

The 40th Annual Scientific Meeting of Japanese Society of Kawasaki Disease

Guide for All Online Participants

October 30 and 31 (Friday and Saturday), 2020

The 40th Annual Scientific Meeting of Japanese Society of Kawasaki Disease

Guide for all online participants

1 Before participating (Ref. 1)

1) Access environment

Please make sure beforehand that your device, Windows, Mac, smartphone, tablet, etc. (OS version) is compatible with Zoom system. Please download Zoom beforehand. If you have already downloaded it, please make sure to update it to the latest version. Use of a low performance device, high load apps or external monitors on your device may result in poor image quality and choppy audio. Access under Wi-Fi could be unstable and the built-in microphone may cause audio problems. Please note that multiple devices in close proximity to each other in the same room (in the case of audio 'on') may cause howling (feedback).

2) Conditions of Participation

(1) It is your responsibility to keep your login ID and password (PW) confidential

and not to share them with others. We have security systems in place in the event of multiple accesses to the site by a registrant's ID and PW.

(2) Live-streamed video, on-demand audio-video and PDF posters of the presentations are not available for download. However, copying, recording, and diversion by using screen capture, photography, illegal downloading, uploading to social networking sites are strictly prohibited and violate the copyright and portrait rights. Please note that Japanese Society of Kawasaki Disease and the 40th Annual Scientific Meeting will not be responsible for any problems related to violation of the restriction.

(3) The contents of the conference's Zoom will be recorded under the principle that it will not be open to the public except under special circumstances. Please note that Zoom record may be used for on-demand distribution with prior approval, for security purposes, or for the purpose of member interaction other than academic contents.

3) Audience participation in the Zoom conference (Ref. 1)

This is a Zoom Webinar, and your own video image and audio as an audience will not be available in the system. For the sake of interactive discussion, please ask questions to presenters by typing in the Q&A. The discussant and chairperson will ask questions verbally on your behalf, respecting your name and affiliation. Please be prepared to type your questions early in the QA period to ensure lively discussion. In some sessions, we will also use the voting system in Zoom. On-demand streaming after the conference will be available for some educational sessions, which is subject to prior approval (to be announced before the conference).

2 Requests to presenters, discussants and chairpersons (Ref. 2)

1) Internet environment

(1) Device Preparation: We recommend using a PC with a Zoom-supported version of Windows or Mac. If your device is not powerful enough, you may experience choppy video, choppy audio, and operation delays. You need to

download Zoom beforehand, and if you have already downloaded it, please make sure you have the latest version of Zoom.

(2) Network setup: We recommend wired LAN. High speed Wi-fi is possible, but please note that communication may be unstable. A bad network may cause choppy video, choppy audio and operational delays.

(3) Preparation of accessory equipment: A headset is recommended. The sound is better than the built-in PC microphone with noise cancellation and howling protection. Earphones with a microphone may have fewer audio problems than the built-in PC microphone. Speakers, discussants and chairpersons should use the built-in or external camera to capture their own images during presentations and questions.

(4) Maintaining a quiet environment: Please pay attention to environmental noises (e.g., hospital broadcasts, landline phones, ambulances, etc.). Please be

aware that multiple computers in close proximity to each other in the same room (in the case of audio 'on') may cause howling.

(5) Pre-test and pitfalls:

Please start the ppt file in advance to share the screen.

Please use the Zoom test (<https://zoom.us/test>) to check the transmission and reception of audio.

Please check the speed of downloading and uploading of digital transmission with the Zoom test (<https://fast.com/ja/>). To keep the speed at >10-20Mbps is the minimum requirement.

If the CPU is overloaded, it may cause chatter and voice degradation. Specific counter measures include refraining from the use of "External Monitor", "Presenter Tool", "Voice video", and "Virtual Background" except for the designated purposes, shutting down all high-load applications, and rebooting your PC before your presentation.

Please note that high resolution image may cause choppy images.

Please be aware that animations can cause delays, etc., and lead to deterioration in image quality.

Please pay attention to the delay of the pointer depending on the terminal delivery environment and usage.

We recommend you to hold a rehearsal using Zoom (free meeting available) in your institutes for the final operation check.

2) Information and rules for presenters

(1) The Management Office will send you a Webinar Zoom URL for the presenter/discussant/chairperson at the presentation site three days before the rehearsal. Please note that the URL is different from the viewing URL for the same session. Please enter the web room 40 minutes before the session. Our technical staff will make final adjustments.

(2) Images and sounds during the session

The chairperson must be on camera during the session. Speakers and

discussants must be on camera while speaking. Please be sure to mute on Zoom during the session if the speaker, discussant or chairperson is not speaking. Please confirm your camera-on and mute-off verbally, when you start your presentation or making comments.

(3) Please be on time in your presentation. The secretariat will ring the bell one minute before the end of the presentation and twice at the end of the presentation.

(4) Please observe the protection of personal information in your presentation.

(5) In addition to the protection of personal information, online presentations are subject to copyright and portrait rights for the content of the slides. Please take care not to use the slide information without permission, and clearly indicate the source of your presentation. Please note that Japanese Society of Kawasaki Disease and the 40th Annual Scientific Meeting will not be responsible for any problems related to the violation of such restriction

3 Progress of Sessions, etc.

1) Oral presentations (general abstracts, featured abstracts, symposia, invited lectures, etc.)

We use a Zoom Webinar session. The session will be facilitated at the discretion of the chairperson. Questions will be asked by the audience using the Q&A function of Zoom webinar. There is often a one-minute lag time before a question is presented due to inputting questions, and once a question is presented, it can be a problem to compose a summary due to the large number of questions. The role of discussants in the web conference is to ask questions of their own under the chair's direction at the beginning of the Q&A session, and to sum up questions from the audience and ask them verbally for them by respecting the audience's names. If there is a problem with the speaker's image sharing, the secretariat will broadcast the audio video (MP4) submitted in advance (Ref. 3). There will be a live Q & A after broadcasting the video.

Presentation will be given in Japanese in oral sessions except in designated sessions, although the slides are shown in English.

2) Poster presentations

The flow of the poster session will be on-demand posting in PDF and audio-videos (MP4) (Ref. 3) starting three days before the conference (at 12:00 on Tuesday, October 27) and continuing throughout the conference, and questions will be accepted on the dedicated BBS until the session starts. During the session, we will ask you to give a two-minute flash-talk (live briefing) via Zoom webinar while the audience refer to the program and the PDF of the conventional paper booklet, and to answer questions about the presentation. During the presentation, the secretariat will share a single slide (submitted in advance) with the audience so that they can see at a glance what is being presented and which subject matter is being presented. Session progression is the same as in the oral presentation, with live discussion under the moderator's chair, taking questions from the audience in addition to the discussant's own questions. Both speech and slides will be in Japanese.

3) Online Banquet

We will have an online banquet using the Zoom meeting with the participation of the audience by using their own image and audio. After the greetings (mute-on except for the speaker), please break up into small groups and exchange information using the breakout room function of Zoom. This group will change members (shuffle) by Zoom's function during the meeting. This is an opportunity to reconvene after six months or more of self-restraint, and we invite you to interact virtually but closely. There will be a gallery view photo shoot for the whole group and small groups. Please visit the member interaction site in Slack for the online second party information using Zoom.

4 Business and casual communications and floor discussions (using the chat tool Slack)

The role of side slides in the conference room is necessary for sharing information in case of emergency and session progress information at the web conference (in addition to the phone and email of the management office). We do not use the chat function of the Zoom webinar in the audience session room. If there are

unanswered questions in a conference session, they will be supplemented by floor discussions. In order to replicate such communications and floor discussions at the on-site conference, we will use Slack, a registrant-only chat tool used for both business and academic conferences. Those who have registered for the conference will receive an invitation e-mail from the management office, so please register. This Slack will be finalized at the end of the on-demand streaming after the conference.

1) Rules.

In accordance with the ethics rules of the conference, you must strictly adhere to the protection of personal information, copyrights and portrait rights. It is prohibited to post photos of other people's screens at the conference without permission, or to post a down-loaded pdf file of a paper only for the subscribers.

Please refrain from slander and defamation and interact in a gentlemanly manner.

Please be aware that the content of posts may be deleted at the discretion of the management office. Please note that Japanese Society of Kawasaki Disease and

the 40th Annual Scientific Meeting will not be responsible for any problems related to the violation of restriction.

2) How to register (please refer to the website: <https://hashikake.jp/articles/how-to-slack-01>)

You will receive an invitation e-mail from the conference office before the conference. Click on "Click Now" in the e-mail and enter your name and password. Click on "Create an account". In the "Profile and Account" section, you will be asked to indicate your name and affiliation (e.g. Tom Mie, Department of Pediatrics, Mie University Graduate School of Medicine) for viewing and questioning, just as you would have on your name tag for the on-site meeting.

Please download the desktop application instead of the browser for your convenience.

3) Use of the workspace under the name 'The 40th Annual Scientific Meeting of Japanese Society of Kawasaki Disease'

There are group chats for each theme, called channels, and there are channels for each session of the conference program, following "Participant Administrative Contact" and "Participant Interaction". These are chat sites that are shared with all attendees. Direct Message is a private chat where you can contact the speaker or someone you know directly. In each session, the secretariat will list the title of the talk and the speaker, and you are welcome to discuss in each session as appropriate. Threads are useful for interactive discussions. Please use "Like" and other reactions as appropriate. We use an AI app for the English-Japanese simultaneous translation to facilitate international communication in the web environment. The AI translation is still under development, so please use Japanese that is easy to translate into English.

General Information to Participants: emergency information related to the system error and progress of the session, etc, from the management office. It is possible for the participants to ask or answer to questions related to the programs.

Social networking site: casual greetings from the participants. Asking for the second banquet party by providing the URL of the party.

Direct messages: direct contacting speakers and individuals, direct contacting the secretariat.

4) Security and personal information protection

For security measures and personal information protection for registered users, the function for Slack participants to invite third parties to join, the function to disclose members' e-mail addresses, and other additional features of the app have been disabled.

5 Issuance of certificates of participation, credits for board members, etc.

1) Issuance of participation certificates and receipts

After the event, a certificate of participation will be sent to those who have viewed

the event on the access log by using the e-mail address you provided. A receipt will be sent to all those who have paid the registration fee.

A receipt will be sent to all attendees who have paid the registration fee. Please note that the certificate of participation will not be issued until after the end of the meeting.

2) Credits available at the meeting

As an accredited training session of the Japanese Society of Pediatric Cardiology, you can obtain 3 conference credits. (If we can confirm your record of participation)

6 Contact information (Secretariat)

The 40th Annual Scientific Meeting of Japanese Society of Kawasaki Disease

TFT Building East Wing 9F, 3-6-11 Ariake, Koto-ku, Tokyo 135-0063, Japan

Within Procom International Inc.

Phone: 03-5520-8821 Fax: 03-5520-8820 Email: jskd40@procomu.jp