

Participant Guide for INORMS2021



INORMS 2021
Hiroshima

Attention

- ◆ Recommended Browser:
-Google Chrome latest version ([Internet Explorer is not available](#))
- ◆ Please check the system requirements for viewing the pre-recorded videos on the following website:
<https://vimeo.zendesk.com/hc/en-us/articles/360001624108-System-Requirements-for-viewing-browsing-and-apps>

1. Email from Registration Desk

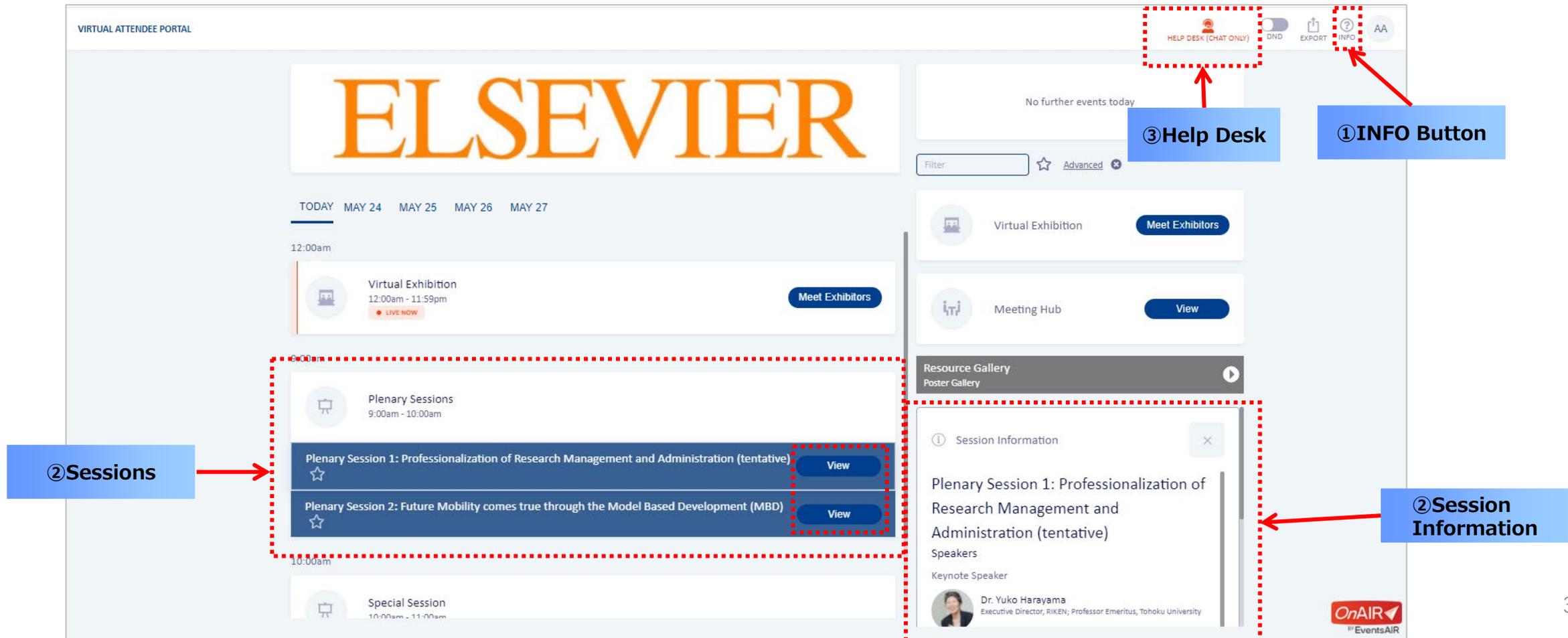
- ◆ You will receive an email from the INORMS 2021 Congress Secretariat **in the early morning of May 24 (JST)** which includes the URL and login details for the Virtual Congress.

2. Login to the Virtual Congress

- ◆ After you agree to the Terms and Conditions, your screen will automatically move to the Virtual Congress.
- ◆ When you first sign in to the EventsAIR/OnAIR Portal, you will see the Event Check-in window, where you can update your profile, capture or add a profile photo, and review your privacy settings. To edit or change these settings, click on your profile in the top right-hand corner of the screen and select My Settings.
- ◆ Please type in your E-mail and PIN which will be sent to you via email.

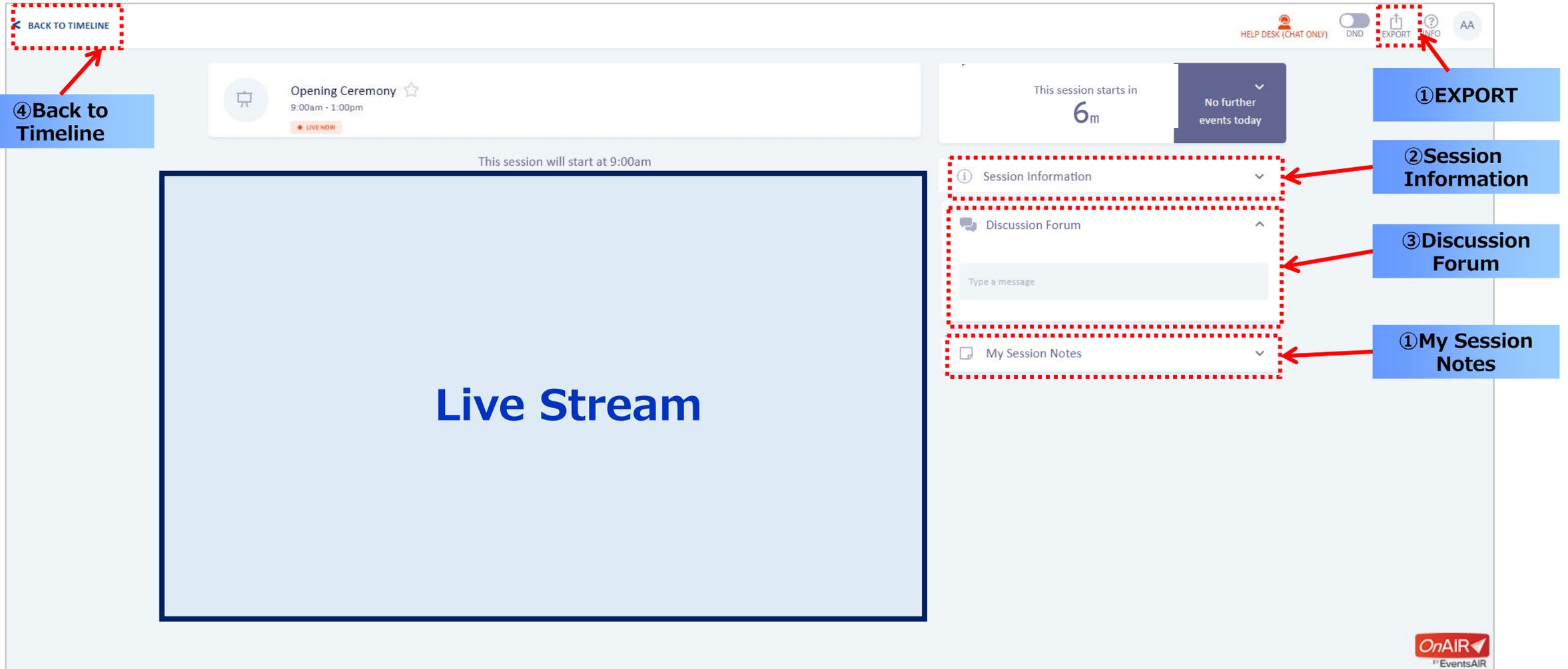


- ① Please click "INFO" in the top right-hand corner for detailed instructions.
- ② To view the recorded videos and live sessions, please click on the "View" or "Join" button. You can see the session information by clicking the session title.
- ③ If you have any problems with the system, please contact the Help Desk, which is in the top right-hand corner of the screen.
Available: 09:00-17:00, May 24 (Mon) – May 26 (Wed), 2021 (JST), 09:00-18:00, May 27 (Thu), 2021 (JST)
Outside the above time, please contact the Congress Secretariat by E-mail (inorms2021@convention.co.jp).



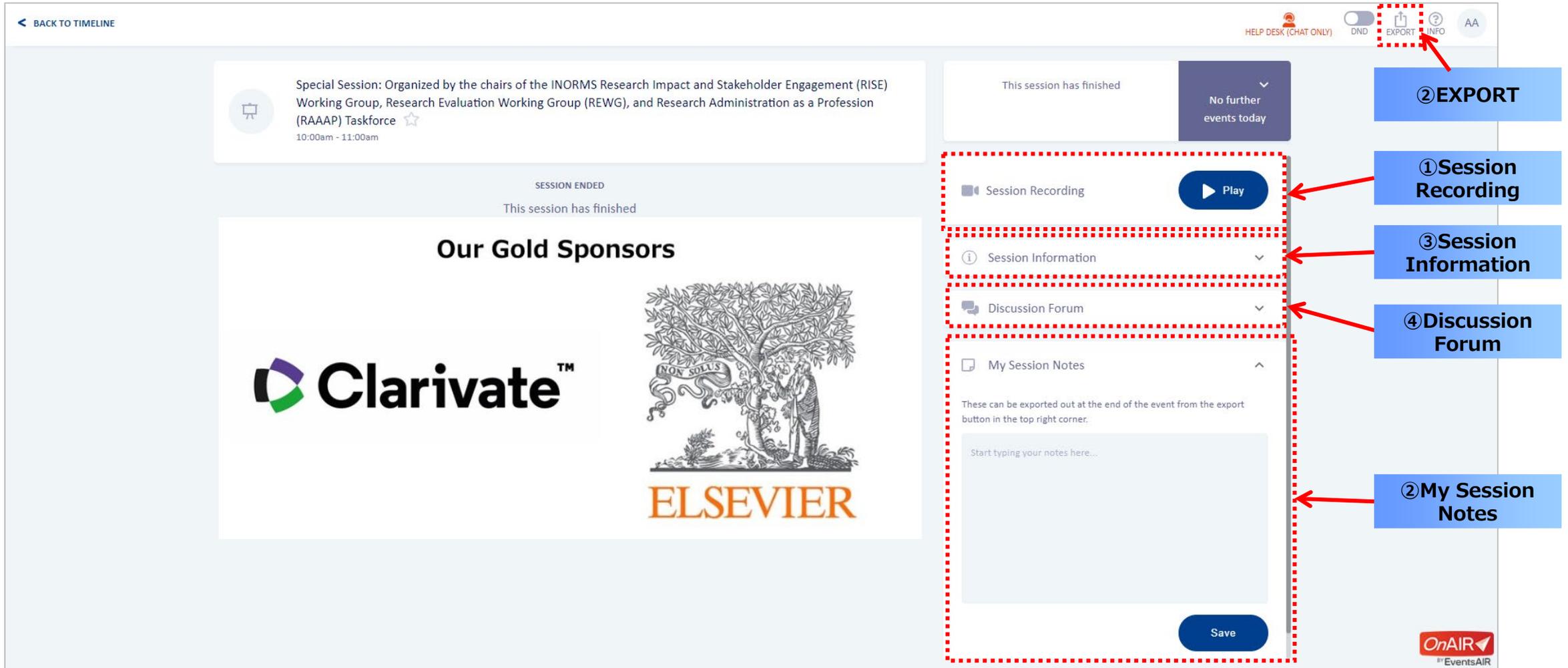
The screenshot shows the 'VIRTUAL ATTENDEE PORTAL' interface. At the top, the 'ELSEVIER' logo is prominent. Below it, a navigation bar includes 'TODAY', 'MAY 24', 'MAY 25', 'MAY 26', and 'MAY 27'. The main content area displays a timeline of events. A red dashed box highlights the 'Sessions' section, which includes 'Plenary Sessions' from 9:00am to 10:00am. Two sessions are listed: 'Plenary Session 1: Professionalization of Research Management and Administration (tentative)' and 'Plenary Session 2: Future Mobility comes true through the Model Based Development (MBD)'. Each session has a 'View' button. A red arrow points from the '② Sessions' annotation to this section. Another red dashed box highlights the 'Session Information' pop-up window, which provides details for 'Plenary Session 1', including the speaker 'Dr. Yuko Harayama'. A red arrow points from the '② Session Information' annotation to this window. In the top right corner, a 'HELP DESK (CHAT ONLY)' button and an 'INFO' button are highlighted with red dashed boxes. Red arrows point from the '③ Help Desk' and '① INFO Button' annotations to these respective buttons. The 'OnAIR EventsAIR' logo is visible in the bottom right corner.

- ① You can leave notes at the “My Session Notes” and download them from “EXPORT”.
- ② Once you join a session, you can read the session information as in the timeline.
- ③ This is the text chat area for attendees. You can comment on this session and communicate with other participants.
- ④ When the session has ended, please click "Back to Timeline" and move to the next session.



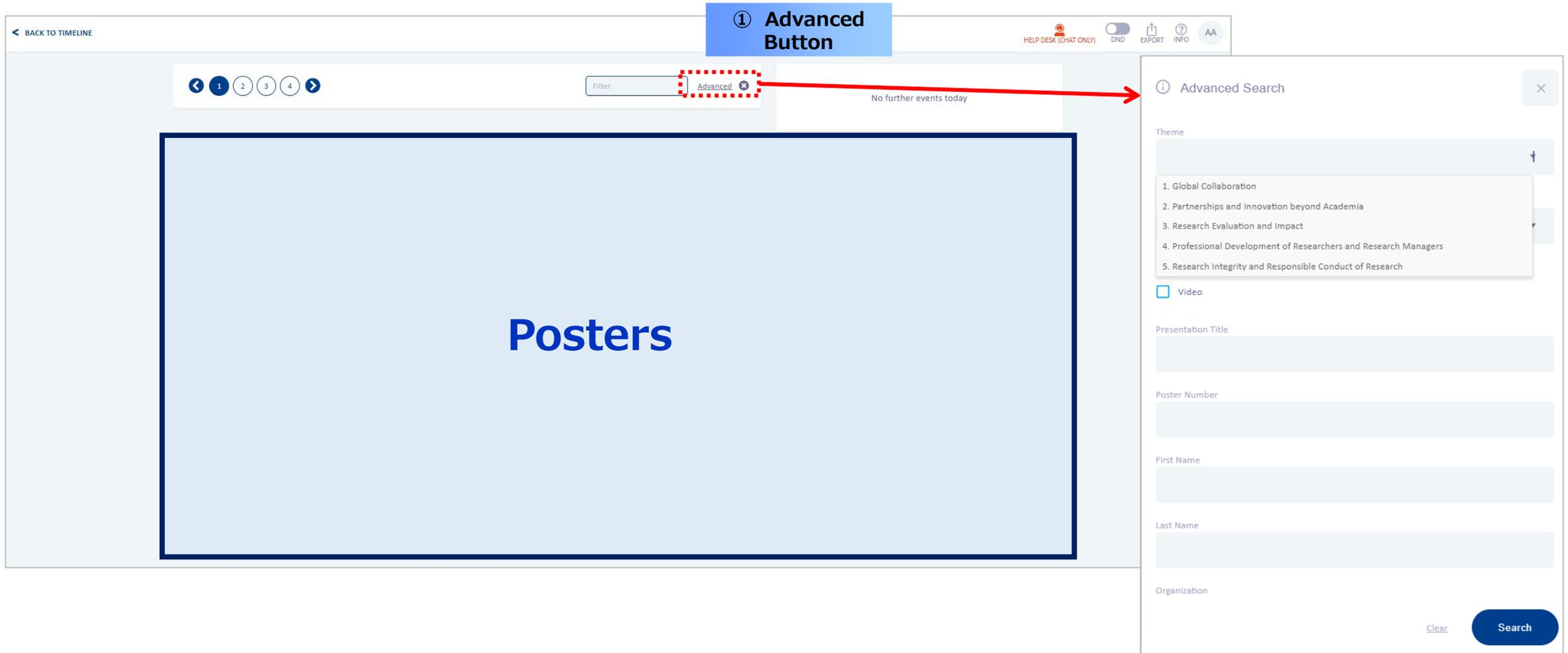
The screenshot displays the Live Session Page interface. A large blue box labeled "Live Stream" is centered on the page. The top navigation bar includes a "BACK TO TIMELINE" button (annotated with ④), a "HELP DESK (CHAT ONLY)" button, a "DND" toggle, and "EXPORT" and "INFO" buttons (annotated with ①). The main content area shows an "Opening Ceremony" event (9:00am - 1:00pm) with a "LIVE NOW" indicator. A countdown timer shows "This session starts in 6m" with a "No further events today" message. The right sidebar contains three sections: "Session Information" (annotated with ②), "Discussion Forum" (annotated with ③), and "My Session Notes" (annotated with ①). The "My Session Notes" section includes an "EXPORT" button (annotated with ①).

- ① To view the pre-recorded videos, please click “Play”.
- ② You can leave notes at the “My Session Notes” and download them from “EXPORT”.
- ③ Once you join the session, you can read the session information as in the timeline.
- ④ This is the text chat area for attendees. You can comment on this session and communicate with other participants.



The screenshot shows a web interface for a pre-recorded session. At the top left, there is a link to "BACK TO TIMELINE". The main content area features a session title: "Special Session: Organized by the chairs of the INORMS Research Impact and Stakeholder Engagement (RISE) Working Group, Research Evaluation Working Group (REWG), and Research Administration as a Profession (RAAAP) Taskforce" with a star icon and the time "10:00am - 11:00am". Below this, it says "SESSION ENDED" and "This session has finished". The central part of the page is titled "Our Gold Sponsors" and displays logos for Clarivate and Elsevier. On the right side, there is a sidebar with several options: "Session Recording" with a "Play" button, "Session Information", "Discussion Forum", "My Session Notes" (with a text area and a "Save" button), and "EXPORT" (with a download icon). At the top right of the sidebar, there are icons for "HELP DESK (CHAT ONLY)", "DND", "EXPORT", "INFO", and "AA". Red dashed boxes and arrows highlight specific features: a red dashed box around the "EXPORT" icon in the top right corner points to a blue callout box labeled "②EXPORT"; a red dashed box around the "Session Recording" section points to a blue callout box labeled "①Session Recording"; a red dashed box around the "Session Information" and "Discussion Forum" sections points to a blue callout box labeled "③Session Information"; a red dashed box around the "Discussion Forum" section points to a blue callout box labeled "④Discussion Forum"; a red dashed box around the "My Session Notes" section points to a blue callout box labeled "②My Session Notes". At the bottom right, there is an "OnAIR by EventsAIR" logo.

① To search for a specific poster, please click “Advanced”. You can search by Theme, Presentation Title or any other field.



The screenshot shows a web interface for a poster session. At the top left, there is a link for "BACK TO TIMELINE". Below it, a navigation bar contains a "Filter" button and an "Advanced" button, which is highlighted with a red dashed box and a blue callout box labeled "① Advanced Button". A red arrow points from the "Advanced" button to an "Advanced Search" overlay panel on the right. The main content area is a large light blue rectangle with the word "Posters" in the center. The "Advanced Search" panel includes a dropdown menu for "Theme" with the following options: 1. Global Collaboration, 2. Partnerships and Innovation beyond Academia, 3. Research Evaluation and Impact, 4. Professional Development of Researchers and Research Managers, and 5. Research Integrity and Responsible Conduct of Research. There is also a "Video" checkbox. Below these are input fields for "Presentation Title", "Poster Number", "First Name", "Last Name", and "Organization". At the bottom right of the panel are "Clear" and "Search" buttons.

- ① To vote for the most interesting poster, please go to the "Poster Gallery", and click "here" on the Poster Voting link.
- ② Enter your email address, choose the theme of your favorite poster, and find the poster's title.
*You can find the theme (1-5) in each poster's "Presentation Information".
- ③ Please click "Submit" to complete the voting.

① Poster Voting Link

< BACK TO TIMELINE



Filter: Advanced

No further events today

*Please vote for the best poster presentation from [here](#).



INORMS 2021 *Poster Presentation Award*

It is our pleasure to announce about the Poster Presentation Award on INORMS, as a special event! This voting system will be open from 24 May to 30 June, 2021(JST). Please vote for the most interesting poster presentation. We will announce the winner through our website and email around

Thank you for your cooperation.

② Voting Form

* Required

1. Email address *

2. Please choose the best poster presentation. Select the poster's theme and find the poster. *

- Theme1: Global Collaboration
- Theme2: Partnerships and Innovation beyond Academia
- Theme3: Research Evaluation and Impact
- Theme4: Professional Development of Researchers and Research Managers
- Theme5: Research Integrity and Responsible Conduct of Research

Submit

Never give out your password. Report abuse

③ Submit Button

The Meeting Hub allows you to meet colleagues and exhibitors for one-on-one meetings via live chat or message. Please follow the steps below:
[STEP 1]:

Enter the Meeting Hub by clicking on the Meeting Hub button on the right of the timeline.

[STEP 2]:

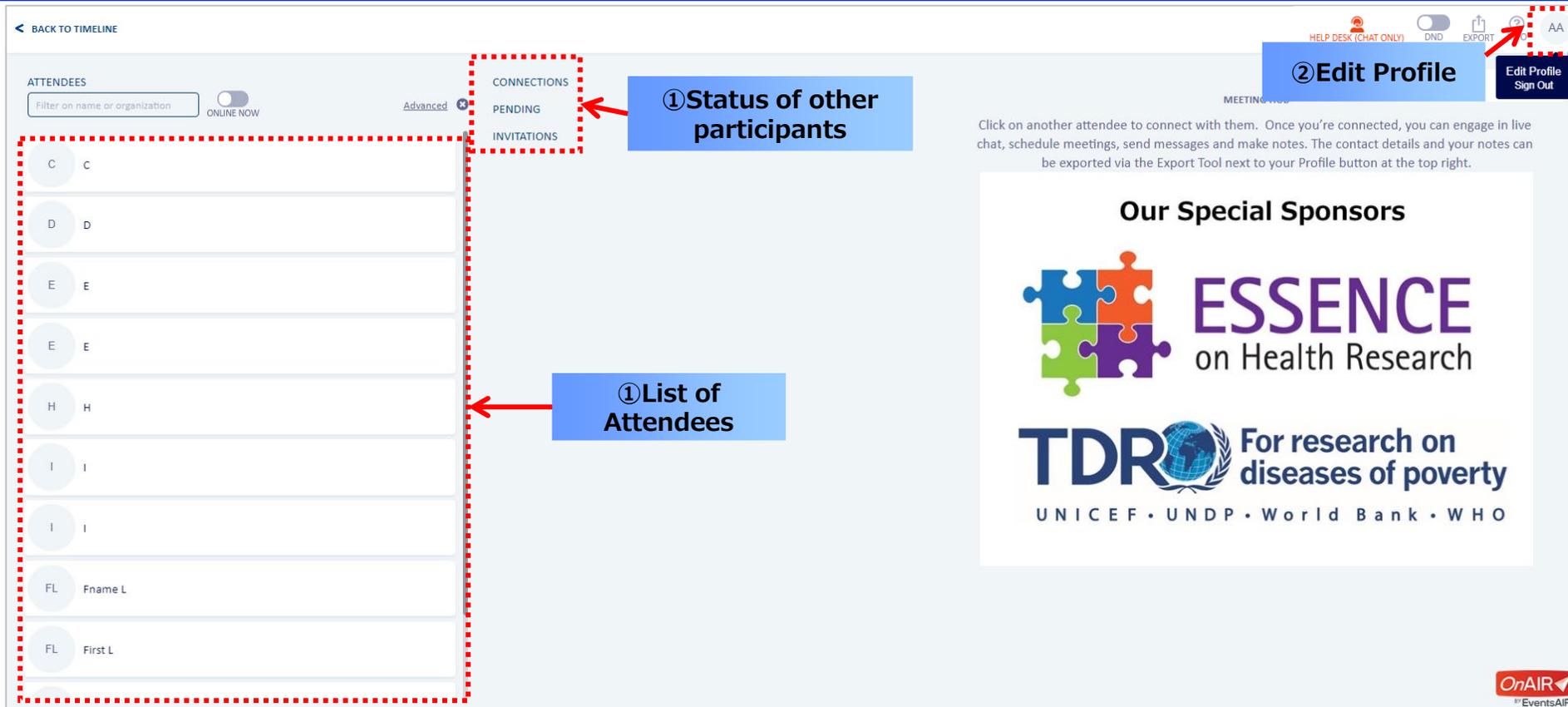
Within the Meeting Hub, search for colleagues and request to connect. Your colleague will receive a brief pop-up requesting that they accept your invitation.

*Within the Meeting Hub, you can view a list of your active and pending contacts.

*Once your invitation has been accepted, you can connect via live chat or message.

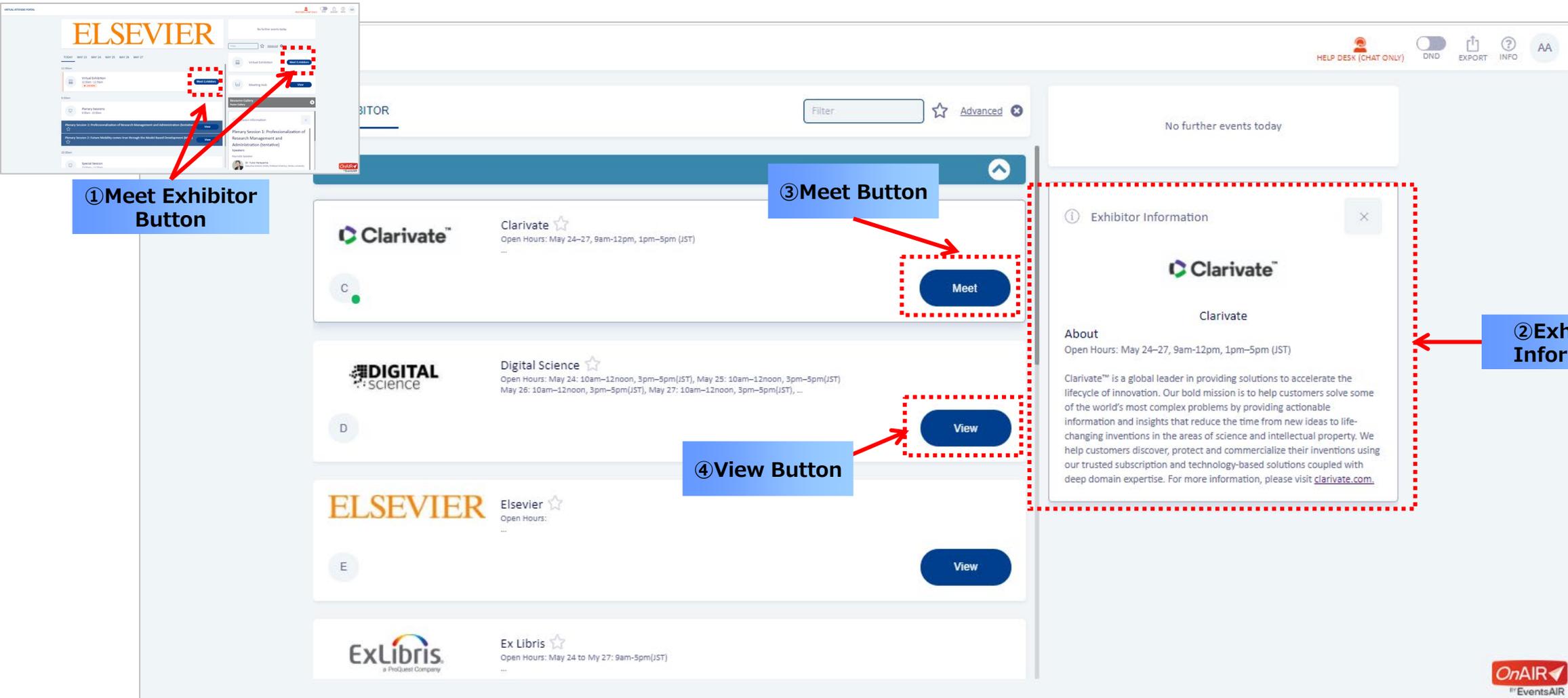
*You can withdraw a connection request or remove a connection to end conversations.

*The Video Call and Meeting functions are not available.



The screenshot shows the Meeting Hub interface. On the left, there is a list of attendees under the heading "ATTENDEES". The list includes entries with initials: C, D, E, E, H, I, I, FL (Fname L), and FL (First L). A red dashed box highlights this list, with a blue callout box labeled "① List of Attendees" pointing to it. To the right of the attendees list is a "CONNECTIONS" section with sub-sections for "PENDING" and "INVITATIONS". A red dashed box highlights this section, with a blue callout box labeled "① Status of other participants" pointing to it. At the top right, there is a navigation bar with buttons for "HELP DESK (CHAT ONLY)", "DND", "EXPORT", "AA", and "Edit Profile Sign Out". A blue callout box labeled "② Edit Profile" points to the "Edit Profile" button. Below the navigation bar, there is a section titled "Our Special Sponsors" featuring logos for ESSENCE on Health Research and TDR (For research on diseases of poverty), along with logos for UNICEF, UNDP, World Bank, and WHO. The OnAIR logo is visible in the bottom right corner.

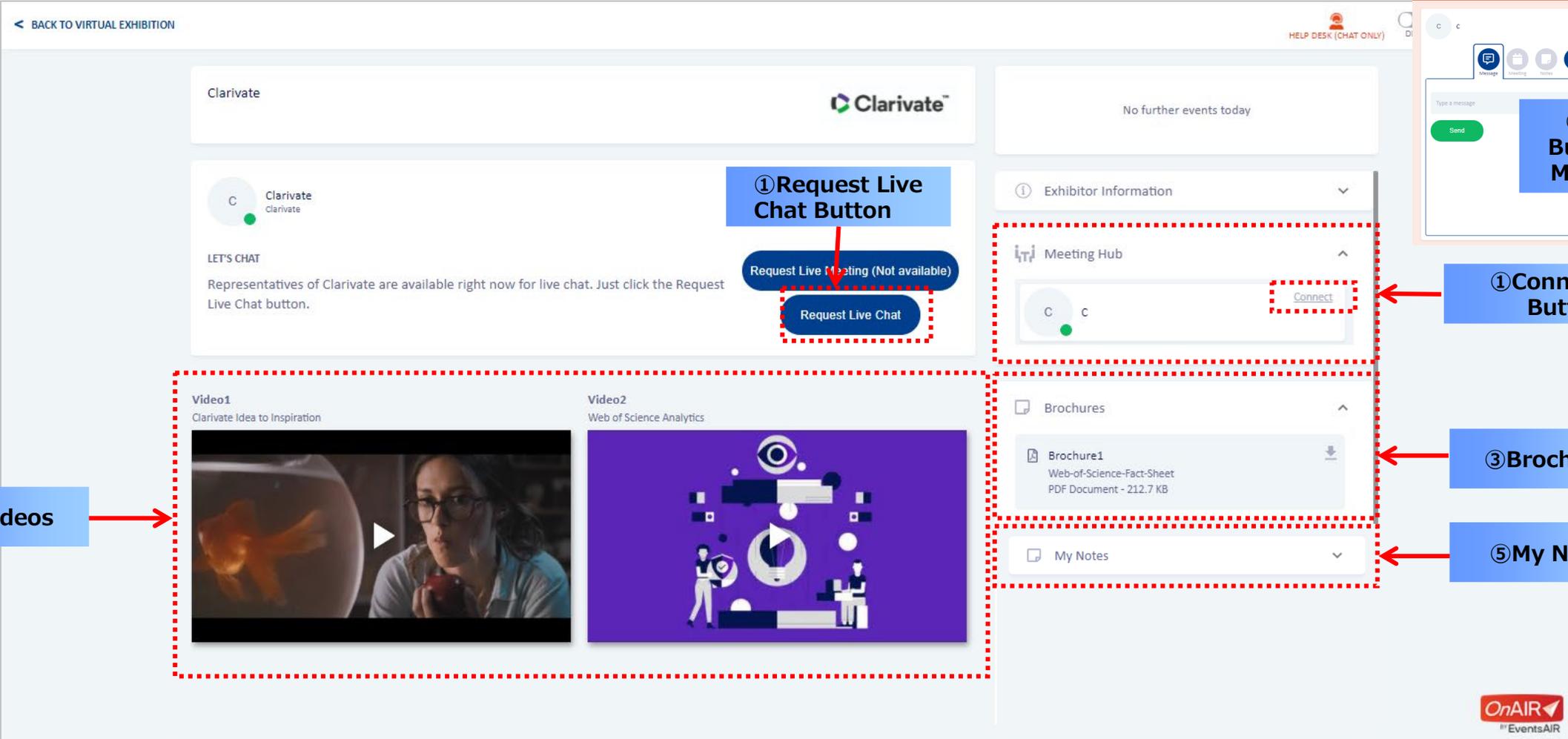
- ① Please click "Meet Exhibitors" on the Home Page. (After May 27, "Visit" appears instead of "Meet Exhibitors".)
- ② You can see the Exhibitors' information by clicking the Exhibitors' space.
- ③ If an Exhibitor is on-line, the "Meet" button appears on the Exhibitor's booth.
- ④ If an Exhibitor is off-line, the "View" button appears on the Exhibitor's booth. (After May 28, all Exhibitors will be off-line, but you can still contact them via the Meeting Hub.)



The screenshot displays the virtual exhibition interface. On the left, a smaller inset shows the home page with a red dashed box around the "Meet Exhibitors" button and a red arrow pointing to the main interface. The main interface shows a list of exhibitors: Clarivate, Digital Science, Elsevier, and Ex Libris. Each exhibitor's booth includes a "Meet" or "View" button. A red dashed box highlights the "Meet" button for Clarivate, with a red arrow pointing to a callout box labeled "③ Meet Button". Another red dashed box highlights the "View" button for Digital Science, with a red arrow pointing to a callout box labeled "④ View Button". A third red dashed box highlights the "Exhibitor Information" panel for Clarivate, with a red arrow pointing to a callout box labeled "② Exhibitor Information". A fourth red dashed box highlights the "Meet Exhibitor Button" on the home page inset, with a red arrow pointing to a callout box labeled "① Meet Exhibitor Button". The interface also features a search bar, a filter button, and a "No further events today" message.

Connecting with Exhibitors when their staff are on-line

- ① To communicate with Exhibitors, please click "Request Live Chat" or "Connect" in the Meeting Hub.
- ② If you connect via the Meeting Hub, please also press "Connect" or your message may not be sent.
- ③ You can view and download the Exhibitors' Brochures if available.
- ④ You can view the Exhibitors' videos if available.
- ⑤ You can leave notes at the "My Session Notes" and download them from "EXPORT".



The screenshot shows the virtual exhibition interface for Clarivate. The interface includes a header with a back button and a help desk icon. The main content area is divided into several sections:

- Clarivate Header:** Features the Clarivate logo and a "No further events today" message.
- Chat Section:** Displays the Clarivate profile, a "LET'S CHAT" section with a message about live chat availability, and a "Request Live Chat" button. A blue callout box labeled "① Request Live Chat Button" points to this button.
- Meeting Hub:** Shows a "Connect" button. A blue callout box labeled "② Connect Button in the Meeting Hub" points to this button. A red dashed box highlights the "Connect" button in the Meeting Hub and the "Connect" button in the "Contact Details for C" pop-up window.
- Brochures:** Lists available brochures, such as "Brochure1: Web-of-Science-Fact-Sheet PDF Document - 212.7 KB". A blue callout box labeled "③ Brochures" points to this section.
- My Notes:** A section for "My Notes". A blue callout box labeled "⑤ My Notes" points to this section.
- Videos:** Displays two video thumbnails: "Video1: Clarivate Idea to Inspiration" and "Video2: Web of Science Analytics". A blue callout box labeled "④ Videos" points to this section.

Additional annotations include a red dashed box around the "Request Live Meeting (Not available)" button and the "Request Live Chat" button, and a blue callout box labeled "① Connect Button" pointing to the "Connect" button in the Meeting Hub.

Connecting with Exhibitors when their staff are off-line

- ① To communicate with Exhibitors, please click “Connect” in the Meeting Hub.
- ② If you connect via the Meeting Hub, please also press “Connect” or your message may not be sent.
- ③ You can view and download the Exhibitors’ Brochures if available.
- ④ You can view the Exhibitors’ videos if available.
- ⑤ You can leave notes at the “My Session Notes” and download them from “EXPORT”.

The screenshot displays the virtual exhibition interface for Elsevier. The main content area shows a video player with a play button and the text "that put users in control." The right sidebar contains several sections: "Exhibitor Information" with a "Connect" button, "Meeting Hub" with a "Connect" button, "Brochures" with two PDF documents (Corporate brochure 2021 and RI for Research Executives), and "My Notes". A red dashed box highlights the "Connect" button in the Meeting Hub. A blue callout box labeled "② Connect Button in the Meeting Hub" points to this button. Another red dashed box highlights the "Connect" button in the Exhibitor Information section. A blue callout box labeled "① Connect Button" points to this button. A third red dashed box highlights the "Brochures" section. A blue callout box labeled "③ Brochures" points to this section. A fourth red dashed box highlights the "My Notes" section. A blue callout box labeled "⑤ My Notes" points to this section. A fifth red dashed box highlights the video player. A blue callout box labeled "④ Videos" points to this section. In the top right corner, a "Contact Details for C" window is open, showing a "Connect" button. A blue callout box labeled "② Connect Button in the Meeting Hub" points to this button. The interface also shows a timer for the next session starting in 1h 27m and a "BACK TO VIRTUAL EXHIBITION" button.

- ① To find out more about the Games and Prizes, please click the score button next to "WIN POINTS".
 - ② Click "POINTS" to see how many points you have won and the number of goals you have completed. You can also see the ranking of this game.
 - ③ Click "GOALS" to see how you can win points.
 - ④ Click "PRIZES" to see all the wonderful prizes.
- The winners will be drawn at random, and we will inform the winners by email in around July.

① WIN POINTS

VIRTUAL ATTENDEE PORTAL

WIN POINTS 00100

HELP DESK (CHAT ONLY) DND EXPORT INFO T

② POINTS

WIN POINTS

POINTS GOALS PRIZES

550 POINTS

3 GOALS

41950 to #1

#1

NO CURRENT RANKING

TOP 10

③ GOALS

WIN POINTS

POINTS GOALS PRIZES

- Sign-In to the INORMS Virtual Portal 100 POINTS
- Upload a profile photo 300 POINTS
- Join to the Session 100 POINTS
- Visit the Virtual Exhibition 300 POINTS
- Make connection to other participants 200 POINTS
- View the Poster Presentation 50 POINTS

④ PRIZES

WIN POINTS

POINTS GOALS PRIZES

0 TICKETS

- Folding fan 2000 POINTS PER TICKET
- Business card holder 1500 POINTS PER TICKET
- Mouse pad 1500 POINTS PER TICKET