environment.

Camera

A built-in camera of a personal computer allows participants to easily transmit video. However, it would be more desirable to use an external USB camera (a wide-angle model) to capture a wider angle or change the camera direction more easily. A video camera or a digital camera can be used with a personal computer through a USB cable. However, they often shut down automatically if they are left for a long time without being used for recording. Thus, make sure to change their settings beforehand. Prepare a video-capturing system if you need to transmit video from an external device

5. Prior preparations (items to check)

a)Prior installation, testing the system

To use the Zoom video conferencing system for the first time, you must download and install the app. It is recommended that you test the system beforehand in a strong network environment before the digital forum starts. Make sure also that audio messages can be sent and received without any problem. Some Zoom functions are available only through the latest version. Thus, even if you have already installed the app, it would be advisable to install the latest version before a Zoom call.

b)Confirming that the system recognizes devices

When connecting an external speaker/microphone or a webcam, confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. Even if you cannot confirm beforehand whether the video conferencing function will work, it is recommended that you test the system by yourself using the control panel, etc. For testing, use a Zoom testing service.

c)Settings for participants' names

Participants are requested to include their names, as well as information regarding their affiliation, so that the chairperson will be able to easily identify the speaker. Information can be updated even after the participants have already been connected to the conference room.

Please indicate your Zoom username (display name) following the below rules.

■ Speaker: *Full name_Affiliation*
e.g.) John Smith_PMJ Office

■ Session Chair : Chair_*Full name*
e.g.) Chair : Chair_Michael Green

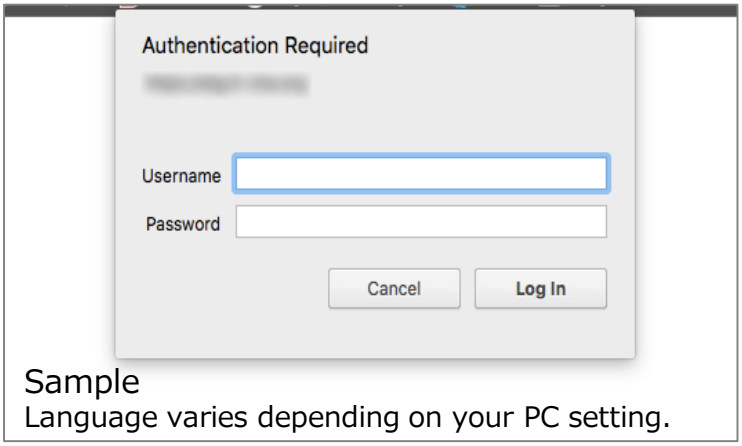
■ Audience : *Full name_Affiliation*
e.g.) Mary Brown_JTB Communication Design

d)Multiple people in the same room

Echoes and howling sounds may occur if multiple participants in the same physical location access a video conference using their own terminals and if their microphones or speakers are enabled on these terminals. Therefore, use only a single main terminal for handling audio. Make sure to mute microphone-speaker units for all other device.

How to Login to the Digital Forum Platform

On the PMJ2023 website, click the **"PMJ2023 Digital Forum"** button.
https://www.photomask-japan.org/

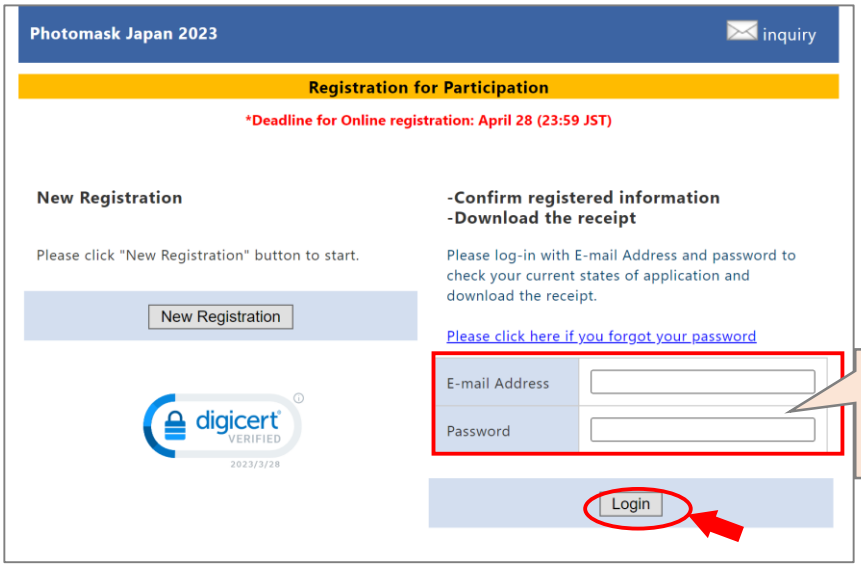


Sample
Language varies depending on your PC setting.

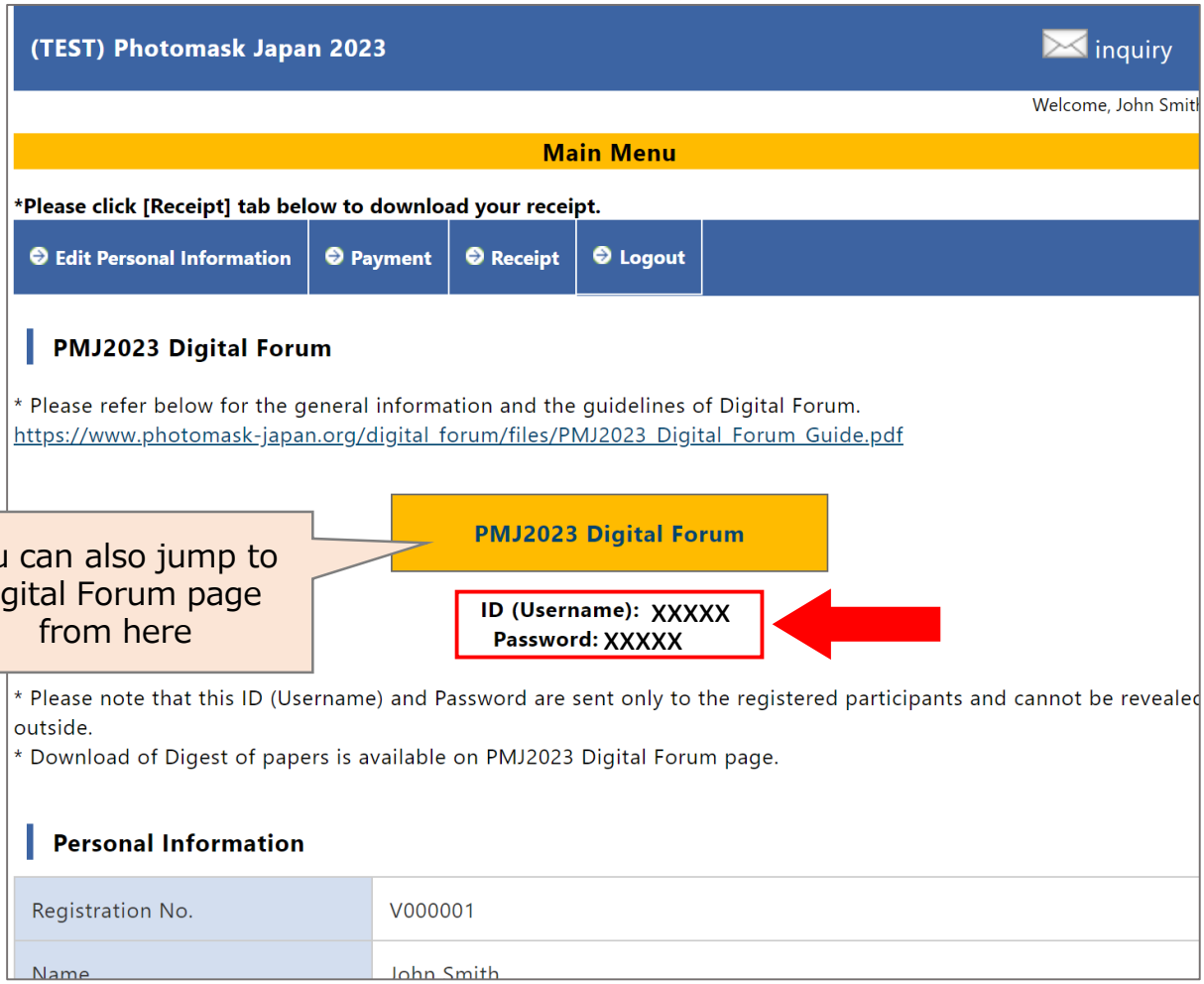
Input "**Username /Password**."
See next page to find this info.

Audience Guidelines

Username /Password to enter the Digital Forum is informed by email on April 19 and 24.
Or, you can find them in the Registration System.
https://secure101.jtbcom.co.jp/pmj2023reg/



Log in to your page with the email address and password you set when registered.

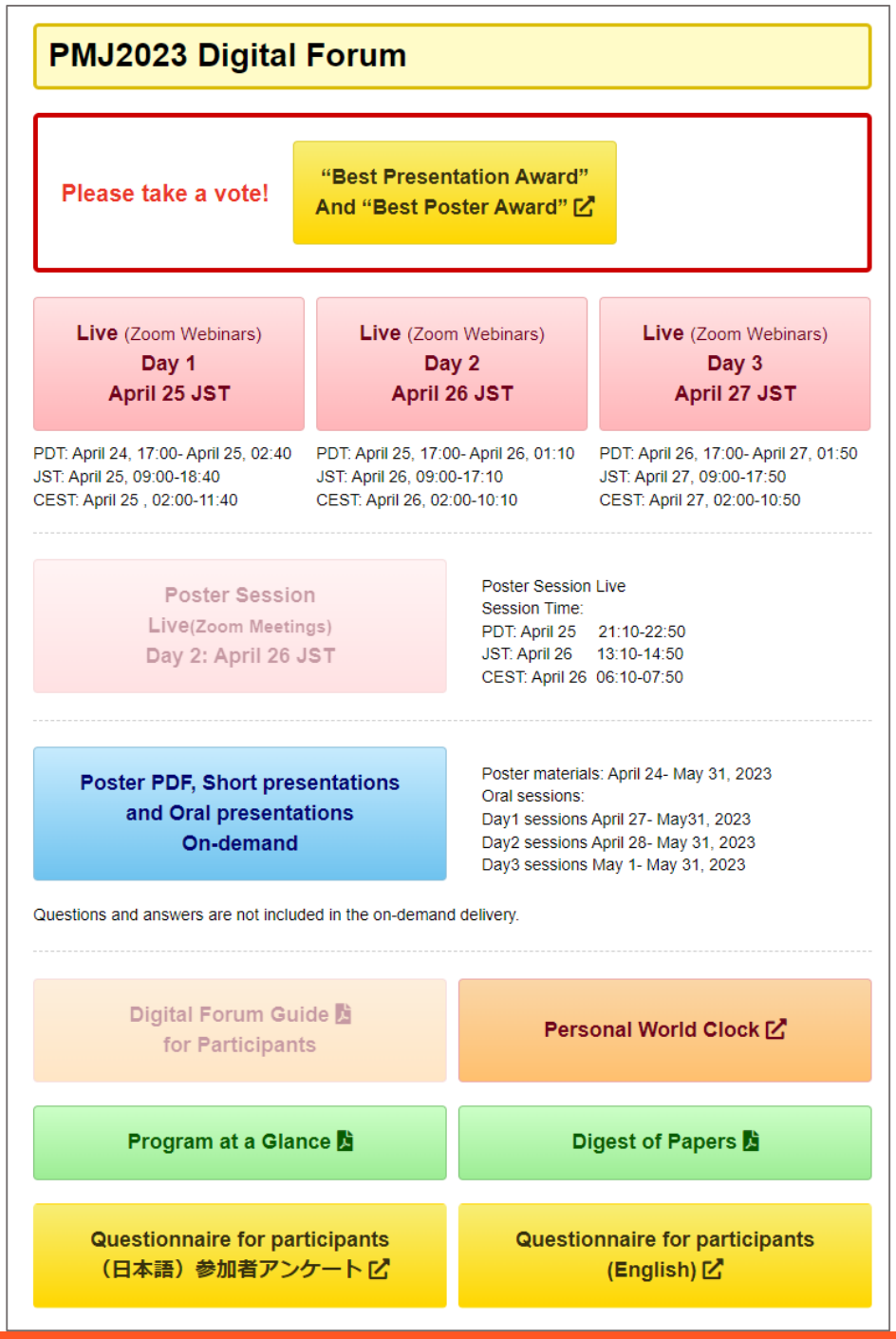


You can also jump to Digital Forum page from here

Details on the Digital Forum Platform

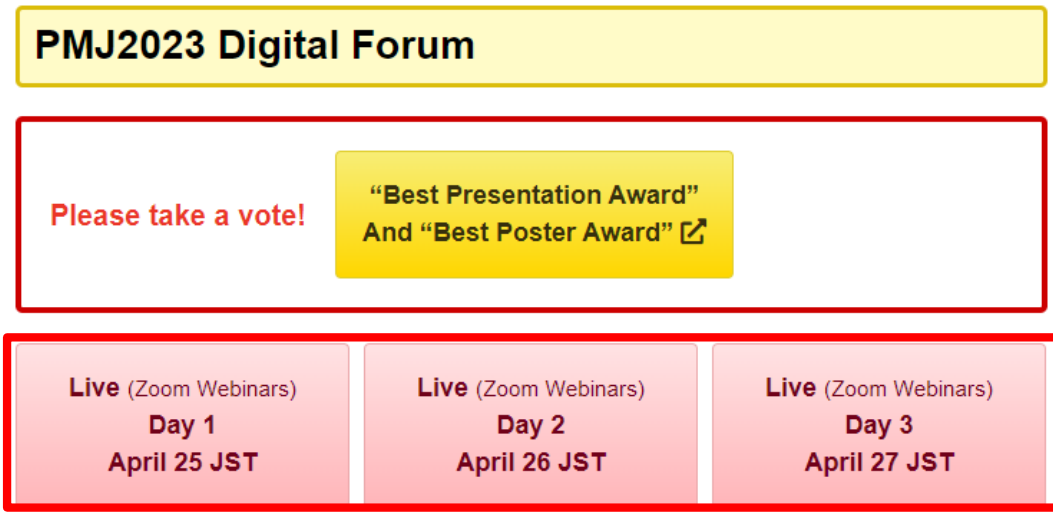
2. Find the following menu and click the button(s) depending on your purpose.

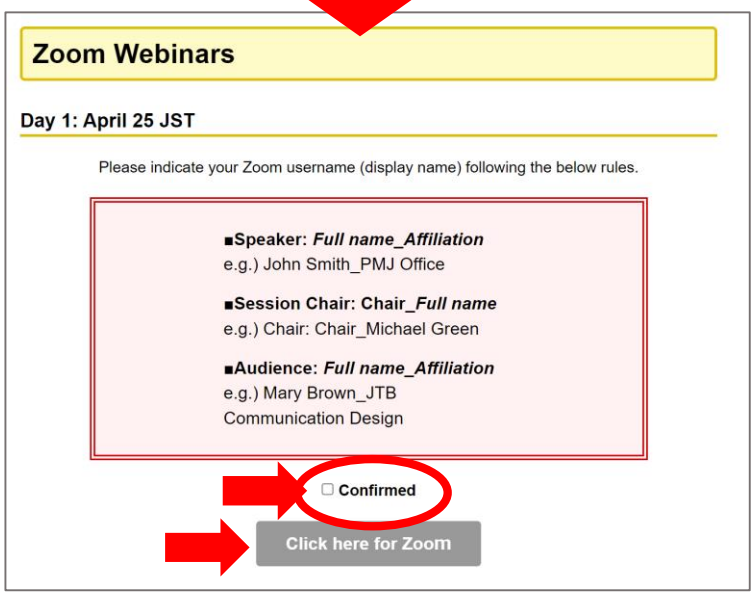
- **Live Day 1-3**: Available from April 25 to 27 (JST)
- **Poster Session Live**: Available only on April 26 (JST)
- **Poster PDF/short presentation video**: Available from April 24
- **On-demand**: Available 2days after the live sessions
- **Personal World Clock**: Link to check the time difference from your local time
- **Program at a Glance**: PDF file can be downloaded
- **Digest of Papers**: PDF file can be downloaded

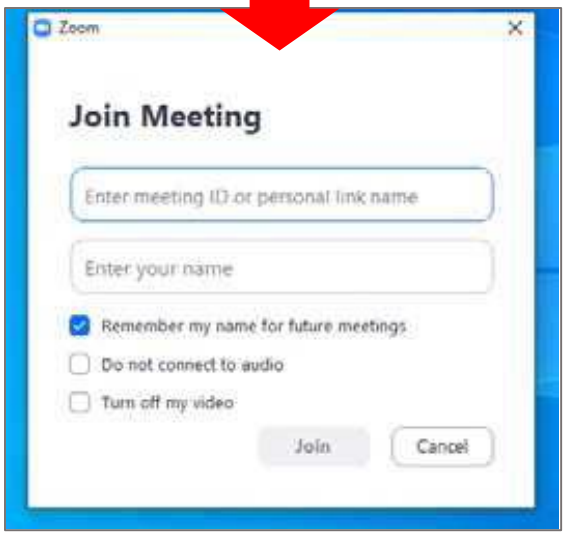


How to Join the Live Sessions

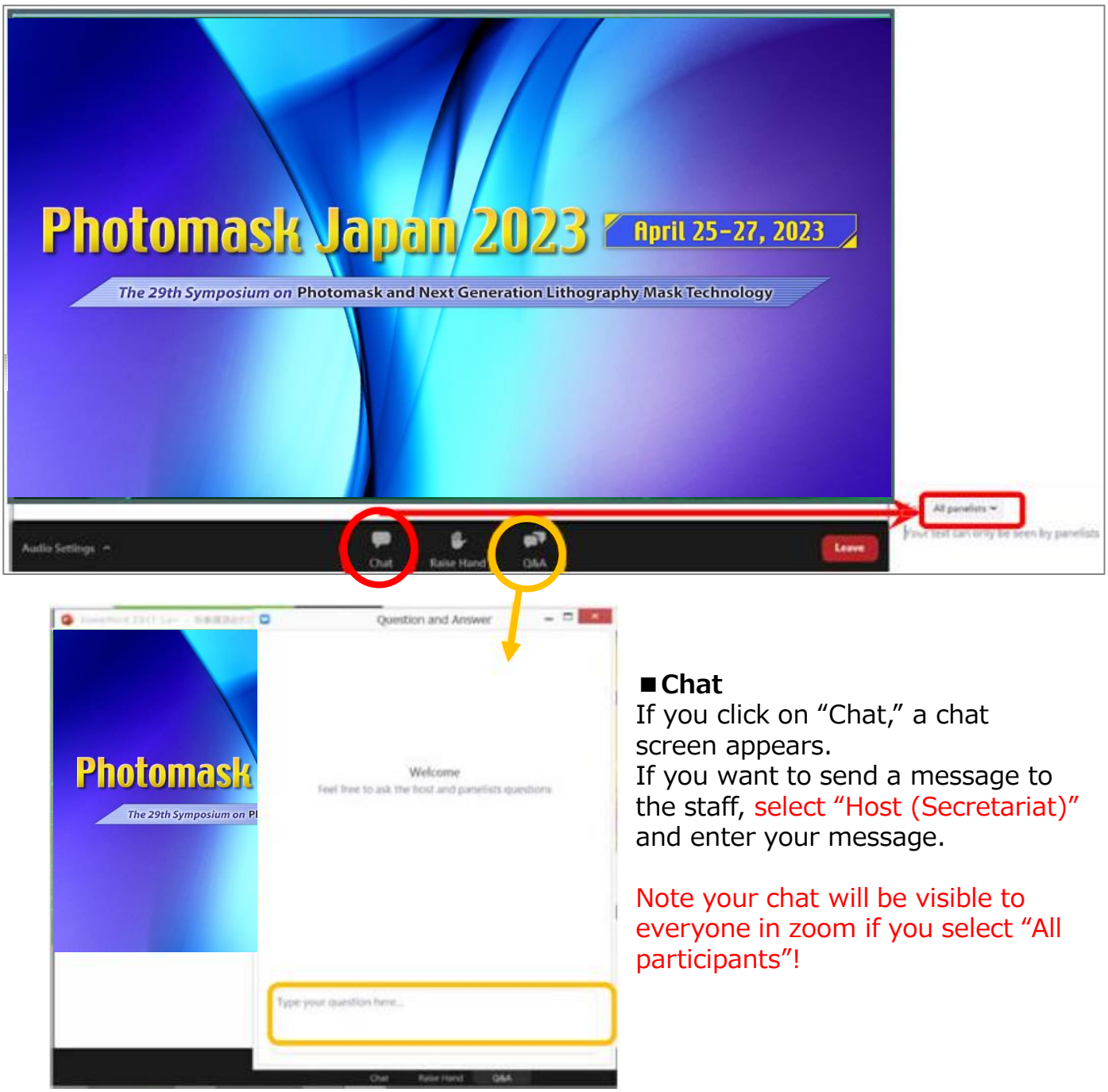
3. For the live sessions, click “Live Day 1, 2 or 3” and enter the webinar room. For the first time using Zoom, you need to install Zoom or browse via web browser. To use a smart phone, Zoom App. Installation is a must.







Audience Guidelines – Q&A for Live Sessions



■Chat

If you click on “Chat,” a chat screen appears.
If you want to send a message to the staff, select “Host (Secretariat)” and enter your message.

Note your chat will be visible to everyone in zoom if you select “All participants”!

■Q&A

If you click on “Q&A,” you can ask questions during the session.
Questioning anonymously will not be accepted.
You can also comment or “Like” on other audience’s questions.

Q&A will be handled by a session chair.
Session chairs will select and ask the questions from the Q&A board. Presenters answer the question orally.

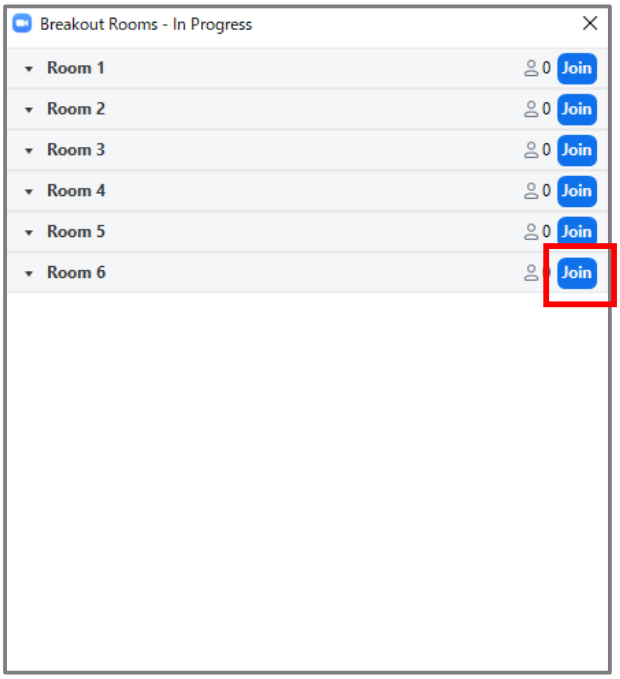
For the questions after the live session, use the “Comment” function set on each presentation page of on-demand presentation (refer to page 12)

How to Join Breakout Rooms of Poster Session

Here's how to join a pre-assigned breakout room:

1.After live streaming the poster presentation video in the main Zoom room, you will see the option of the breakout rooms.

2. Click on the "Breakout Rooms" button on the menu and you will see the list of the presentations .

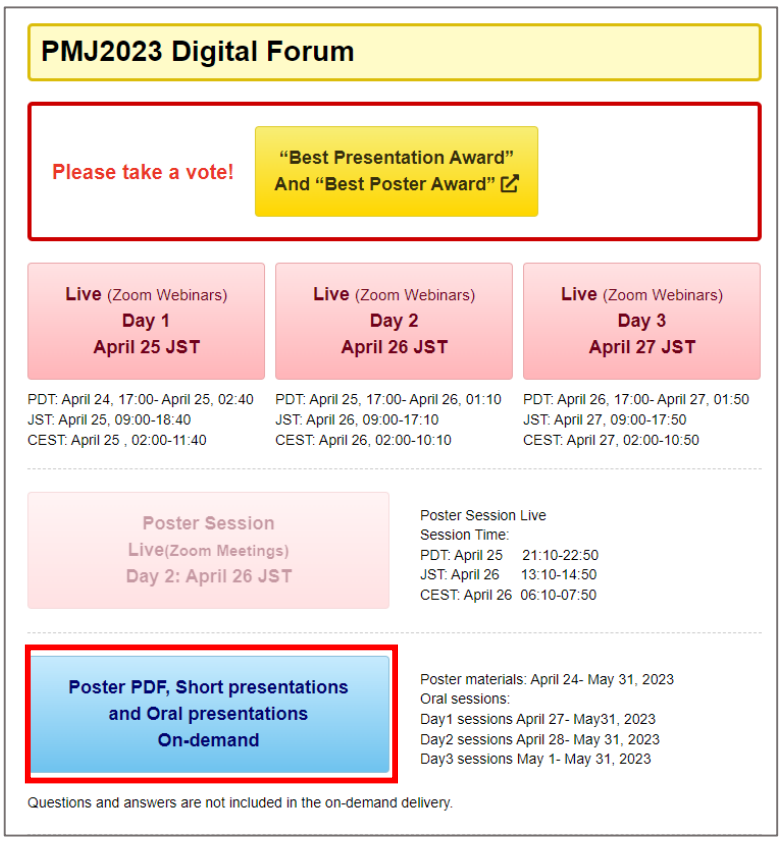


3. You can choose to join any presentation by clicking the "Breakout Rooms" option in your meeting controls.

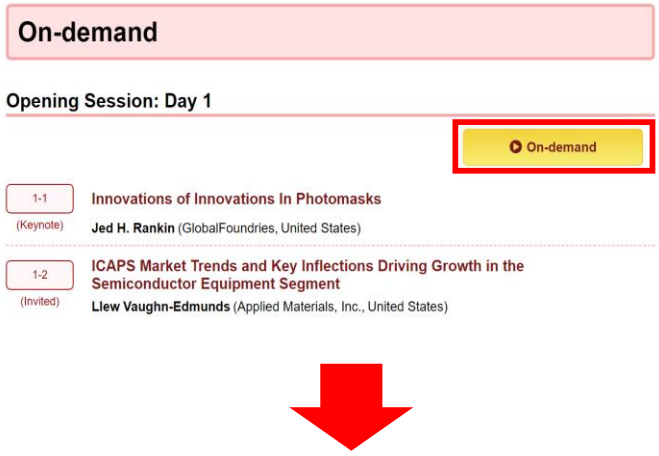
Click "Join"

You can move to other breakout room anytime, any number of times. Click "Leave breakout room" and choose a new room to join.

On-demand Sessions



After clicking the "On-demand" button on the menu, you can see the detailed programs.

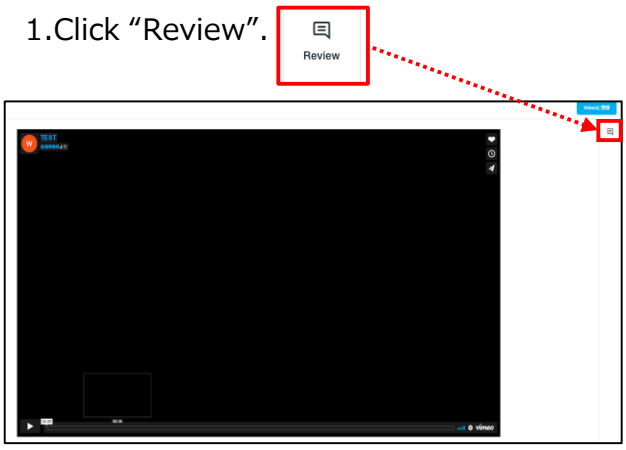


Click "On-demand" button to watch the recorded video of live sessions.

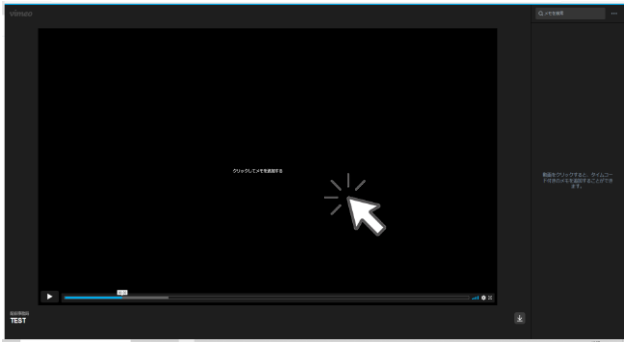
【1-1】 Innovations of Innovations In

On-demand Sessions – How to comment

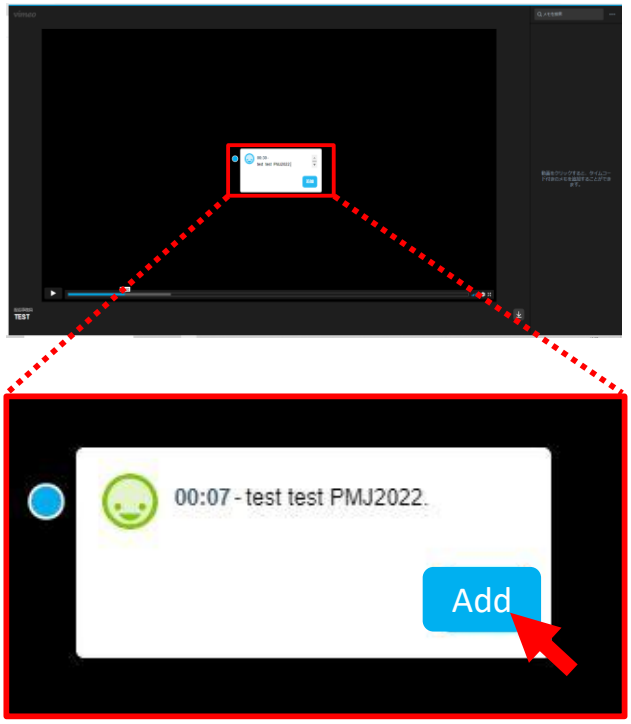
1.Click “Review”.



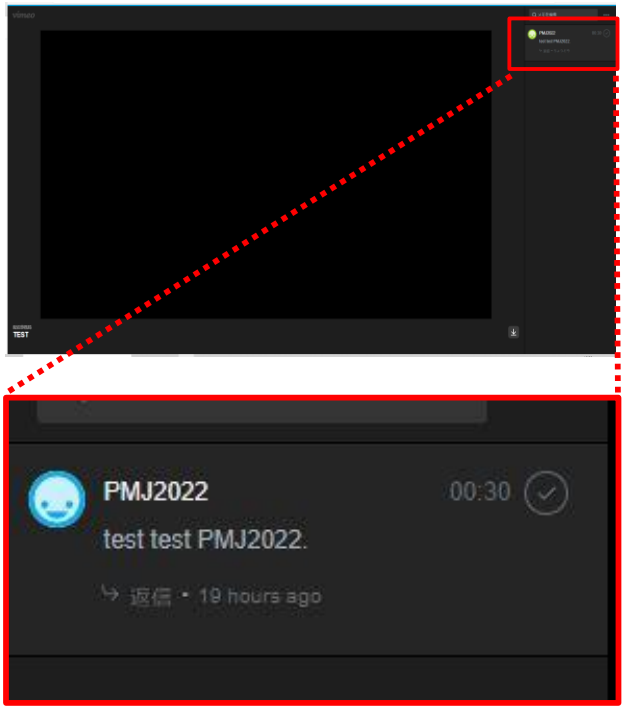
2.Click the screen when you want to add a comment.



3.Enter a comment and click the blue button ”Add”.



4.The comment will be displayed in the upper right corner of the screen.



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