Participants Guide

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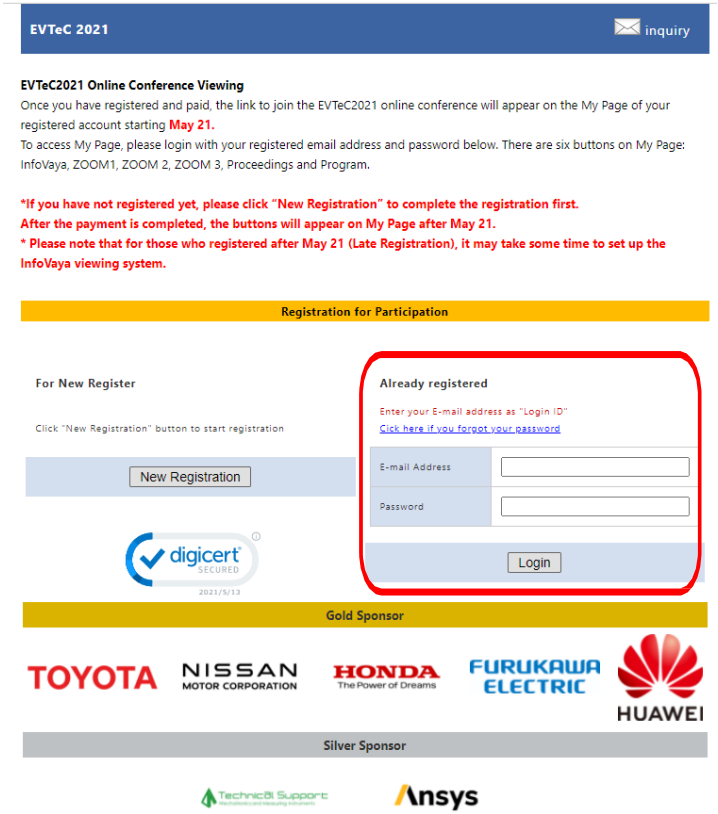
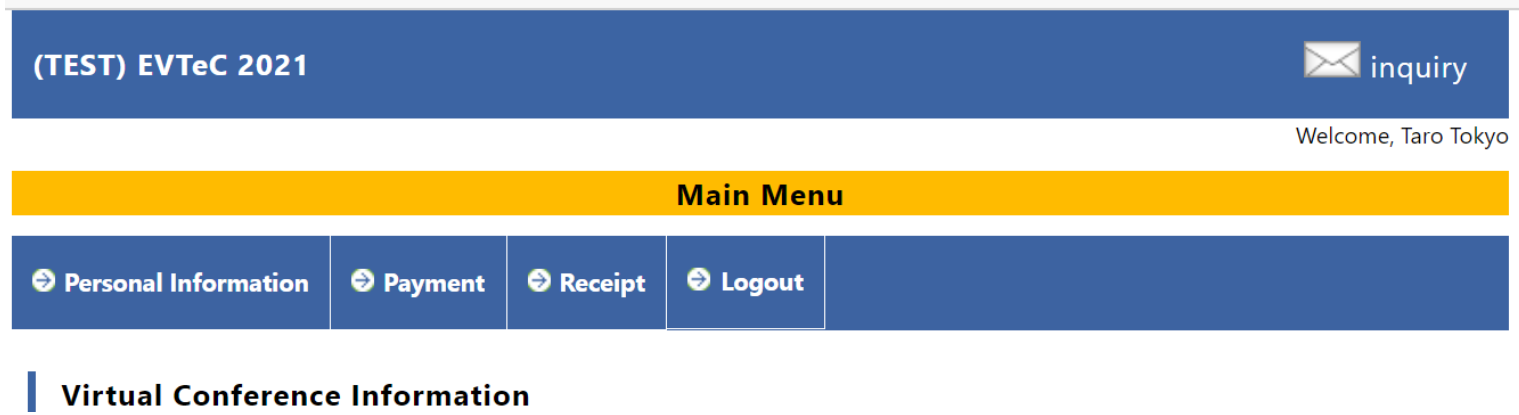
How to Access Online Conference Platform

STEP 1

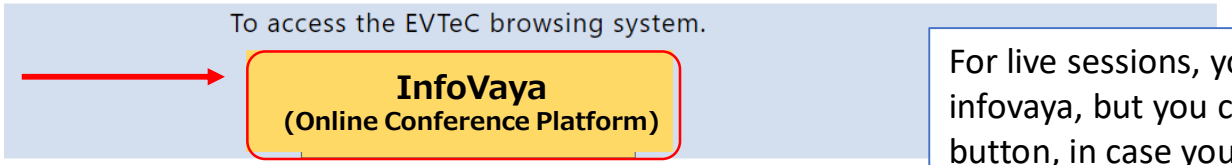
1. Login to your registration account with registered email address and password.
URL: https://secure101.jtbcom.co.jp/evtec2021/
*If you have not registered yet, please click “New Registration” to complete the registration first.



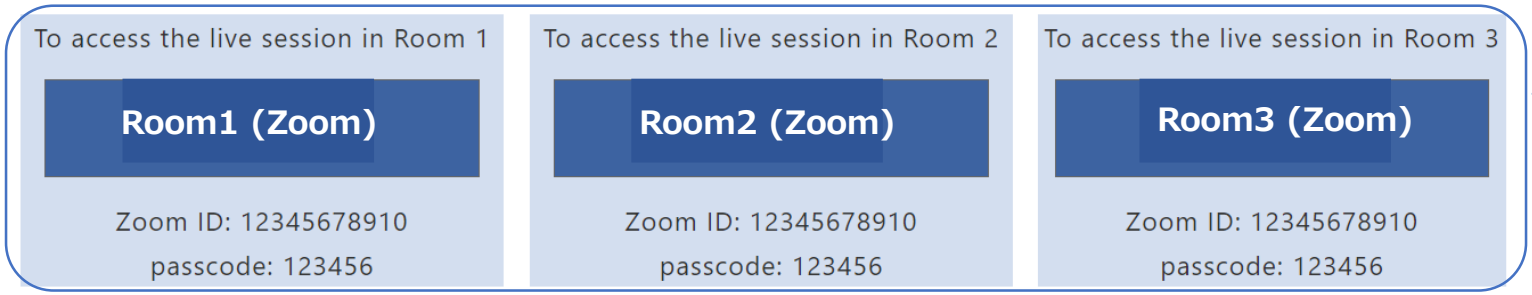
2. Those who finished payment, six buttons will appear to your Main Menu.

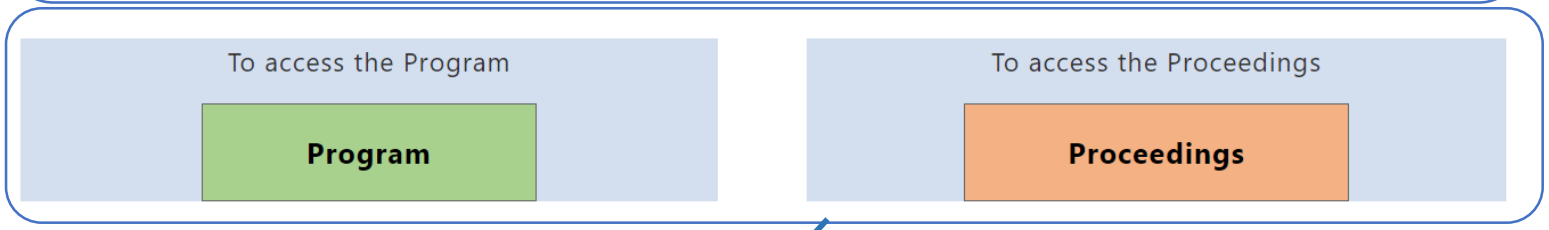


3. To access online conference platform (infovaya),
Please click the yellow button.



For live sessions, you can access through infovaya, but you can also access from this button, in case you cannot log in to the infovaya.





You can also access to the program page (website) and proceedings from these button.

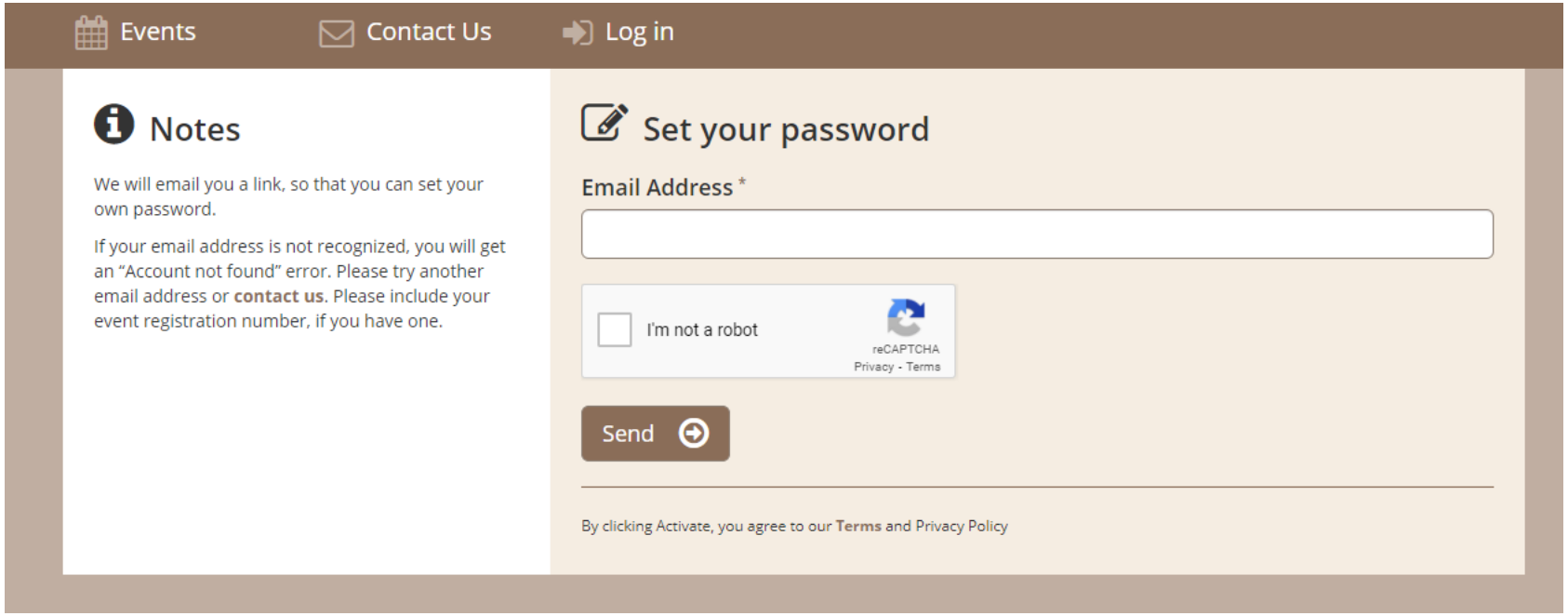
STEP 2

After you reached to Infovaya (online conference platform)

1. Set your password

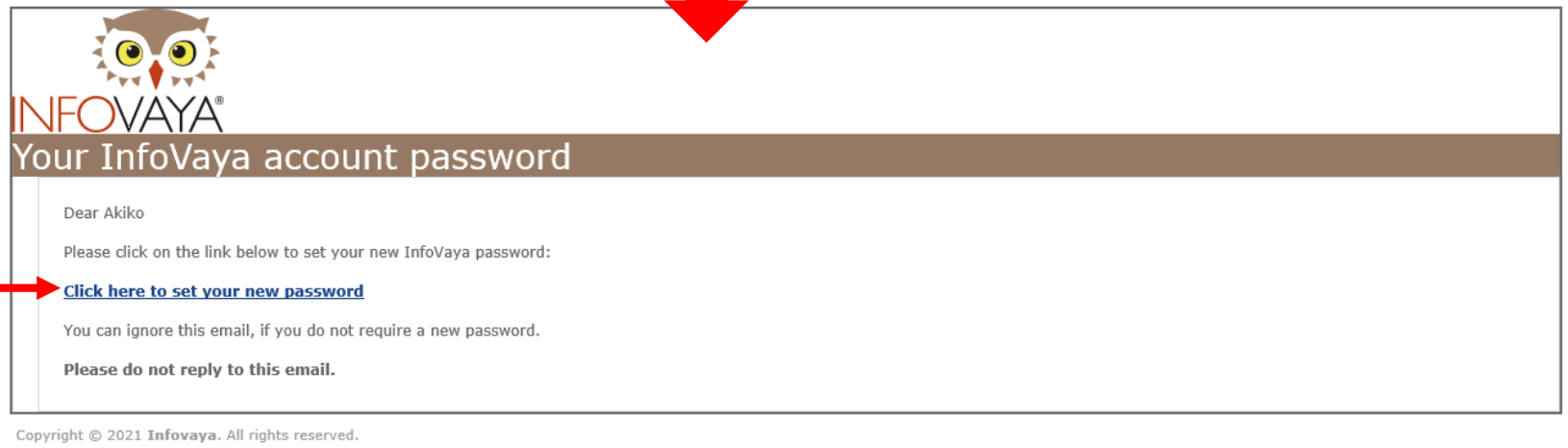
1.1- Once the Online Conference Platform launch, please click here to set your password.

1.2- Enter your email address that will be informed by the EVTeC 2021 Secretariat.



1.3- You will receive an email from InfoVaya (noreply@infovaya.com).

Click here to set your new password.



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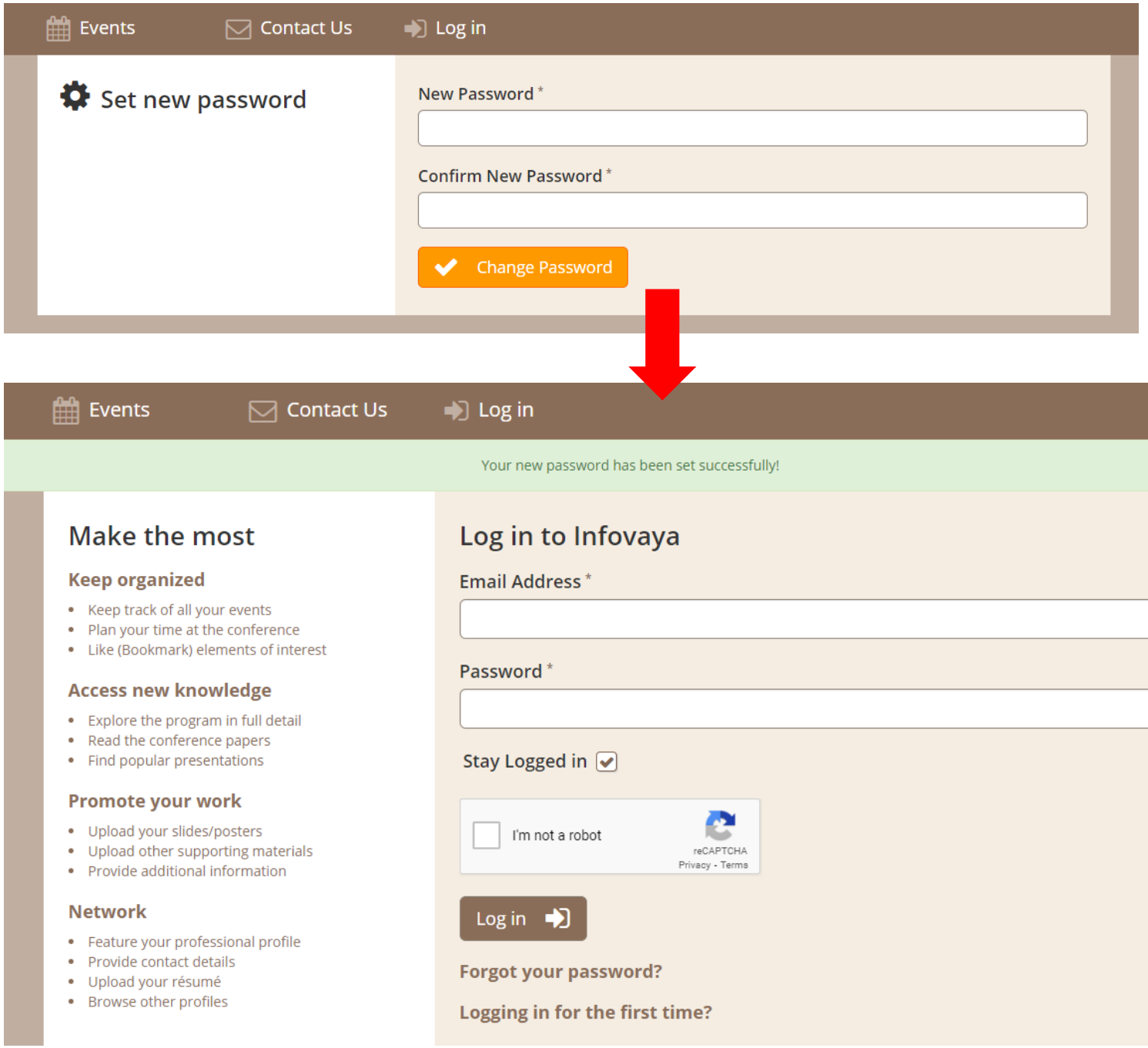
1.4- Enter your password that can be decided by yourself.

Password must…

- contain at least one capital letter, one lowercase letter and a number.
- be 8 characters minimum.

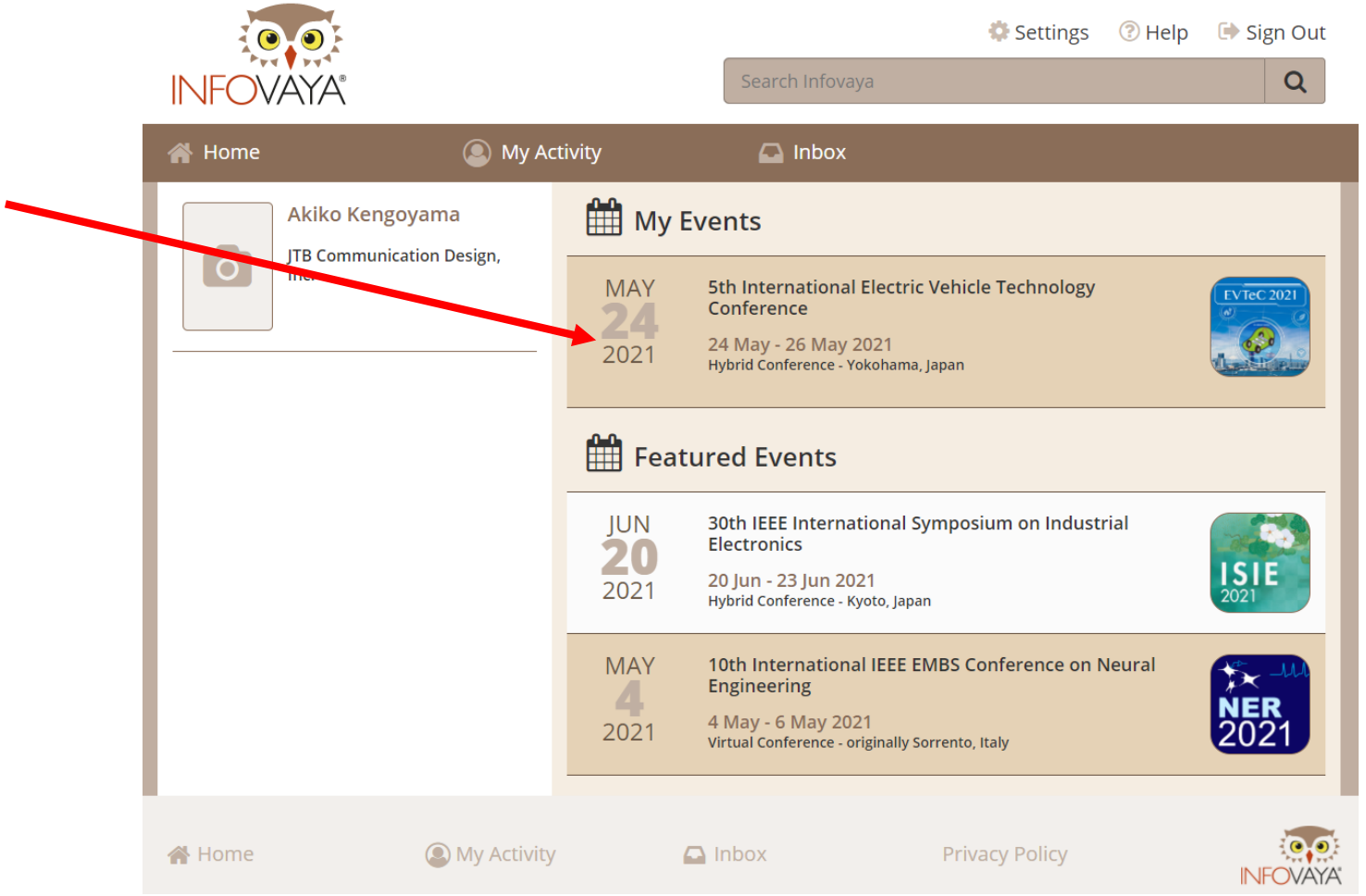
1.5- Now you can login with your email address and password.



STEP 3

2. See EVTeC 2021 Program and Presentation (Presentation video (on-demand))

2.1- Click here to go to EVTeC 2021 Program.



2.2 On the top page, there are several menus:

①Program: You can check the program by time table.

②Digest: You can check the program by checking the digest of each presentations.

③Sessions: You can check the program from session list.

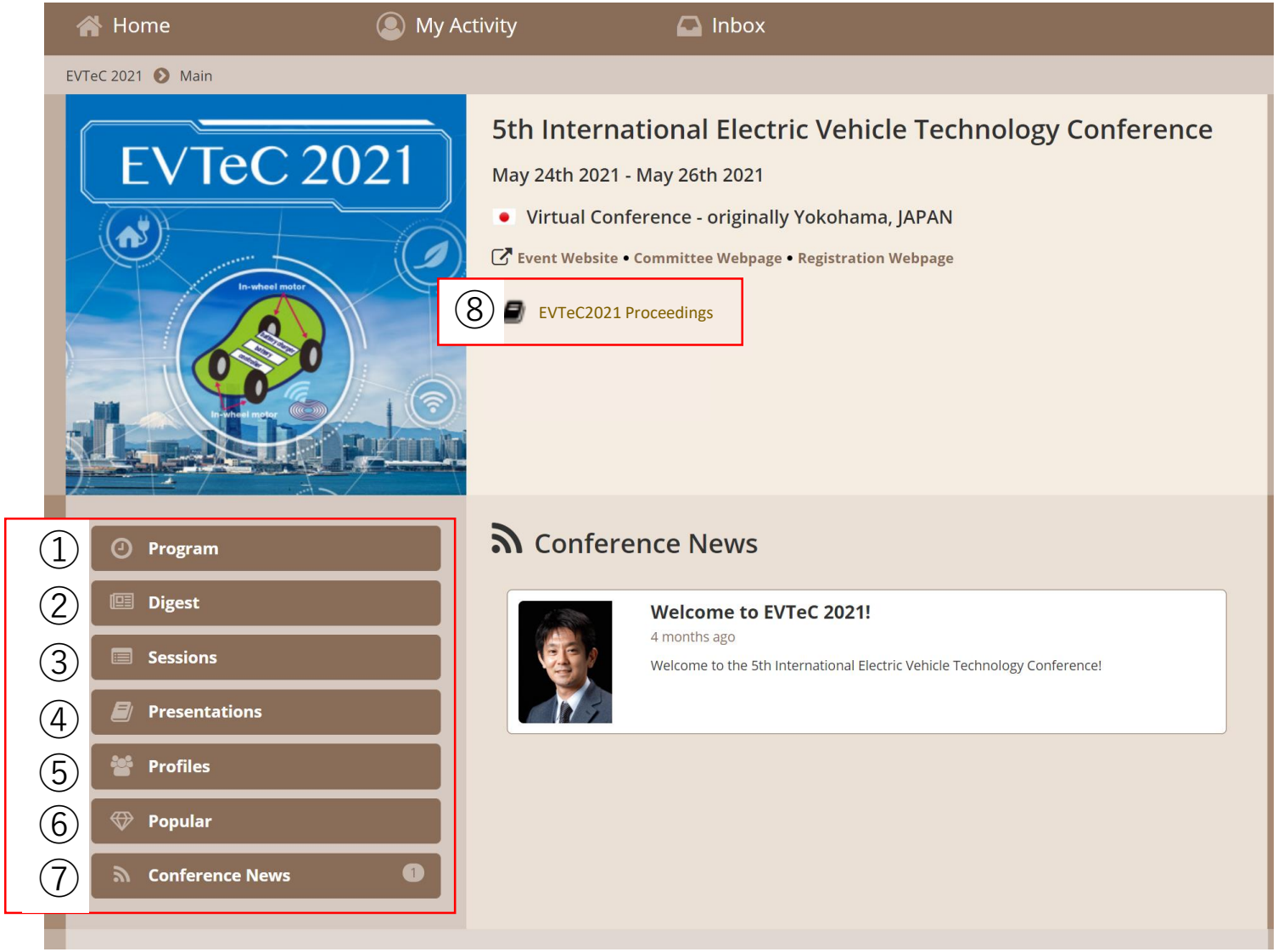
④Presentations: You can check the program from session list.

⑤Profiles：You can check the list of presenters/chairs/authors those who uploaded photo

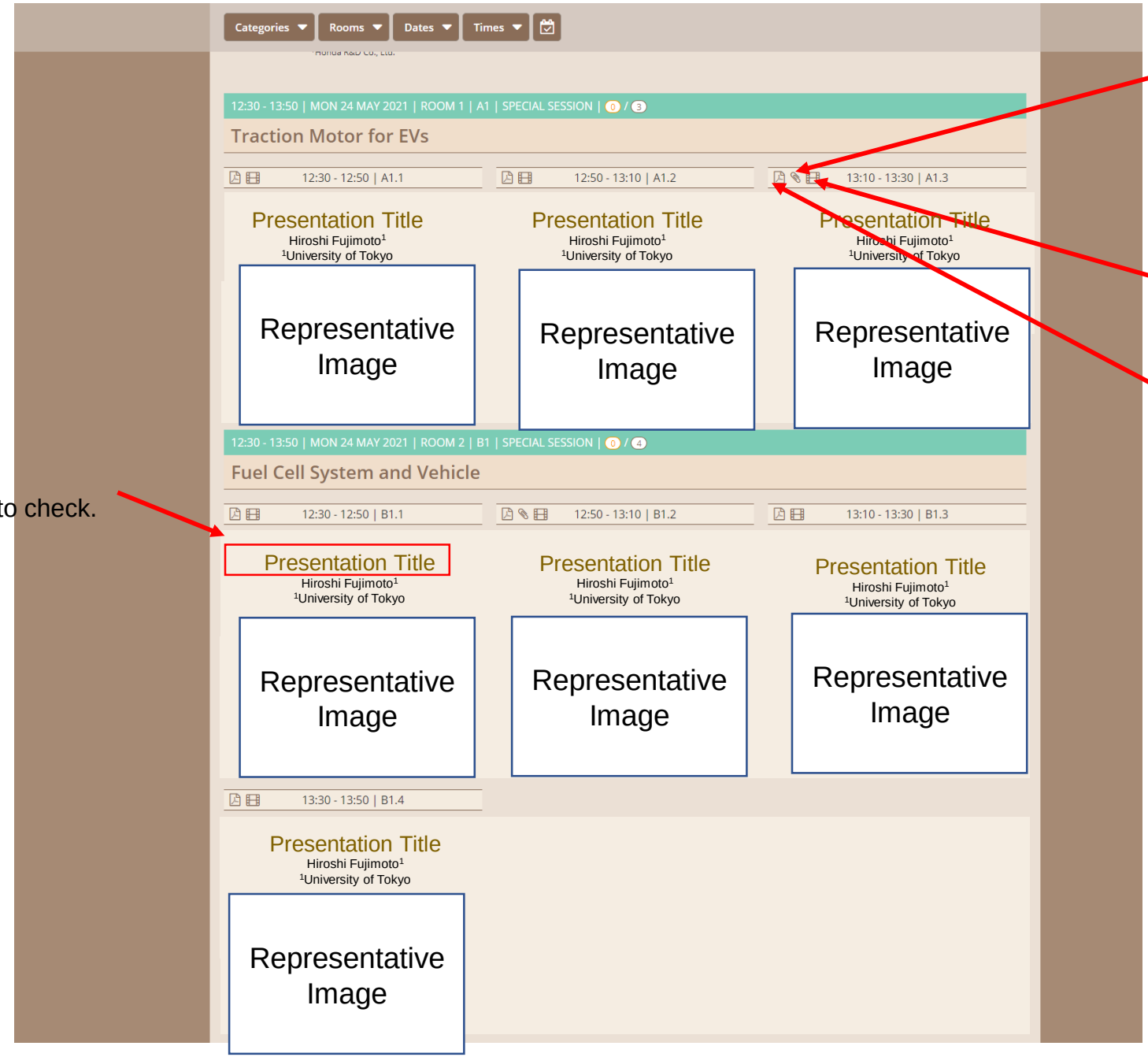
⑥Popular: Popular presentations are listed here.

⑦Conference news: If there's any news, the post will be updated.

⑧Proceedings: You can download proceedings zip file from this link.



2.3- If you click “Digest” on the top page, you can see the pages below:



This clipmark shows there are presentation slides (PDF).

* To see the file, please go to next page.

Video (mp4)

Paper (pdf)

Please click the Presentation title of the presentation you would like to check.

2.4- On the next page, you can check each presentations' abstract, video, full text (papers), and presentation slides(if any).

①Presentation and session information

②Text of abstract

③Presentation Video

・Participants can watch the pre-recorded video anytime.

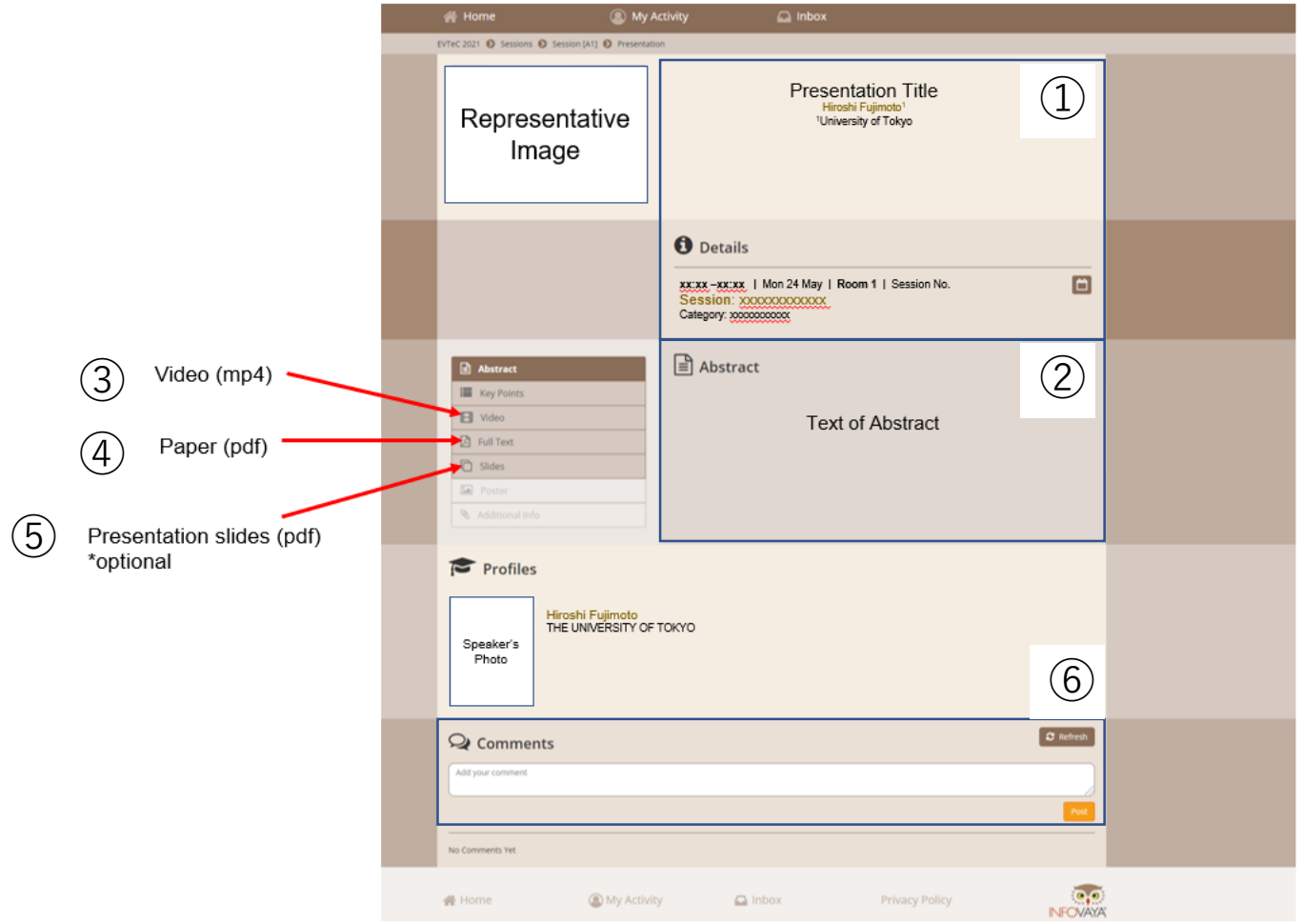
④Paper (PDF)

⑤Presentation Slides (if any)

⑥Comments (chat-based discussion)

・Participants can write questions anytime.

・Presenters should write the answers for the comments.



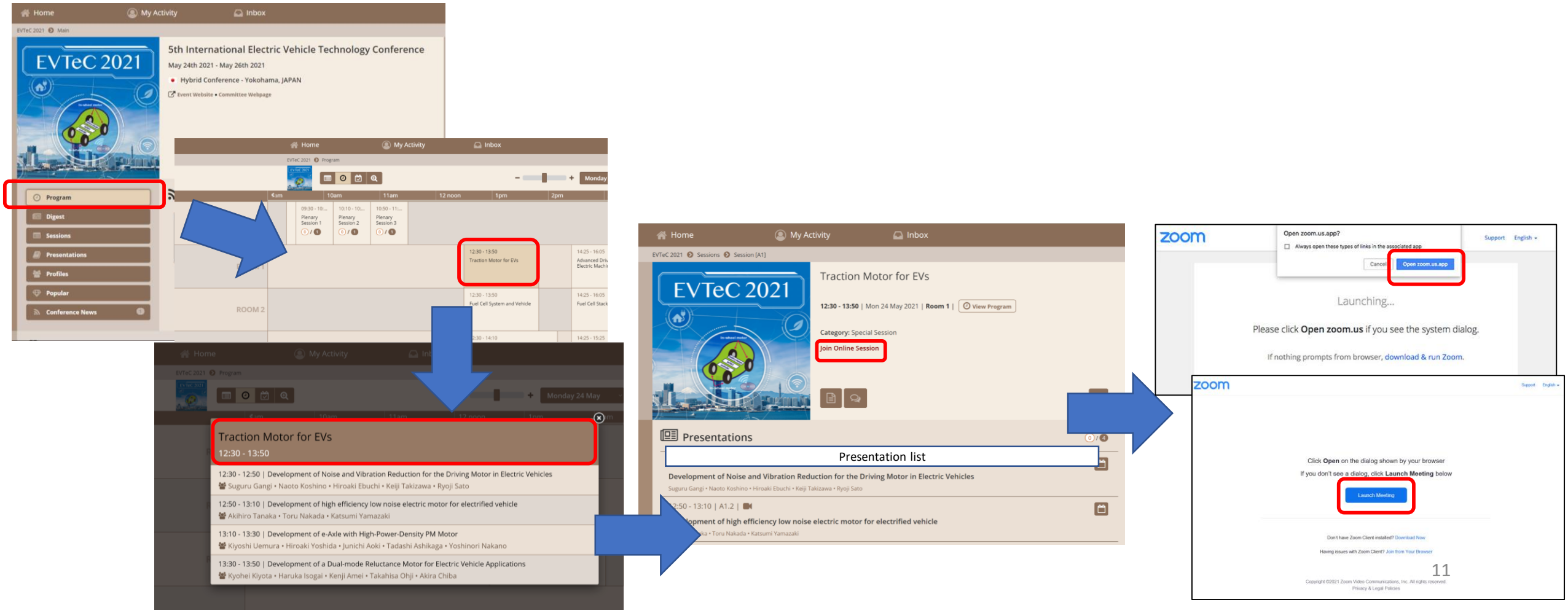
STEP 4

3. See EVTeC 2021 Program and Presentation (Attending live-sessions)

3.1- After you login at Step 2, please select the program/session you would like to join.

Once you moved to the session, please click “join online session” link to launch zoom meeting.

*Please note that sharing these URL with non-registered individuals is strictly prohibited.



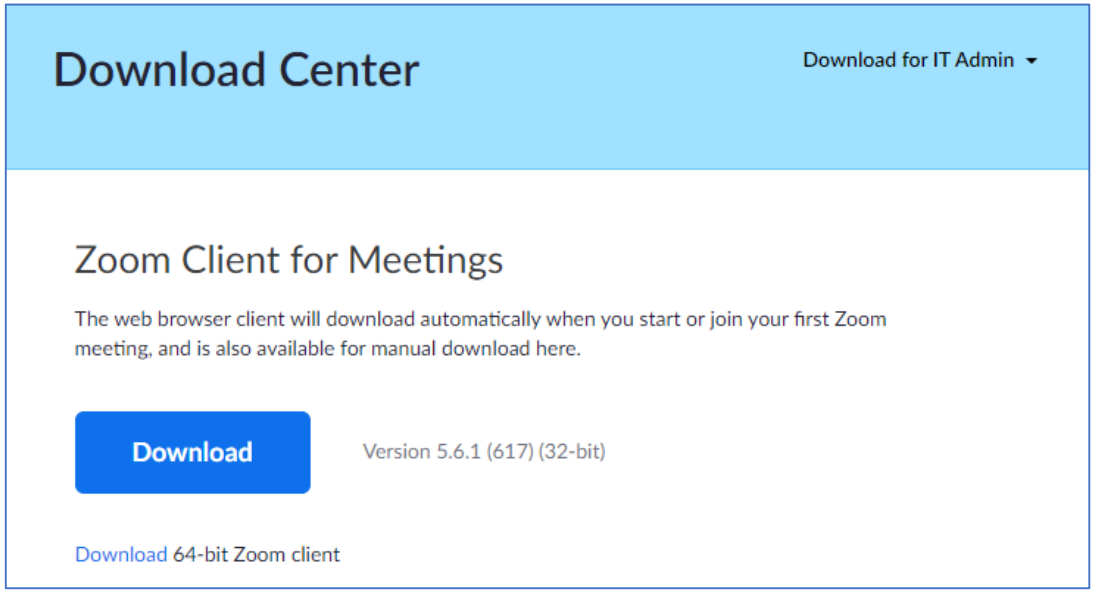
3.2- If this is first time for you to use zoom, please install zoom in your PC.

Go https://zoom.us/download#client_4meeting

Click “Download”

Zoom will be automatically operated from the next log-in time

Note: You may log-in from your browser, but some functions might be lost.

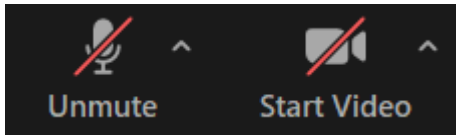


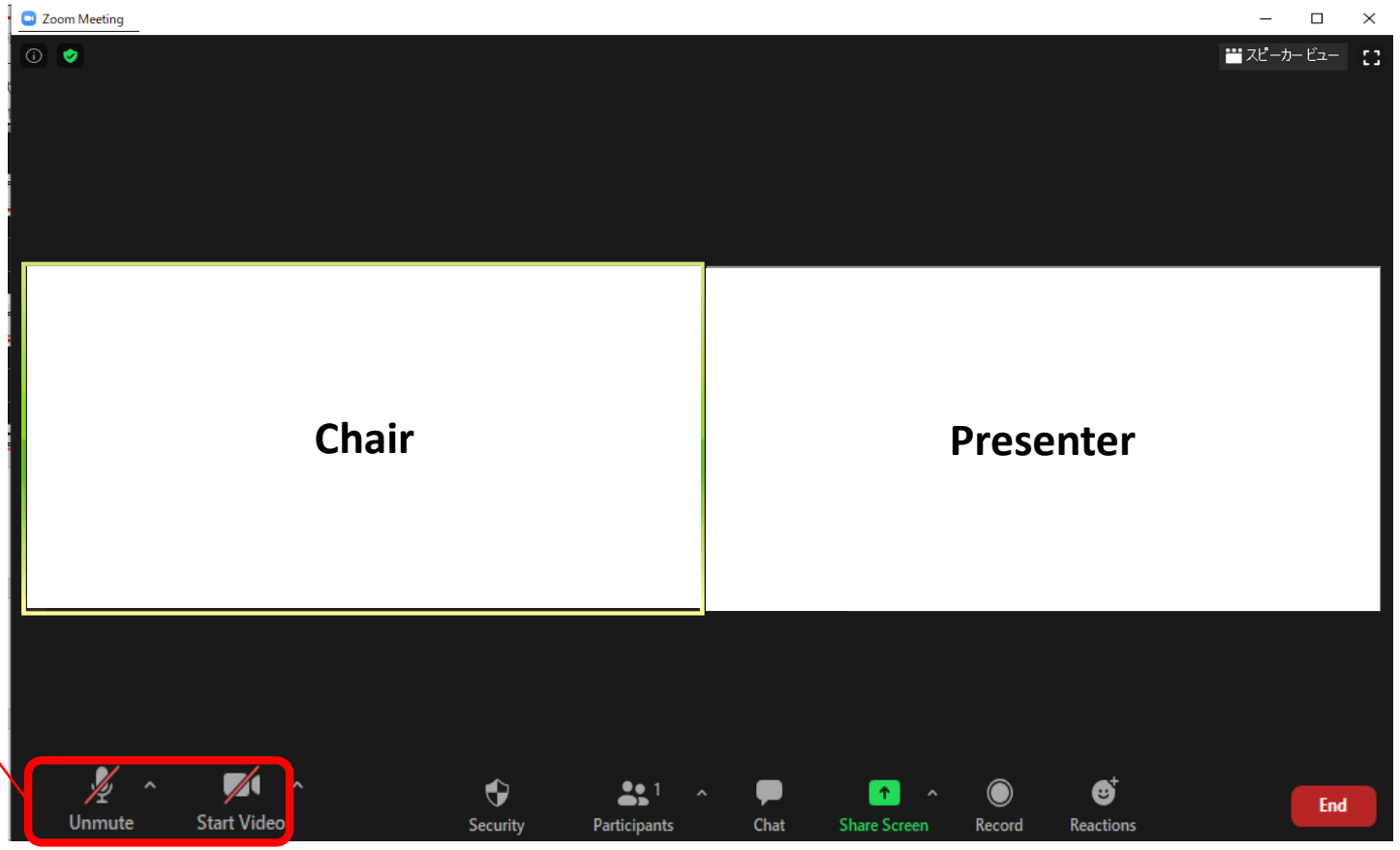
3.3- After you login at zoom, please change your zoom name as below:

J. Smith (UTokyo, XXX)

where XXX=the last 3 digits of the registration number.

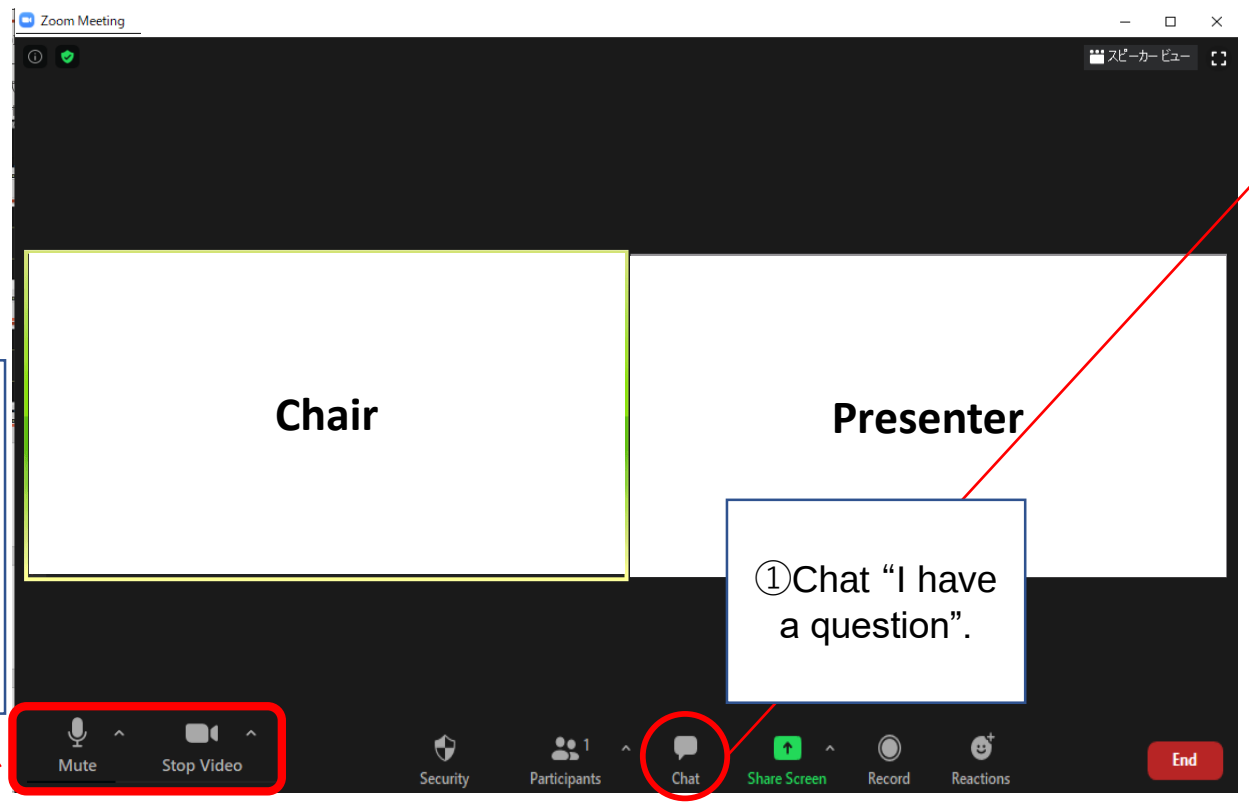
For the presentation time (video), please turn the microphone and video OFF during the presentations.





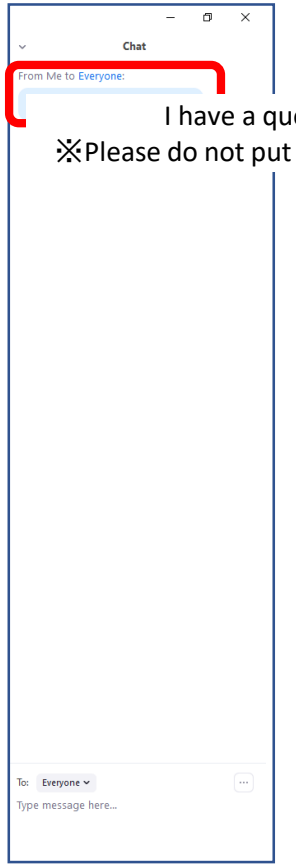
3.4- During the oral discussion time, if you wish to talk for question, please chat “I have a question”. Please do not write the question itself.

Then the chair will pick the attendee’s name and allow you to talk, then please unmute the microphone and make questions.



②When the chair allow you to talk, please unmute the microphone and ask question.
(You can turn on video if you like)

①Chat “I have a question”.



Reference 1: About “Settings”

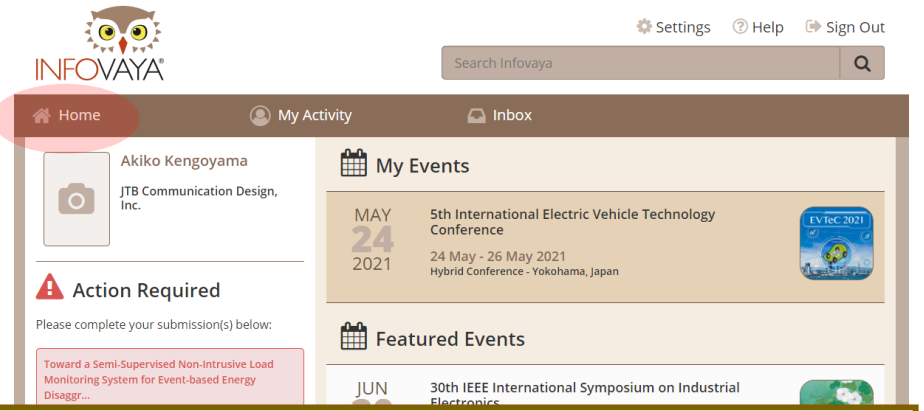
・Go back to ‘Home’ page.

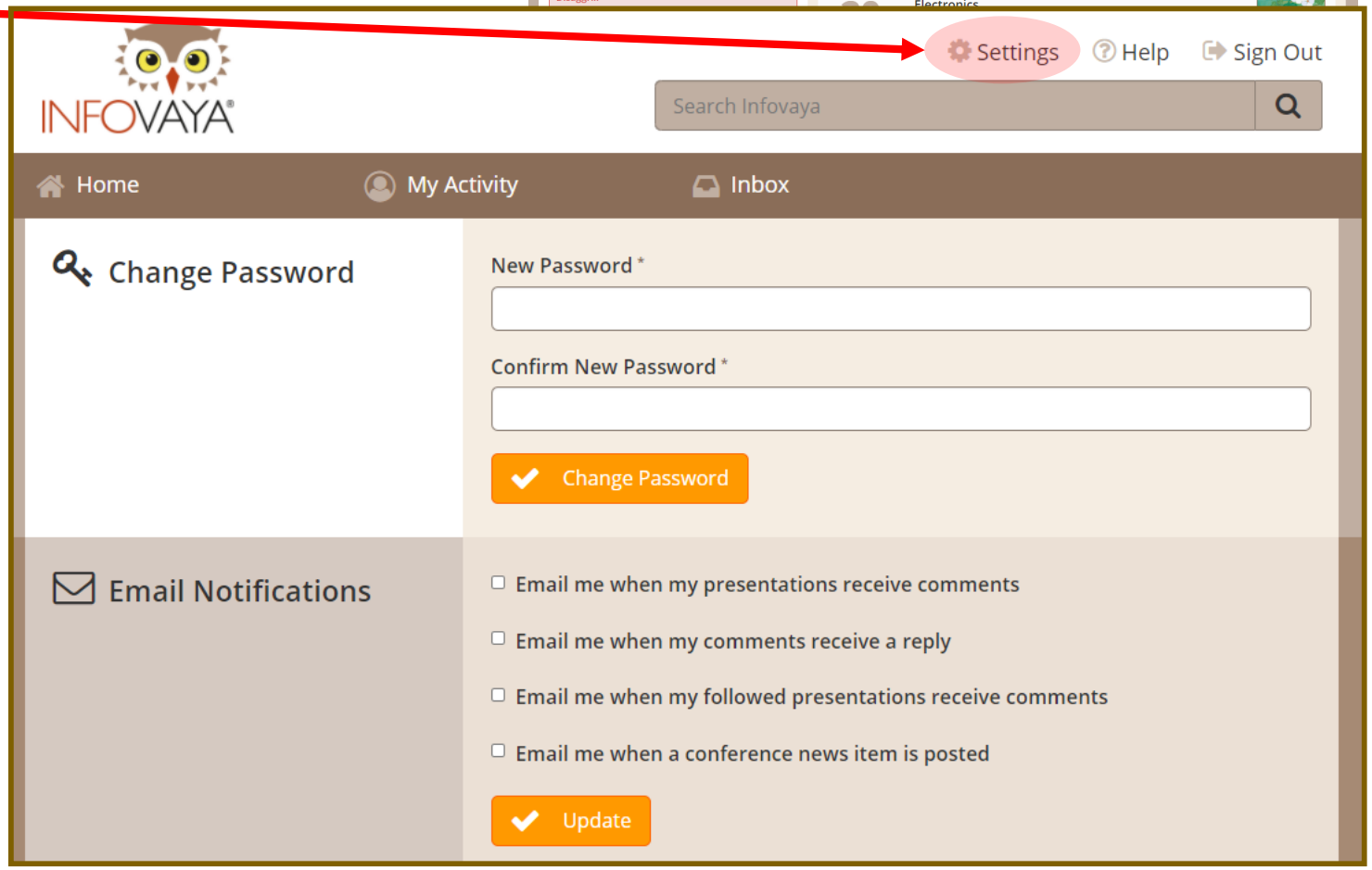
・ Click here to set Email notifications below.

You can receive an email from the system automatically…

- when your presentations receive comments
- When your comments receive a reply
- When your followed presentations receive comments
- When a conference news item is posted

★Change of your password is available on this page.





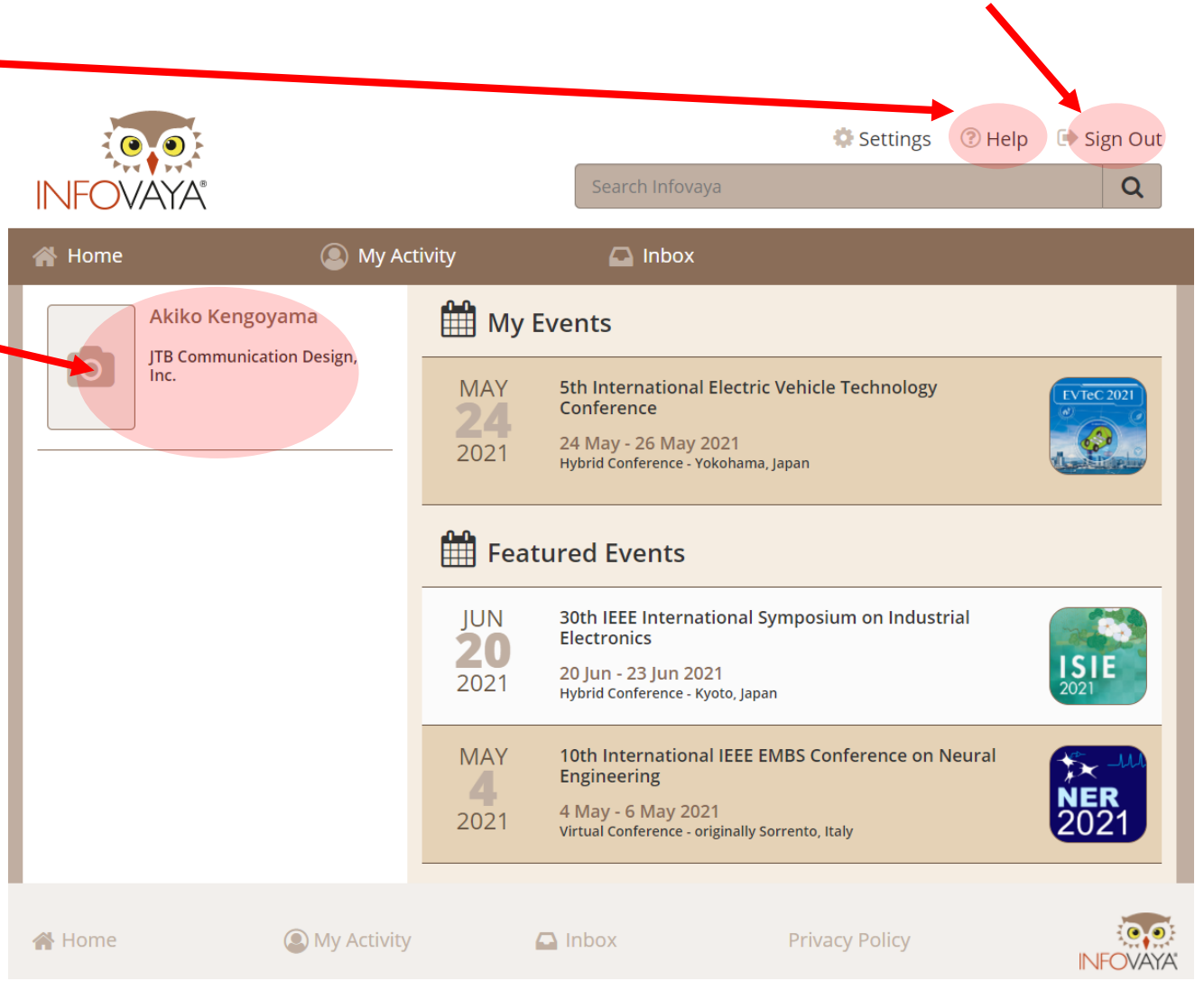
Reference 2: Others

・Click here if you need any help about the system.

FAQ and contact form are available.

・Click here to edit your profile if you want.

4.3- Click here to finish the screen.



Contact information

EVTeC2021 Registration Office: evtec2021-reg@jtbcom.co.jp

Office Hours: 10:00-17:00 on Moday-Friday (JST)