**■ Information regarding how the TRPNEP2021 Conference will be held**

**The 3rd TRPNEP 2021 Seminar** entitled “3rd ASEAN - Japan Meeting Point of Collaboration by Stakeholders and Researchers for Reducing Environmental Problems in ASEAN Countries” will be held **completely online**. There will be Oral Presentations (1st date) and Poster Presentations (2nd date).

**Please visit our website, https://trpnep.org/**

(1) **Oral presentations on** **December 11**

The Main Programs (Opening Ceremony, Oral Presentations, and the Q&A Sessions for the Oral Presentations) will be held **live**. An online meeting tool called **Zoom** will be utilized for these programs.

Please make sure that you have the latest Zoom application installed onto your computer for the best experience! Also, please test your microphone and camera beforehand to make sure that they are functioning properly. It is also recommended to join with a broadband wired or wireless (3G or 4G/LTE) connection!

If you are unsure about anything, please visit the following URL for additional information!

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

*Note: For those who have technical difficulties can get a training or a technical assistance from us to use Zoom. Please let the secretaries know.*

**An ID/Password unique to the site will be issued on a later date so please check your e-mail for it.**

(2)**Poster Presentations (Display Booth Sessions)** **on** **December 12**

Display booth sessions will use **Spatial chat** to engage the presentations (such as academic research, academic programs of universities, private and public organizations, companies and their products, innovations, etc.) in a virtual space where all participants can form groups for conversations with different topics.

It is similar to the breakout room in Zoom, but it is better for online social events as participants can move freely between groups, or form new groups, by simply dragging their avatar.

*Note: For those who have technical difficulties can get a training or a technical assistance from us to use Spatial Chat. We will also provide necessary information on our TRPNEP seminar website.*

If you are not familiar with SpatialChat, please visit the following URL for additional information!

<https://help.spatial.chat/hc/en-us>

**SOME ORGANIZATIONS OR COUNTRIES DO NOT ALLOW THE USE OF SPATIALCHAT OR ANY ONLINE SERVICES DUE TO SECURITY REASONS! PLEASE VISIT THE FOLLOWING URL TO SEE IF YOU CAN ACCESS IT BEFOREHAND!** <https://spatial.chat/s/testroom0001>

**■ Instructions for Display booth sessions**

We strongly advise you to follow:

* **Header**:

Institution or company logo / the title of your display booth (middle) / the author names (middle part under the title).

* **Content:**

1. **For research related display booth presenters:** At least containing Abstract, Introduction, Methodology and Objective, Discussion, Conclusion, and References.

2. **For academic program display booth presenters:** Introduction of your academic institution / or / your academic institutions offered programs information, etc.

3. **For non-academic / products display booth presenters:** Introduction of your presentation of private/public organization or products or innovation etc. The objective of your presentation, etc.

* **Size and Orientation:**

You can make your Poster in either Portrait or Landscape. Recommended size would be a One-page portrait A0 size (841x1189mm).

* **Font Size:**

If you will be making the poster in an A0 size, please use a size 40 font for the body.

* **Save Format:**

Please save your poster in jpg, gif, or png format. (PDF can NOT be pasted).

Each size of the file should be approximately 3 Mb.

* **Poster Amounts:**

2 or 3 posters for each institution would be recommended.

If you can set more people for explanations, it would be possible to have more pages.

For your information, 8 posters can be set in a room, and there will be 100 rooms in our seminar. The committee will place the poster depending on the category.

* **Other:**

Every figure attached on the poster should have the figure descriptions and should be clear to see.

* **Sample of Posters:**

<https://www.behance.net/gallery/2284120/Scientific-Poster>

* **Display Booth Session Examples:**

<https://blog.spatial.chat/online-poster-session-best-practices-spatial-chat/>

**■ Important date**

* **Presenter application for the oral presentation completed**
* **We are welcoming your presentation at Display Booth Session! Please send the secretaries the Form for Display Booth Presentation soon!**
* Abstract for Oral presentation and Display Booth Session ; November 26, 2021
* Submission of the poster for the Display Booth Session ; December 3, 2021, to jomae.kyoko.mb@ehime-u.ac.jp and myo@chikyu.ac.jp
* If any revised version of the poster ; December 8, 2021 to jomae.kyoko.mb@ehime-u.ac.jp and myo@chikyu.ac.jp

**■ Tentative schedule**

11th December (Saturday)

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic** | **Remark** |
| 08:25 – 08:30 | **Opening*** MC Master of ceremonies will announce the opening matters of TRPNEP including the program schedules.
 | All schedules mentioned here are based on the Local Time in Bangkok, Thailand |
| 08:30 – 08:40 | **Opening Speech**by Professor Masayuki Sakakibara, Ehime University and Research Institute for Humanity and Nature (RIHN), Japan |  |
| 08:40 – 08:50 | **Opening Remark** by the representative of Assumption University, Thailand |  |
| 08:50 – 09:20 | **Special lecture**by – Person Name -Assumption University, Thailand |  |
| 09:30 – 12:00 | **Presentations*** 5 persons can present in this time slot.
* Each person can present 20 mins for their presentations and 10 mins for the Q&A
 |  |
| 12:00 – 13:00 | **Lunch Time**  |  |
| 13:00 – 16:00 |  **Presentations*** 6 persons can present in this time slot.
* Each person can present 20 mins for their presentations and 10 mins for the Q&A
 |  |

12th December (Sunday)

|  |  |
| --- | --- |
| 8:30 – 10:50 | **Display booth sessions** |
|  |  **Universities’ display booths** * Each university from ASEAN countries and Japan will display their research, achievements, academic programs, etc.
 | **Stakeholders: Companies and Governments’ display booths** * Companies and governments from ASEAN countries and Japan will display their projects and products
 |
| 10:50 – 11:00  | **Closing ceremony** |  |