

# JAILA 2022 General Outline

JAILA

Masumi Igarashi (Secretary-General)

Azusa Wada/ Masayuki Teranishi/ Azumi Yoshida (Conference Organizers)

Takayuki Matsumoto (Webmaster)

## 1. Contents and System

The conference will be held online and all presentations and events placed on a special conference site. We will send you the ID and PW for the site after receiving your application.

Below are systems we'll use for the conference.

### •Presentation (live)

Zoom Meeting (March 19<sup>th</sup>)

### •On-demand distribution

[oral presentation (on-demand) ] video (March 19<sup>th</sup> – March 26<sup>th</sup>)

[poster] video (March 19<sup>th</sup> – March 26<sup>th</sup>)

\* For schedule and program/abstracts, please look at the site below.

Conference Program : <https://jaila.org/activity/taikai20220319/JAILA-taikai20220319.pdf>

## 2. Application for the conference

You need to enter our conference site in order to attend the conference. The ID and PW for the site will be sent after completion of your application, about 1 week before the conference.

### A. JAILA member

Application is not needed. We will send ID and PW by email.

### B. Non-member

Non-members need to complete the application on Peatix.

[Term] February 19<sup>th</sup> (Saturday) ~March 26<sup>th</sup> (Saturday)

[Method] Peatix → <https://conference2021jaila.peatix.com/>

[Fee] 1,000 yen

## 3. What presenters (live) must do before the conference

- (1) Please complete Peatix application by March 9<sup>th</sup>.
- (2) Please join a rehearsal on March 14<sup>th</sup> (Monday). The details will be sent to you by email.
- (3) Please send us a copy of your presentation materials (e.g. PPT file) in advance by email to use as backup in case of trouble.
- (4) Please install the latest version of Zoom before the conference.
- (5) Headsets are recommended in order to prevent howling.
- (6) Please attend the online Opening Ceremony on the day (March 19<sup>th</sup>).
- (7) Please enter the link to your meeting (shown on the conference special site) at least 5 minutes before your presentation.

#### **4. Other important notices**

- Our conference site is available to applicants only. Please be careful not to leak the site and its contents to outsiders.
- We may email your registered email address in the case of trouble, so please be ready to accept the email.

#### **5. Contact**

For any inquiries please email the JAILA office ([office@jaila.org](mailto:office@jaila.org)) .

If you experience any problem during the conference, please contact us at the special conference site.