

# Photomask Japan 2023

## Digital Forum Guide

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

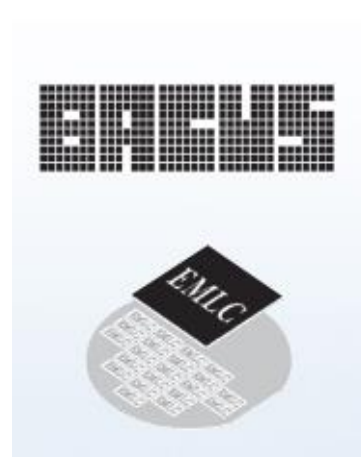
### Table of contents

1. General Information .....	P2
2. Oral Presenter Guidelines .....	P5
3. Poster Presenter Guidelines .....	P13
4. On-demand Sessions .....	P17
5. Copyrights .....	P18

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# General Information

## 1. Programs and Events

<b>Oral Sessions</b>	<b>All the oral sessions will be presented live using a Zoom webinar</b>
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

# General Information

## 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.

**You need to change the account name setting when it's pre-set to your Zoom account.**

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.

## Join a Session as a Panelist-

1. Click the Webinar URL provided by the host (PMJ Secretariat) at the designated time (basically 30 mins before your session) to check your connection and instruction.

There will be 2 zoom URLs; one for the orientation, the other for the presentation. Please make sure to join the orientation first to check your connection status.

Invitation email for your session will be sent on April 17.

(Email samples)

Hi Mr. / Ms. XXXXX

Thank you for your great contribution to the 29th Symposium on Photomask and Next Generation Lithography Mask Technology (Photomask Japan 2023). We inform you 2 Zoom URLs in this email, 1 for Orientation and 1 for Presentation for your session(s) as follows. These URLs are issued exclusively for you.

[Orientation]

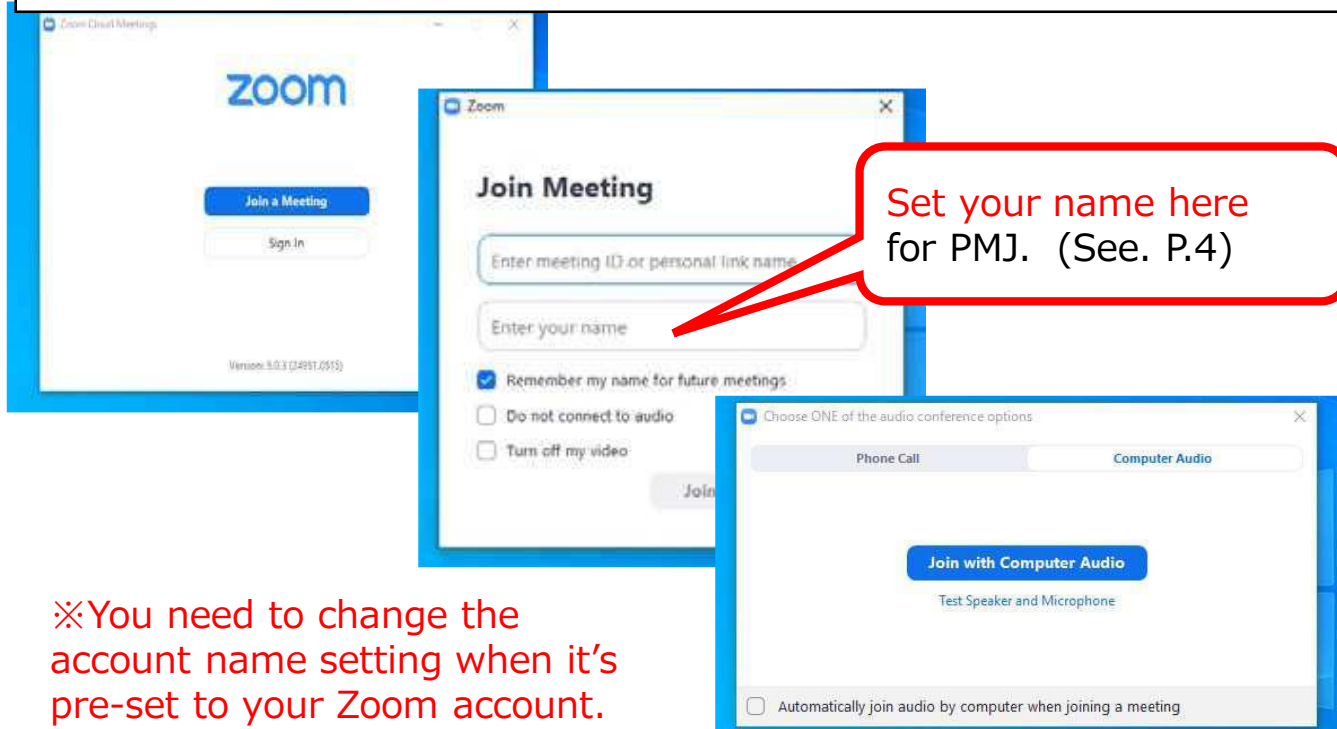
On the day of the session, please access the following link 30 minutes prior to your session and meet up with session chair(s) and speakers.

<https://zoom.aaaaaaaaaaaaaaaaaaaa>

[Presentation]

After the briefing, please move to the link below for your live session.

<https://zoom.bbbbbbbbbbbbbbbbbb>



# Oral Presenter Guidelines – Session Procedure

## 1. Starting the Video Presentation

Turn on your camera and mic while your session chair introduces you. (refer to page 8).

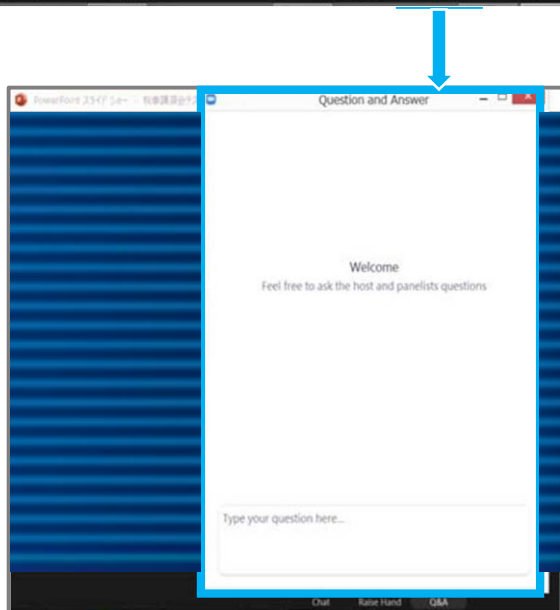
Once the introduction is done, start sharing your presentation materials (refer to page 13-14).

Start presentation once your presentation materials are properly shared.

Beep sound will ring 1) 1 minute before and 2) end time of your presentation. Close your presentation on-time.

## 2.Q&A session

When your presentation ends, be ready for Q&A. You can see the question(s) written by attendees in “Q&A” box. The chair will select the question from there and read out loud. You **answer the question orally**. You need not to write the answer to the “Q&A” box.



Questions will be displaced here

### **3. After your Presentation**

Your role will be remained as “Panelist”. You can keep watching the session until you leave the session room, **but make sure to turn off the camera and mic.** Use the chat function to ask questions to other presenters.

### **4. Leave a Session Room**

Click “End” then “Leave Meeting”.

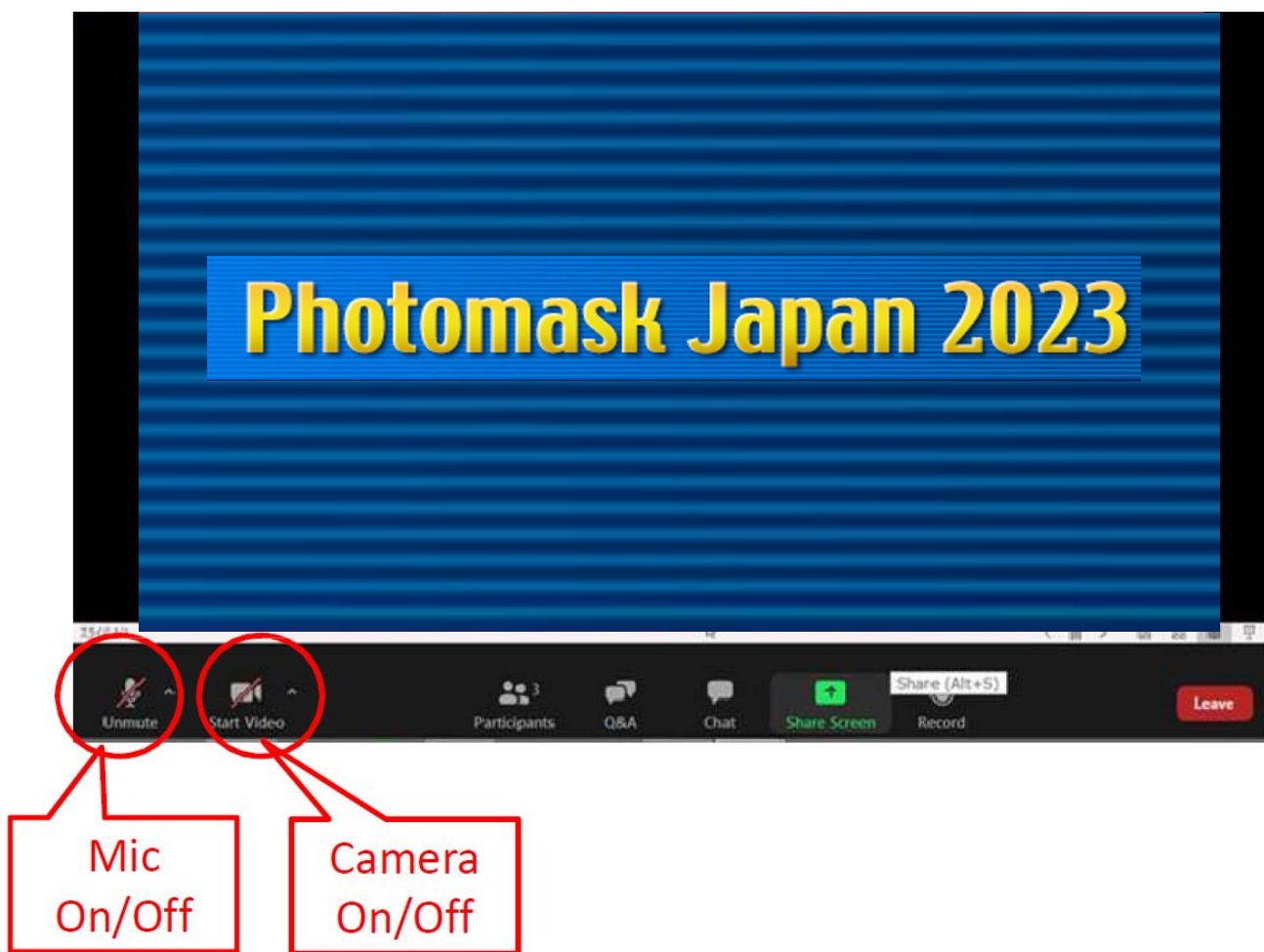


#### **[Caution]**

If the presentator does not appear on zoom on the time of the announcement, the next presentator will be automatically advanced. Please note if any advance of the time occurs, the session time will be changed after that.

(Ex)  
15:00~The start speaker A(session20-1)is not logged in to Zoom at the right time  
↓  
Speaker B (session20-2)would be moved up to the 15:00 and would start the presentation.





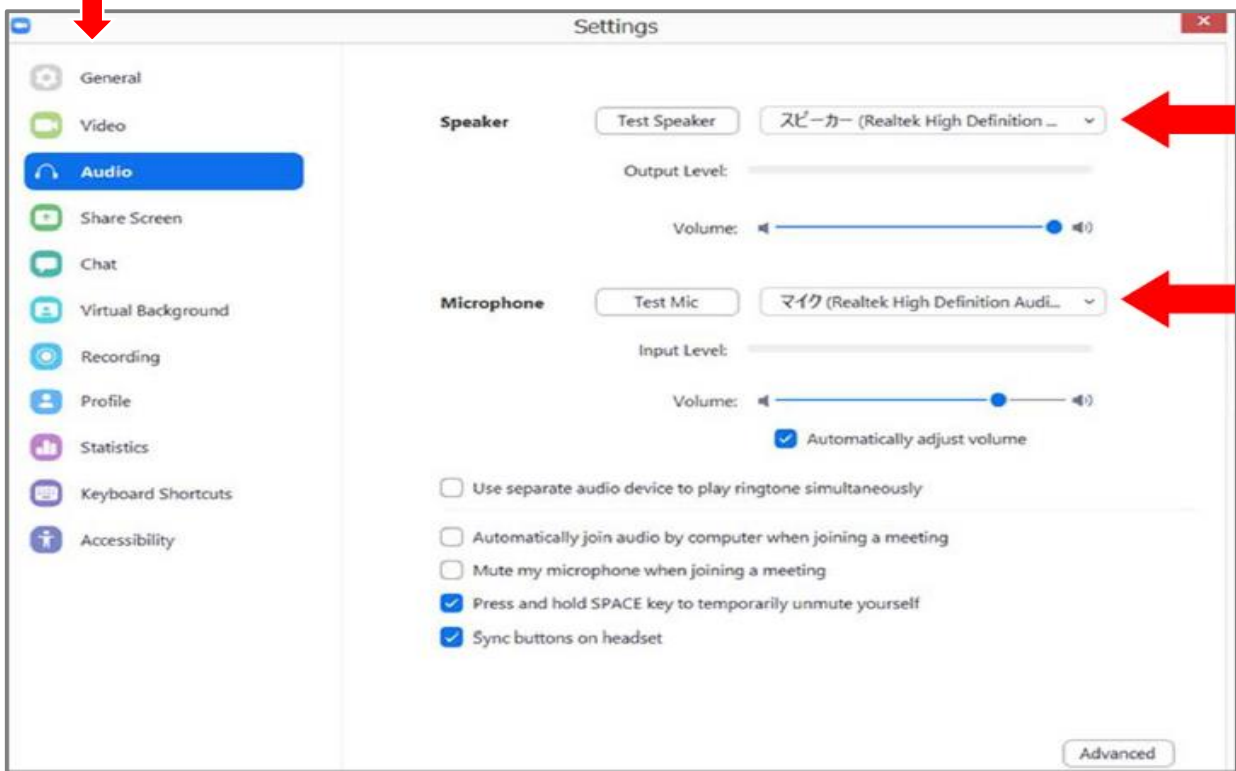
The audio will be muted in both the rehearsal room and the actual room. We will check your mic and camera one by one during the rehearsal time. Once the time is to move to other session, please check with the session chair when to turn on the mic and camera.

A problem could occur if another participant is using a speaker in the same physical location. When multiple PCs are used to listen and watch an event, howling sounds (echoes that cannot be cancelled) could occur even if only one mic is turned on. Therefore, it is strongly recommended that you use a headset.



# Oral Presenter Guidelines –Adjust Audio Settings

Click the **Audio Settings** button in the lower left to check your speaker settings



If you are informed that you cannot be heard, check your audio settings to see if you have selected an appropriate speaker or microphone.

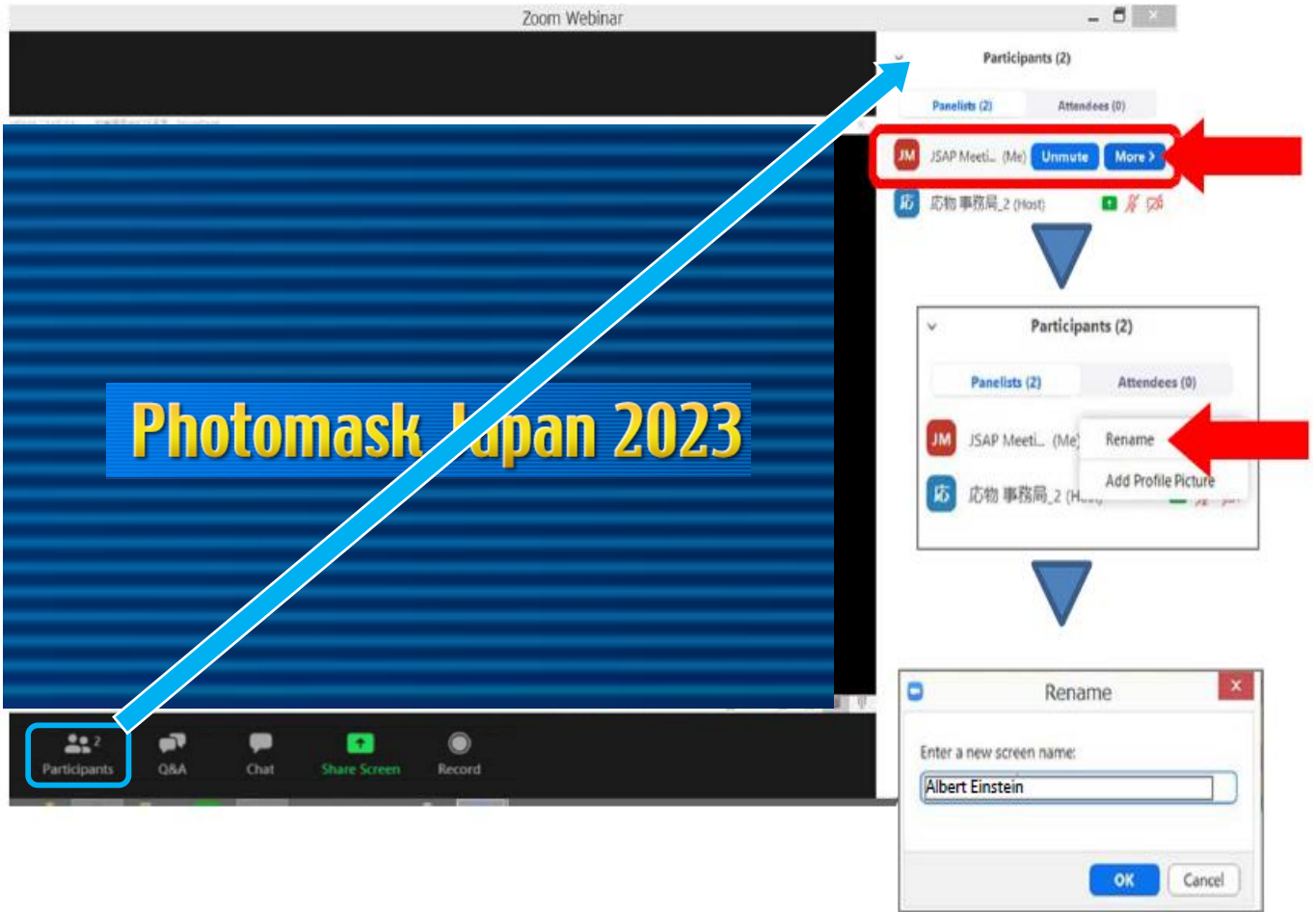
If the problem persists after you have confirmed that all the settings are correct, check if the system is muted or the headset is turned off.

# Oral Presenter Guidelines – Rename

After entering the webinar room, you still can change your name.

If you click on “Participants,” you will see the list of participants, with your name at the top on the “Panelists” column. There, you can check your mic and video status.

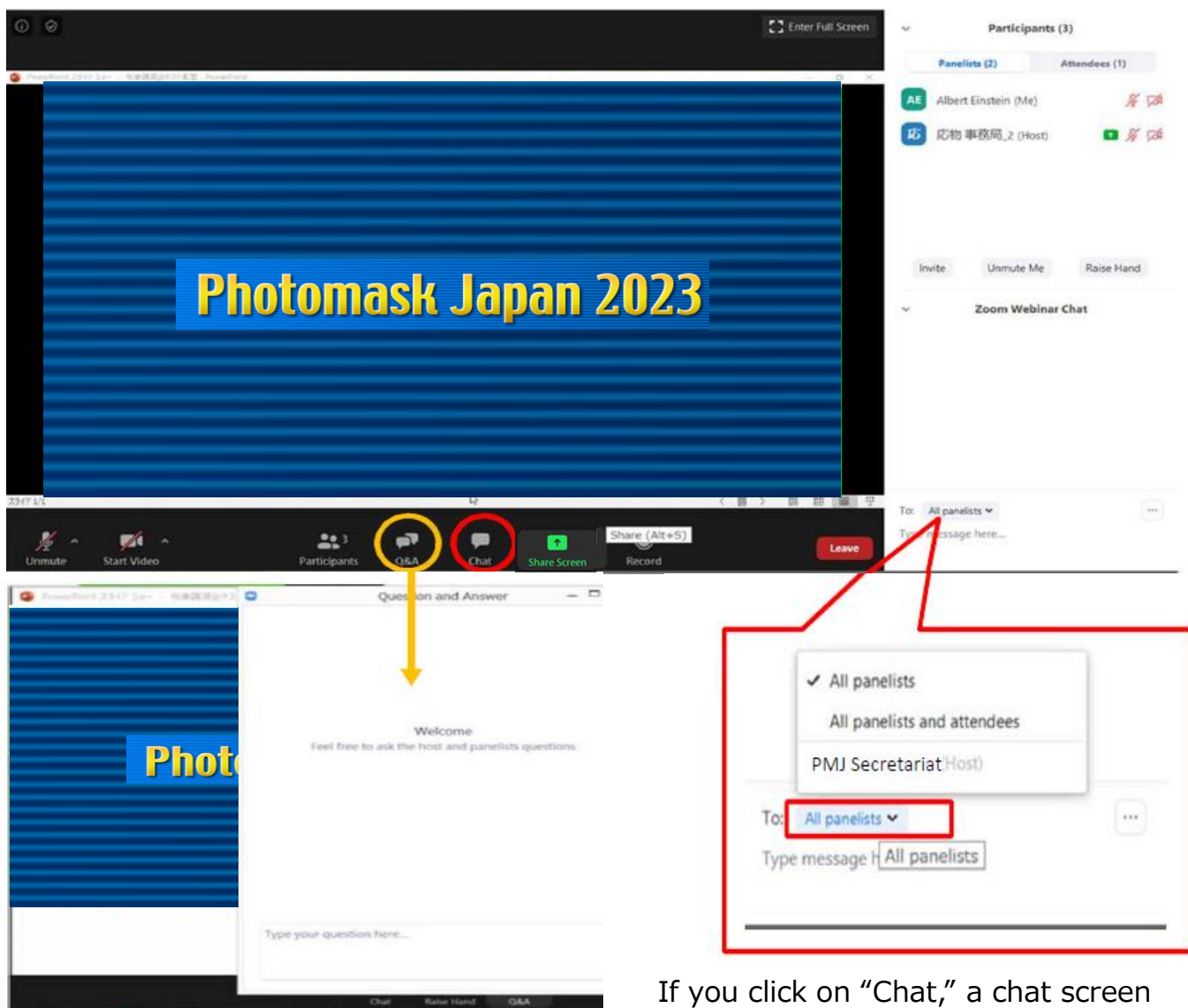
If you move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name. Please set **“full name\_affiliation”**.



# Oral Presenter Guidelines — Webinar Functions to Use

For checking questions from attendees, see “Q&A”.

For asking questions to other presentations, administrative notices, etc., use the “Chat” function.



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.

Note: If you click on “Q&A,” you can see the questions from the attendees, but you cannot write your questions to other presenters.

If you click on “Chat,” a chat screen appears on the lower right side or pop out. If you want to send a message to a host, select “Host” and enter your message.

Write your questions to other presenters, selecting “All panelists”. Be careful that your message will be visible to all attendees if you select “All panelist and attendees.”

# Oral Presenter Guidelines

## – Points to Note when Making a Presentation

### **a)Secure a place**

Secure a place where you will not be distracted by people's conversation or interrupted by telephone calls. As you must speak loudly and clearly, you should make any necessary arrangements if you do not want people around you to hear your presentation. In addition, it would be ideal to have a stable network and a strong power source. (As a large amount of power is required, ensure that the battery does not run out during the session.)

### **b)Check the situation throughout your presentation**

It is advisable that you regularly check the participants' reaction and their chat messages to make sure that the network is working properly and that you are being heard. In addition, sharing images may take a long time on a weak network, and your oral communication may not match the screen on the receiving end. Be careful to avoid such a situation.

### **c)Mute the microphone**

When you orally interact with the chair during Q&A session, you may inadvertently produce an echo while someone else is speaking and if there is a problem with your sound system be sure to mute your microphone when you are not speaking.

### **d)Sharing your screen**

- Zoom lets you share your PC screen with other participants when making a presentation. Launch the app you want to use before you begin to share.
- Depending on the environment, you can share either an entire screen or the window of a specific app. Thus, you should alternate depending on the situation. If you share an entire screen, be careful that sensitive information will not be shown. For example, other participants may be able to see your e-mails or social media messages. Therefore, turn them off beforehand.
- The mouse pointer may not work in some cases (the mouse pointer may not be displayed on other participants' screens). However, some software programs let you add notes on the screen (temporarily). Check this issue in advance.

## Join the Poster Session

1. Click the Zoom URL provided by the host (PMJ Secretariat) at the designated time (basically 20 mins before your session) to check your connection and instruction. There will be 2 zoom URLs; one for the orientation, the other for the presentation. Please make sure to join the orientation first to check your connection status. Invitation email for your session will be sent on April 17.

Dear Poster Presenters

(Email samples)

Thank you for your great contribution to the 29th Symposium on Photomask and Next Generation Lithography Mask Technology (Photomask Japan 2023). We inform you 2 Zoom URLs in this email, 1 for Orientation and 1 for Poster Presentation as follows.

### Orientation

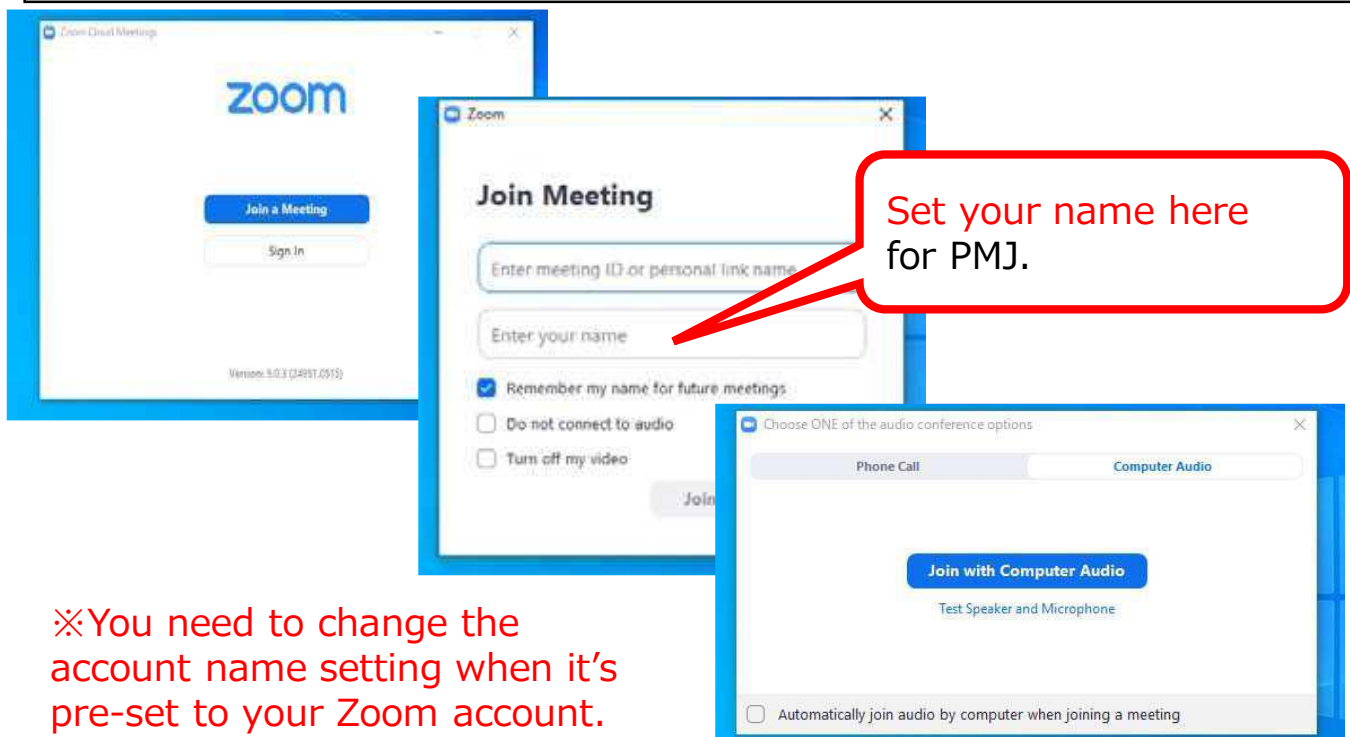
**On April 25** (the day before the Poster session), please access the following link at **17:00 (JST)**, and meet up with session chair and poster presenters.

<https://zoom.aaaaaaaaaaaaaaaaaaaaa> ←

### Poster Presentation

Please login Zoom at **12:50 on April 27 (JST)**, 20 minutes before the session.

<https://zoom.bbbbbbbbbbbbbbbbbbbbbb> ←



※ You need to change the account name setting when it's pre-set to your Zoom account.

## Poster session timetable

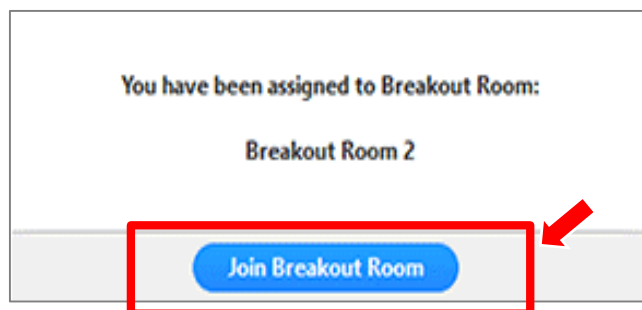
April 26 (Wed.)

13:10 – 13:37	Short presentation video will be streamed in the main room.
13:40 – 14:50	Discussion in each breakout rooms.

## How to Join Breakout Rooms

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

1. After the short presentation video streamed, the host will invite you to join the breakout room.
2. An invite will appear in a pop-up window. Click "Join Breakout Room" to continue.
3. Click "Join Breakout Room".
4. Start discussion with the participants in your breakout room, showing your poster with the screen sharing feature.
5. When the discussion time is up, breakout rooms will be closed automatically.



## Orientation

We will have orientation on April 25. You an opportunity to check the connection and operation of screen sharing, etc. If you would like to check or ask questions about session procedure or anything, please join this orientation.

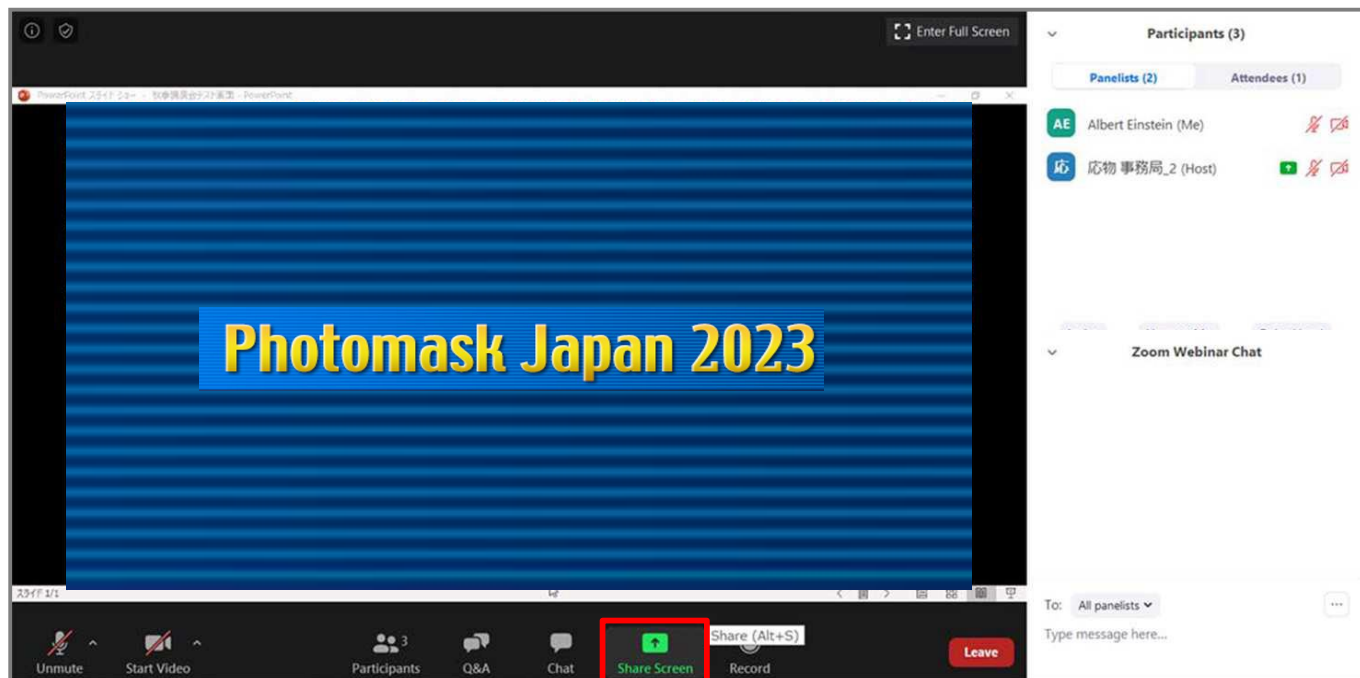
## Language to use

Discuss in English in principle. Using presenter's mother language is permitted only when everyone in the room understands.

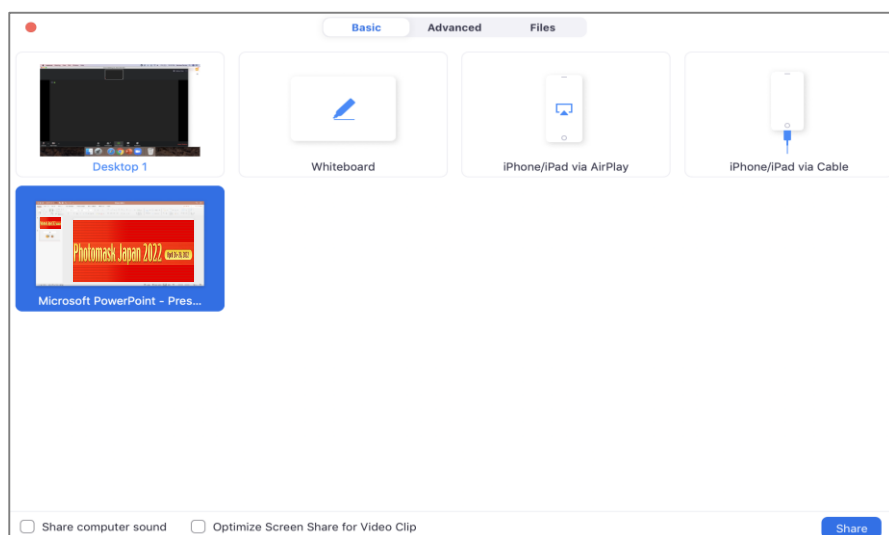


# Presenter Guidelines – Screen share

1. From your call screen, click the "Share Screen" button. This button is found at the bottom center. Tap on your screen or move your cursor if this menu has disappeared. You can also use the Shift + Command + S shortcut on your Mac or Alt + Shift + S on a PC.



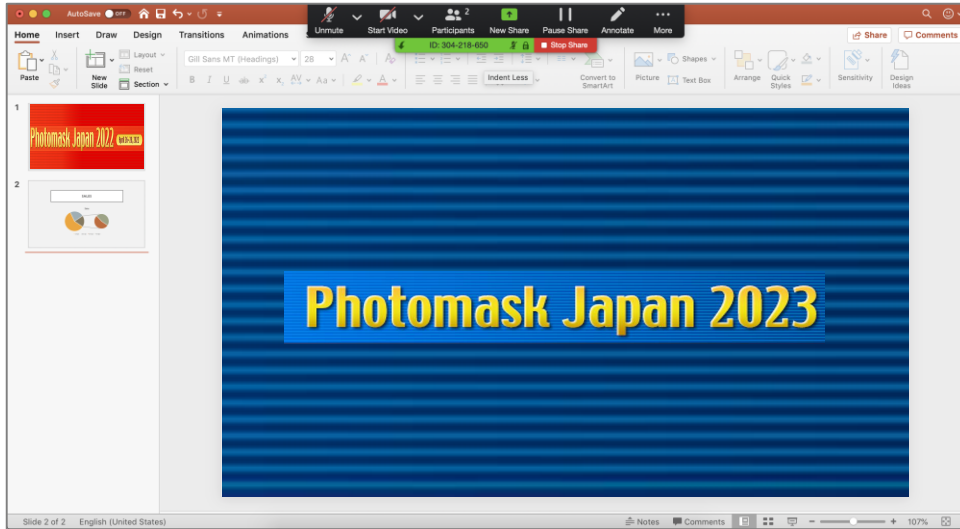
2. On your desktop, this will open a pop-up with options. Select what you'd like to share and click the blue "Share" button to proceed.



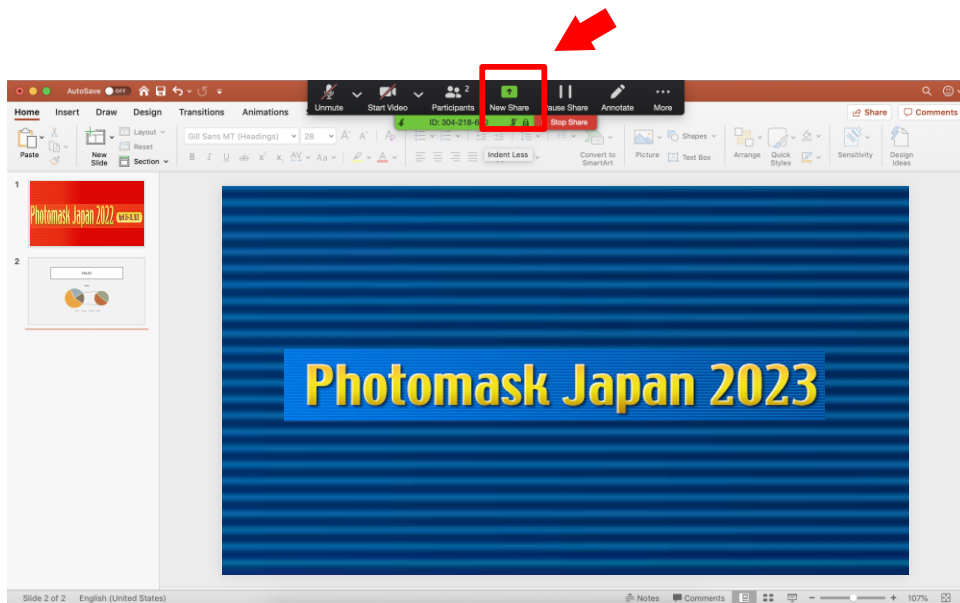


# Presenter Guidelines – Screen share

3. This will automatically broadcast the app or desktop view you chose to share. A small Zoom pop-up will be visible at the top of the screen reminding you that you are broadcasting.



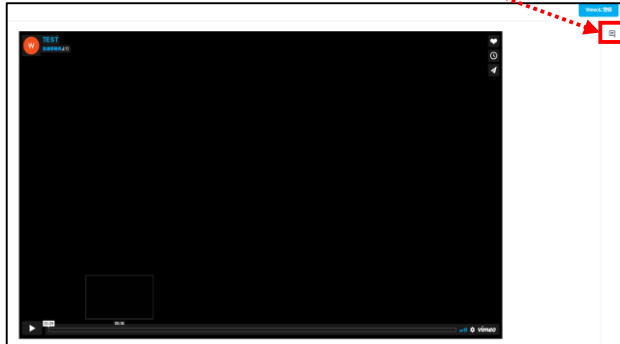
4. If you'd like to share a different screen, click the green "New Share" option in the middle. This will reopen the menu, where you can switch apps or choose to use the whiteboard. In addition to the "New Share" option, you'll find other helpful buttons.



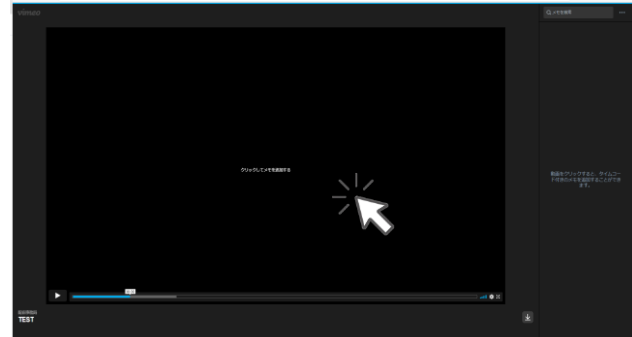
# On-demand Sessions – How to answer the comment

There is comment feature in the On-demand video platform. See details how to find the comments to your presentation video. You can respond them on their thread during the on-demand publication period.

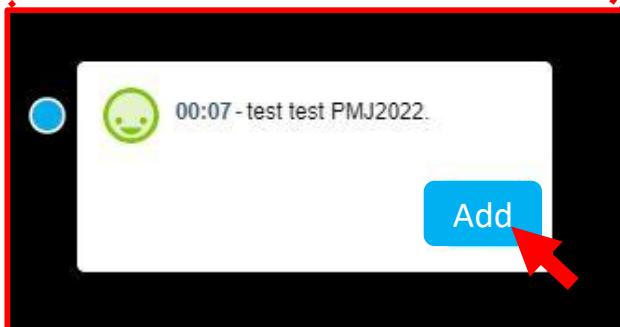
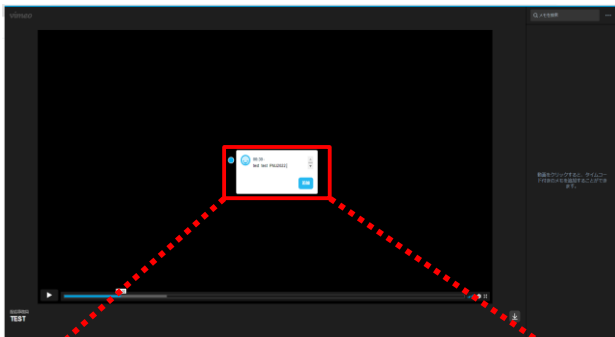
1. Click "Review".



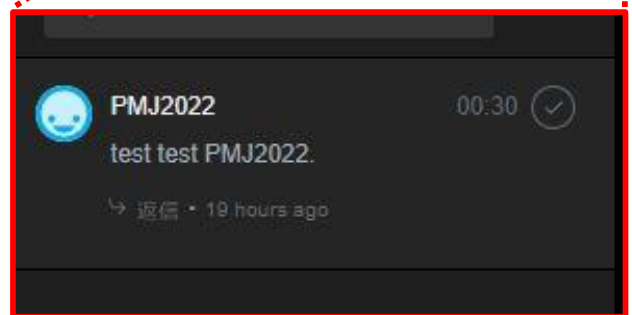
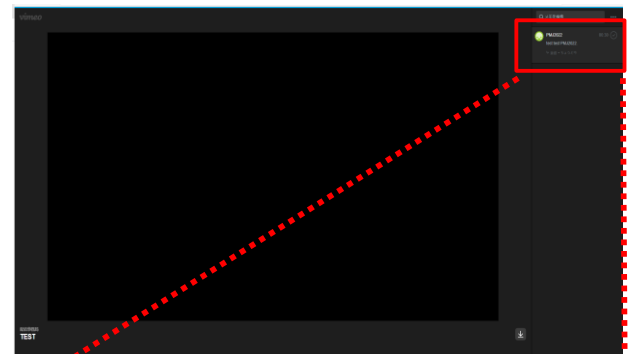
2. Click the screen when you want to add a comment.



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



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



## Attention

**You are prohibited from saving (including capturing), sound-recording, video-recording, and redistributing the transmitted videos and released materials.**

**If you need to save those data, please obtain permission from all relevant parties in advance, such as the speaker and the organizer.**

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