

May 25, 2020

The Society of Chemical Engineers, Japan
51st Autumn Meeting

To: All persons concerned

Subject: Guideline about Venue of the 51st Autumn Meeting

The 51st Autumn Meeting of The Society of Chemical Engineers, Japan, for September 24 to 26 is currently scheduled “on-site” at Iwate University, however, depending on the situation with novel coronavirus, we may change our plans to “virtual meetings only” or “on-site meetings with virtual attendance.” The meeting’s administration office is in Tokyo, and we will decide how to run the meeting as follows:

1. Our judgement will be based on the preferences of Iwate Prefecture and Iwate University.
2. Prefectures declared to be under state of emergency (including traveling across prefectural boundaries) will lead to the following formats:
 - (1) Tokyo is under state of emergency:
Virtual on-line meetings only (No on-site meetings will be held.)
 - (2) Tokyo is not under state of emergency while two or more other prefectures are:
On-site meetings with virtual attendance (Format of poster sessions and whether to have banquettes will be determined separately.)
 - (3) Tokyo is not under state of emergency while one other prefecture is:
On-site meetings (Format of poster sessions and whether to have banquettes will be determined separately.)
3. Our decision will be announced on July 20th, before opening the programs, however, even if we decide to have the meetings “on-site only” or “on-site with virtual attendance,” we will announce our final decision on whether “virtual attendance” is an option on August 17th when travel expense will be committed for on-site attendance.

The followings are our plans of how to run virtual on-line meetings. Details will be finalized at the end of June and we will promptly announce our decision.

- We will use a remote on-line meeting system (Zoon, Teams, or so) and will connect only those registered to attend and invited speakers.
- The speaker, audience, chair, and administrative staff will participate individually

(if the event is on-site with virtual attendance, the event room will join as a single participant), and the presentation material (slides) and voice will be distributed over the Internet.

- Poster sessions will proceed during the specified days (one day or throughout the meeting) when the posters will be made viewable and each presenter will stand by during a specified timeframe (probably 30 to 60 minutes) to talk with the poster or presentation material shown on the screen and to answer questions from the audience who connects to the session during the time.

Securing safety for the participants of the 51st Autumn Meeting has the highest priority and we request your understanding and cooperation.

Sincerely,

Yoshiko Tsuji

Annual and Autumn Meetings Managing Committee Chairperson

(Please send any inquiries to:)

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