

Science Agora 2021 (Online Event) Participation Outline

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Science Agora Secretariat

Pre-Agora	Sunday, October 10 - Monday, October 11 6 Sessions (Planned)
Science Agora	Wednesday, November 3 - Sunday, November 7 80 Sessions (Planned)
Theme	Dialogue for Life

We have been living with the novel coronavirus (COVID-19) for over one year, and the crisis has forced change upon every aspect of our lives. What can science do for society at this crossroads? How can science bring safety and abundance to society? Now more than ever, we must take a fresh look at the role science should play in society. For that reason, "dialogue" will play an even greater role in Science Agora 2021. Through dialogue, let us envision the role and future of science and technology across a wide range of topics that touch every axis of our lives.

Organizer Japan Science and Technology Agency (JST)

Table of Contents

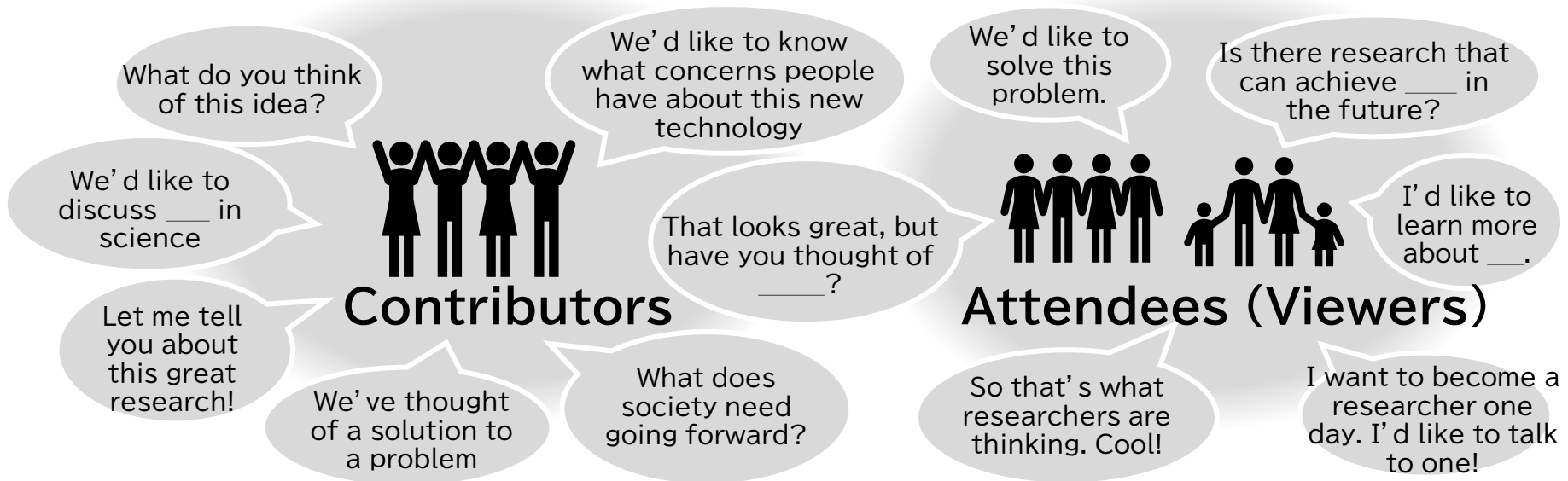
What is Science Agora?	3	Timeline.....	17
Science Agora 2020 Total Views/Participants	5	Flowchart for selecting your session format.....	18
What's improved from 2020 to 2021?.....	6	Application Process	19
Post-Session Dialogue	8	Application Form Details	20
How to Apply.....	9	JST Organized Events.....	25
Application Conditions	10	Science Agora 2021 Promotion Committee.....	27
Outline of Schedule for Science Agora 2021	11	Sponsorship Program.....	28
Event Time Table	12		
Session Categories.....	15		
Application Review Criteria	16		
		Special Appendix	
		Science Agora 2021 Presentation Ideas and Design	

Please contact the JST Science Agora Secretariat (agora@jst.go.jp) if you have any questions. Common questions and answers will be periodically collated and posted to our official website and social media.

What is Science Agora?

* Agora is ancient Greek for “meeting place”

Science Agora is an open forum for dialogue that brings together people from a variety of backgrounds, devoted to deepening the relationship between science and society.



Science Agora activities fulfill these five conditions:

- 1) With society and for society
- 2) Science related
- 3) Self-motivated
- 4) Devoted to dialogue with a diverse range of people
- 5) Devoted to public dialogue

Science Agora is not only an academic conference of researchers, nor is it only an event for children. It focuses on “co-creation,” bringing together diverse perspectives and setting all minds on the goal of creating a new and better future. Those participating in Science Agora are interested in co-creation through dialogue and collaboration among people from every walk of life, harnessing science and technology to make policy and creation knowledge.

For Contributors

Science Agora is a forum for communicating the interest and depth of their research or of science itself to the public. This is a forum for understanding how their research impacts and relates to society through dialogue with attendees.

For Attendees

Science Agora is a rare opportunity to hear the view of researchers and experts in person, and to express their hopes and dreams for science and technology and co-create the future.

Science Agora 2020

Total Views/Participants

As of 17:30, final day Nov. 22
102 presentations:
82 live, 20 on-demand

Total Viewership (cumulative)

(Zoom Webinar + YouTube)

25,979 views

Participants (* As identified by Science Agora Secretariat)

10,574 people

{ Zoom webinar participants

2,612 people

{ Unique YouTube viewers during event

7,962 people

Realtime Participants

5,386 people

{ Zoom webinar participants

2,612 people

{ YouTube live viewers

2,774 people

Live Broadcast Review Point: We focused on Zoom, which requires pre-registration, but also offered YouTube Live, thus splitting the audience

Improvements from Science Agora 2020

All Live Broadcasts via Zoom

Zoom will be the only live broadcast format offered to avoid splitting attendees. Sessions with over 1,000 pre-registrants will be handled on a case-by-case basis. Please inform the Science Agora Secretariat in your application if you would like to broadcast via YouTube Live.

Post-Session Online Dialogue

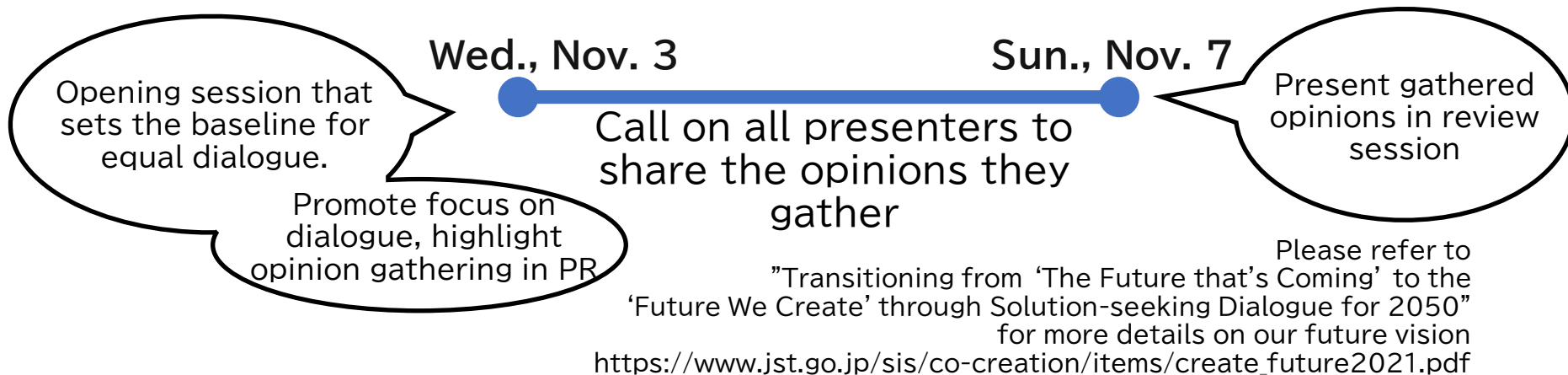
In response to the request to offer casual dialogue between the contributors and attendees, we have scheduled a 30-minute dialogue time after the session. Please use this time to discuss your vision of the future, or the themes offered by Science Agora, with audience members.

Improve Pre-Registration System

1) Create one registration page per session 2) Make registrant email addresses available to contributors who sign a fair-use pledge 3) Increase reminders sent to pre-registrants from 2 to 3: One week prior, on opening day, and on presentation day

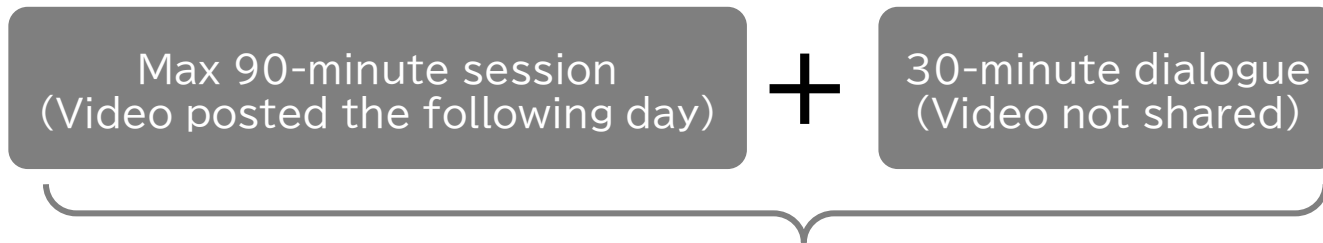
Science Agora 2021 will Gathering Participant Insights and Hopes for the Future Through Dialogue in all Sessions

Ideal Session: Science Agora welcomes a wide range of sessions that incorporate dialogue with the awareness that we create our own ideal society. What kind of vision for the future will you share with attendees (viewers)? **Please compile the opinions and questions towards that vision and leverage them in your future activities, and report your insights to the Science Agora Secretariat. We look forward to sessions that can gather a wide range of voices.** We will share the opinions gathered by all sessions, including Science Agora events, on the final day of Science Agora 2021 to the greatest extent possible.



Post-Session Dialogue

- A 30-minute dialogue (discussion and networking between participants) will be held after each session (max 90 minutes). Please note it is not an extension of the presentation. The dialogue between contributors and attendees (viewers) seeks to bring about new perspectives, insights and connections.



Please consider the session and dialogue time as a cohesive set

- The content of the session, including the dialogue time are both subject to application review
- Each presentation group should provide their own dialogue moderator (please contact the Science Agora Secretariat if you have any concerns)

How to Apply

Deadline Wednesday, June 30, 2021 (23:59 Japan time)

Capacity 86 sessions, including Pre-Agora (Planned)

Format 3 Formats YouTube for on-demand and archive viewing after event. Zoom for live broadcast.

Fee Free The contributors is responsible for all organization costs, including equipment and preparation (material costs, shipping, transportation for meetings, lodgings, etc.)

Format		Merit	Demerit
1.) Video only (On-demand via YouTube)	Submit recorded video to Science Agora Secretariat by early November (tentative)	Able to create high-quality video	<ul style="list-style-type: none"> • Early deadline • Innovation required to facilitate dialogue
2.) Live broadcast α (Zoom webinar) Lecture / symposium / workshop	<ul style="list-style-type: none"> • Present on designated date and time • Live event, <u>attendees can influence course of discussion</u> 	Enables private dialogue in a secure format	<ul style="list-style-type: none"> • Session must be run with archival and public viewing in mind • Steps required for intimate dialogue
3.) Live broadcast β (Zoom meeting) Utilize face-to-face breakout rooms		Enables intimate dialogue	<ul style="list-style-type: none"> • Participants unaccustomed to face-to-face dialogue may withdraw • Session must be run with archival and public viewing in mind

* Pre-recorded materials may be broadcast during the presentation (Please be mindful of copyrights) 9

Application Conditions

We ask that applicants support the vision of Science Agora and agree to the following conditions when applying

1. Session will incorporate dialogue, the key focus of this event
2. Contributors will submit a session report to the Science Agora Secretariat that can be published online within three days of their session
3. Contributors will promote and solicit attendees for their session (The Science Agora Secretariat will provide an early sign-up system, but the contributor is responsible for promotion. Science Agora will support promotion of the session through retweeting from the official account and other activities)
4. The contributor agrees to use the Science Agora Zoom account for live broadcast, and to have the video made available through YouTube after the event. (The publication period will be at least one year. Please inquire regarding the recording of videos that feature or are produced by minors.)

Outline of Schedule for Science Agora 2021 (Planned)

Pre-Agora

Live & On-Demand
6 Sessions
(Open Submission)

- High media attention is expected on the opening Digital Day
- Pre-Agora is an ideal period to give digital-related presentations

Sun. Oct 10	Mon. Oct 11
Digital Day (3 Sessions)	Digital Day (3 Sessions)

Science Agora

Live: 60 Sessions On-Demand: 20 Pre-recorded videos

Pre-Recorded Videos (20) Posted Nov. 2 Evening

Wed. Nov 3	Thu. Nov 4	Fri. Nov 5	Sat. Nov 6	Sun. Nov 7
Live Broadcast Sessions 17 – 20	Live Broadcast Sessions 3	Live Broadcast Sessions 3	Live Broadcast Sessions 20	Live Broadcast Sessions 17

Event Time Table (Opening Day)

	Genre A	Genre B	Genre C	Genre D
10:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
11:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
12:00	* No sessions from 12:00 to 13:00			
13:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
14:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
15:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
16:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
17:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
18:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
19:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
20:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
21:00	* There may be limited slots for the opening day morning			

Event Time Table (Weekday)

	Genre A	Genre B	Genre C	Genre D
10:00				
11:00				
12:00				
13:00				
14:00				
15:00	Session (Max 90 minutes) 30-minute dialogue			
16:00				
17:00	Session (Max 90 minutes) 30-minute dialogue			
18:00				
19:00	Session (Max 90 minutes) 30-minute dialogue			
20:00				
21:00				

- This is a tentative time table
- Session start times can be adjusted on weekdays
- Session genre may be freely chosen

Event Time Table (Sat./Sun.)

	Genre A	Genre B	Genre C	Genre D
10:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
11:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
12:00	* No sessions from 12:00 to 13:00			
13:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
14:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
15:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
16:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
17:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
18:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
19:00	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)	Session (Max 90 minutes)
20:00	30-minute dialogue	30-minute dialogue	30-minute dialogue	30-minute dialogue
21:00	* Only review sessions will be held after 19:00 on the final day			

Session Categories

Sessions are divided into four Categories to help attendees find topics that interest them. The below four categories are the current proposal, but may change based on submissions for each topic and category.

Category A “New Lifestyles” Changed by COVID-19	Category B Regional Challenges & SDGs	Category C Envisioning the Future Together	Category D Preparing for Crisis
<p><u>Topics</u></p> <ul style="list-style-type: none">• Research environment• Learning, experience and manufacturing	<p><u>Topics</u></p> <ul style="list-style-type: none">• Diversity & inclusiveness• Resources, environment and energy	<p><u>Topics</u></p> <ul style="list-style-type: none">• Use of latest technology & data	<p><u>Topics</u></p> <ul style="list-style-type: none">• Recovering from disaster

Application Review Perspectives

1. Is the application designed to envision the future or discussion challenges with attendees?
2. Are innovations done to promote dialogue and gather insights from attendees?
3. Does the application consider what can be shared with attendees, and what can be gained from dialogue?
4. Is the application, including schedule and materials, well-designed? Does it consider attendees of differing interests?
5. Does the application have a plan for promotion to its target demographic?

Session applications will be reviewed based on the above criteria based on the information in the application form. Acceptance or rejection results will be shared via email, together with any comments from the Committee.

Applications highly rated by the Committee may be selected as highlight sessions. Highlight sessions will receive preferential promotion on the official website and other venues.

Highlight sessions scheduled on weekdays can use the BASE Q broadcast studio. Please note this applies to pre-recorded videos only. No venue fee required, but approximately 20,000JPY may be required for audio and lighting operators and other expenses.

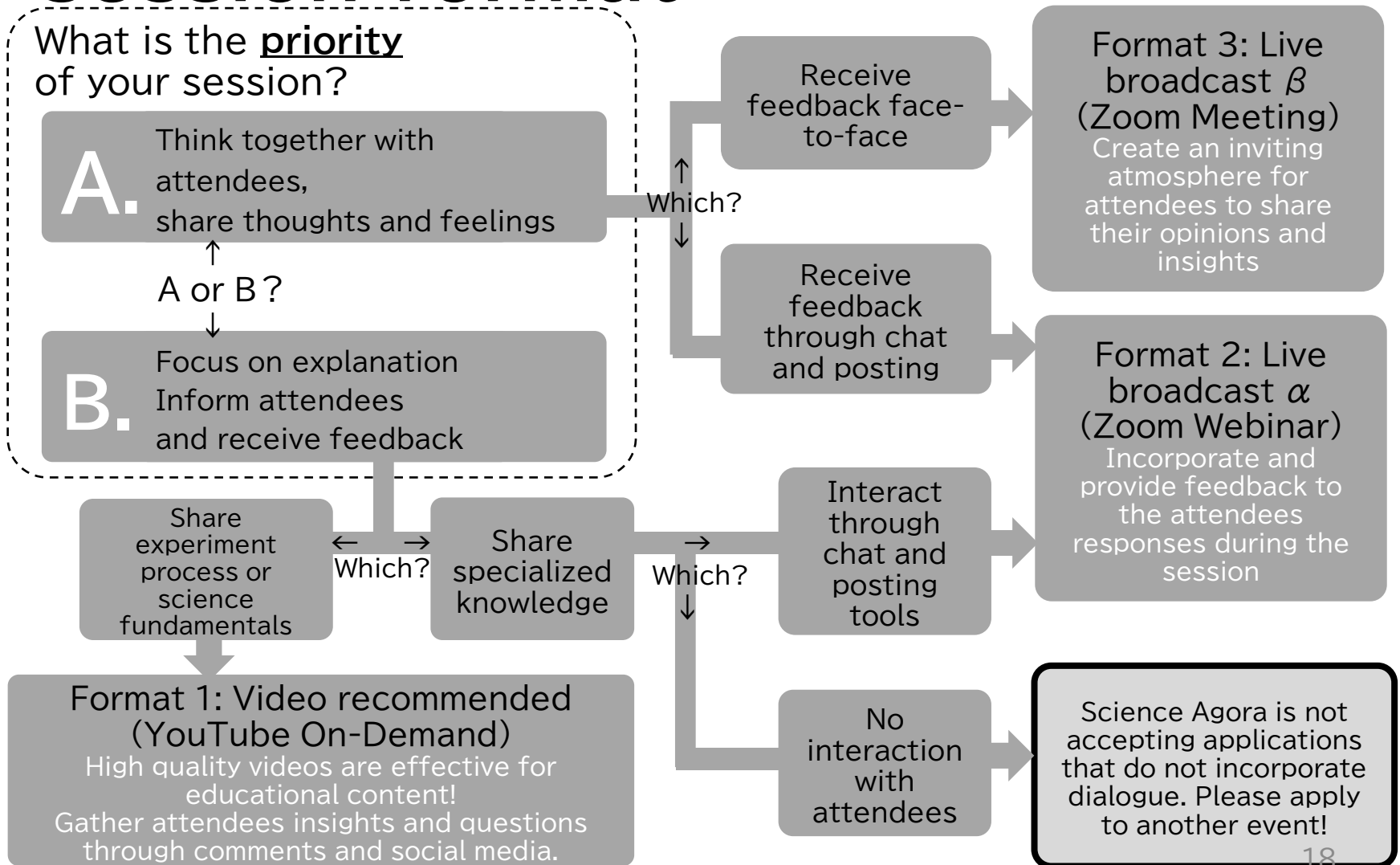
Timeline

★ Indicates preparation by the contributors

- Tue. 6/1** ● **Application opens for contributors and sponsors**
 (Please see page 28 for our sponsorship program)
 ★Review presentation theme, solicit speakers, secure funding, submit application
- Wed. 6/30** ● **Application Deadline**
- July End** ● **Application acceptance results sent by Science Agora 2021 Promotion Committee**
 ★Contact presentation speakers and supporters
- Aug. End** ● **Register information for publication * Schedule below subject to change**
 ★Register public information (including English), submit Presenter Letter of Consent
- Mid Sep.** ● **Contributor manual published, website opens**
 ★Download manual and review contents, launch presentation promotion
- Sun. 10/10** ● **Pre-Agora (6 sessions),**
- Mon. 10/11** ● **pre-registration opens for Science Agora**
 ★Send URL of pre-recorded videos to Science Agora Secretariat
- Wed. 11/3** ● **Science Agora 2021 (80 sessions)**
 ★Produce live broadcast script, rehearse, etc.
 ★Submit "Hopes and insights for the future" gathered in **the** presentation to the Science Agora Secretariat
- Sun. 11/7** ●

Please respond to the post-event survey sent by the Science Agora Secretariat

Flowchart for selecting your session format



Application Process

Applications are accepted via the online application form. Please access the form from the official Science Agora website:

<https://www.jst.go.jp/sis/scienceagora/>

1.) Obtain application login ID

Please register a contributor account for communication with the Science Agora Secretariat. Communications will be sent to the email address registered with the login ID. Applications who have exhibited or presented at Science Agora since 2015 may reuse the same ID. If you have forgotten your ID, please register a new one.

- You must register one ID for each simultaneous session application

Example: Applying for two sessions requires two login IDs

2.) Submit application

Please press the "Send" button after filling out the application form from "My Page." We recommend reviewing and saving the application materials ahead of starting the form. Application details may be reviewed and edited in the system up to the application deadline. The application system does not allow the details to be edited or viewed after the deadline, so please save them offline for reference.

Application Form Details

Science Agora applies a consistent set of rules to session and session organization titles (incorporation status such as national university corporation, Co., Ltd., specified non-profit organization, etc., are omitted). Please review the details in the application form. The application form will log out after two hours, so please prepare the below items prior to starting the application.

No	Item	Details	
1	Contributor name	Enter the name of the presenting organization (limit 25 characters, please omit Co., Ltd., NPO/NGO and other suffixes)	Text entry
2	Session Title	Enter the title of the session (limit 25 characters, please omit quotes surrounding the title)	Text entry
3	Organization Type	Please select the type that best represents your organization. If there is no appropriate type, please select "Other"	<ul style="list-style-type: none"> ○ University / Research Organization ○ School (elementary, junior high, high school, etc.) ○ Museum ○ Media ○ Corporation ○ Governmental Organization ○ NPO/NGO, etc. ○ Non-organization (gathering of volunteers, etc.) ○ Other

No	Item	Details	
4	Representative Name & Position	Please enter the name of the representative in Name (Position) format of the session, who will receive communications from the Science Agora Secretariat	Text entry
5	Past Presentations	Please select whether you have previously participated as a contributor at Science Agora	<ul style="list-style-type: none"> ○ First time to participate ○ Have participated once ○ Have participated multiple times
6	Session Format (1)	Please select the type that most closely matches your session	<ul style="list-style-type: none"> ○ Type 1: Present an experiment or science fundamentals ○ Type 2: Gather opinions face-to-face ○ Type 3: Gather opinions using chat, posting and other features ○ Type 4: Share specialized knowledge
7	Session Format (2)	Please refer to the session format flowchart in the overview materials, and select your preferred session format	<ul style="list-style-type: none"> ○ Video only (On-demand via YouTube) ○ Live broadcast α (Zoom webinar) Lecture / symposium / workshop ○ Live broadcast β (Zoom meeting) Utilize face-to-face breakout rooms

No	Item	Details	
8	Dialogue Target	Please select the three most important target demographics of your dialogue	<input type="checkbox"/> Elementary school and younger <input type="checkbox"/> Junior high, high school <input type="checkbox"/> University, graduate school <input type="checkbox"/> Parents high school age and younger <input type="checkbox"/> Educators <input type="checkbox"/> Legal and governmental <input type="checkbox"/> Researchers, specialists <input type="checkbox"/> Media related <input type="checkbox"/> Corporate related
9	Session Overview	Please provide an overview of your session with a focus on: How it will achieve your organization's goals, how you will incorporate dialogue with the participants, and what you would like to achieve through your session (limit 300 characters)	Text entry
10	Presenter Information	Please enter what kind of presenters will appear in the session (limit 300 characters)	Text entry
11	Relationship to Theme	Please share how you will incorporate the theme "Dialogue for Life" into your session (limit 300 characters)	Text entry

No	Item	Details	
12	Organization Flow (1)	Please share how you will manage the 90-minute session. Please indicate how much time each presenter will have and what materials you will share (limit 300 characters)	Text entry
13	Organization Flow (2)	Please share how you will manage the 30-minute post-session dialogue time. Please indicate what manner of discussion you will hold (limit 300 characters)	Text entry
14	Staff	Please indicate the composition of staff who will be involved in the session (limit 300 characters)	Text entry
15	Advertising Plan	Please indicate the schedule and manner in which you will promote your session (Flyers, SNS, websites, email newsletters, etc.) (limit 300 characters)	Text entry
16	Session Date (1)	Please indicate your availability and interest in Pre-Agora: Sunday, October 10 and Monday, October 11	<ul style="list-style-type: none"> ○ Available October 10 ○ Available October 11 ○ Not available for Pre-Agora

No	Item	Details	
17	Session Date (2)	Please indicate all dates and times	<ul style="list-style-type: none"> ○ Wed., November 3 (AM) ○ Wed., November 3 (PM) ○ Thu., November 4 (PM) ○ Fri., November 5 (PM) ○ Sat., November 6 (AM) ○ Sat., November 6 (PM) ○ Sun., November 7 (AM) ○ Sun., November 7 (PM)
18	Zoom Account	Would you like to use the Science Agora Zoom account free-of-charge for your rehearsal or session?	<ul style="list-style-type: none"> ○ Request Zoom account use ○ Do not require Zoom account
19	English Support (1)	Are you able to support English in your presentation? (Able to present in English, provide English materials, and other measures)	<ul style="list-style-type: none"> ○ Able to support English ○ Cannot support English
20	English Support (2)	Will you use an English interpreter? (Please note Science Agora cannot provide an interpreter, you must arrange it)	Please choose <ul style="list-style-type: none"> ○ Will use interpreter ○ Will not use interpreter
21	Special Notes	Please share any notes or requests you have for the Science Agora Secretariat, such as a request for YouTube simulcast, weekday morning session time, etc. (limit 300 characters)	Text entry

JST Organized Events, Collaboration Events, Invitational Events

(As of May 31, 2021)

The JST Science Agora Secretariat is reviewing a wide range of promotional events: Interviews with members of the Science Agora 2021 Promotion Committee, workshops that envision one scene from our promising future, sessions that search for a path to achieving dreamlike ambitions, and casual networking. Requests for support from presenters will be made on official Science Agora webpage and social media as the details are decided. The Science Agora Secretariat also plans the following events.

● Agora citizen meeting

Researchers, corporate employees and everyday citizens will be invited to brainstorm and discuss ideas for collaboration. The relationship between science and technology and our new lifestyle will be explored.

● IVRC2021(Interverse Virtual Reality Challenge)

Invitational Event: IVRC was first launched as part of Science Agora 2019, IVRC2020 started a call for a range of challenges that seek to realize the Interverse - a combination of virtual and physical reality. IVRC2021 will introduce VR creations produced by students.

JST Organized Events, Collaboration Events, Promotional Events

(As of May 31, 2021)

● The 3rd Brilliant Female Researchers Award (The Jun Ashida Award) Award Ceremony and Talk Session

The Brilliant Female Researchers Award was launched in 2019 as part of the movement to support the activities of female researchers. The award celebrates female researchers conducting research that contributes to a sustainable future and organizations supporting these activities. Broadcast online, Science Agora will announce the winning researcher and organization on the day, and hold a talk session with the winners.

The following related events are also planned:

- **Junior Doctor Development Event for Elementary and Junior High**
- **Global Science Campus (GSC) event featuring high school students**
- **Innovation Japan 2021 - Model University City Online (10:00 Monday, August 23 - 17:00 Friday, September 17)**

Science Agora 2021 Promotion Committee

* Honorifics abridged



Shoji Komai

(Science Agora 2021 Promotion Committee Chairman/ Professor, Faculty Tech. Sci., Dept. Info. Tech., International Professional University of Technology in Tokyo)



Atsuko Saito

(Director, Future Center Alliance Japan (FCAJ)/Kokuyo, Co., Ltd.)



Shoko Takahashi

(CEO, INCUBION)



Sari Kaede

(Consultant, Nikken Sekkei NAD Lab)



Kaori Nemoto

(Strategic Planning Director, Hakuhodo Brand & Innovation Design)



Keiichi Hirotsune

(CEO, Institute of Creative Industries and Culture)



Kouta Minamizawa

(Professor, Graduate School of Media Design, Keio University)



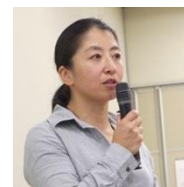
Naoki Miyano

(Associate Professor, Center for the Promotion of Interdisciplinary Education and Research, Kyoto University)



Atsushi Arakawa

(Director, the Department for Promotion of Science and Society, JST)



Yuko Morita

(Principal Investigator (Science Communication), Department of Museum (JST), National Museum of Emerging Science and Innovation (Miraikan))

Sponsorship Program

Science Agora is looking for new sponsors who wish to support our activities. Sponsor companies and organizations will be offered preferential presentation slots. Details will be published on the Science Agora website as they are decided.

<https://www.jst.go.jp/sis/scienceagora/>



LOGO CONCEPT

The moment of discovery or revelation brings enormous joy. This logo represents the feeling of that moment. Showing one element replicated and linked with other elements, it is the symbol that shows the full breadth of many elements gathered in one place. Its imperfect form shows that the future is still under development. It expresses the enormous power of dialogue and shared discoveries to create the future.

**We look forward
to inquiries
regarding
presenting at or
sponsoring
Science Agora.**

Science Agora 2021 Special Appendix

SCIENCE AGORA 2021

Presentation

Ideas and Design

What sets apart a successful,
highly attended presentation?

Fun, useful & effective! Presentation tips and techniques

Science Agora has created a compilation of important points to bear in mind from design to implementation of your presentation, based on analysis of successful Science Agora 2020 presentations.

Some points apply after your presentation is accepted, but considering the entire process at application time will help ensure a successful presentation.

Determine session Goals

Your organization's core activities will form the foundation of your session. Carefully review whether you can make a presentation that incorporates the Science Agora theme "Dialogue for Life." Also, be aware of the mission to inspire your attendees (viewers) to share their insights for our future society through your presentation.

What actions and dialogue do you need to achieve the goals of your organization's activities?

- ✓ How can presenting at Science Agora help achieve your goals?
- ✓ Is presenting at Science Agora effective for achieving your goals?
- ✓ What would you like to discuss and create with your attendees?

Arrange Your Speakers

Have you chosen speakers who can discuss your presentation theme with your attendees? Please ensure you create an atmosphere that welcomes many opinions.

- ✓ Have you chosen effective, motivated speakers for your presentation? (Specialty balance)
- ✓ Have you considered gender and age balance? (Ensure balance or purposely unbalance?)
- ✓ Will a single facilitator drive the presentation, or will they work with the speakers? (The facilitator plays an critical role in Zoom sessions)
- ✓ Please ensure your speakers present in an easy-to-understand manner for attendees outside your field of specialty, and that your supporting materials have appropriate explanations and supporting graphics. Also, please ensure your materials adhere to copyright laws.

Create Your Story

How will you drive your presentation to keep your attendees engaged and not leave them behind? Creating a story with a classic “awaken, expand, surprise, and conclude” structure is one effective method.

Awaken

Does your presentation have an impactful opening?

What question or vision of the future will you pose?

Expand

Expand your presentation points? Have a group work session?

Surprise

Will free dialogue lead to unexpected insights?

Are you facilitating new discoveries?

Conclude

How will you summarize the insights gained from the session, and your plans for future development?

What will the attendees take home?

Review your Presentation Design

Think about your presentation schedule to avoid running out of time at the end of 90 minutes.

- ✓ Do your speakers have the right amount of time? Giving less than 10 minutes makes their portion hard to understand, but attendees can get bored if portions last over 20 minutes
- ✓ How and when will you facilitate dialogue?
- ✓ Have you considered the different ways people will attend? Some will join by smartphone, others by PC. Do you mind if people listen while doing something else, or do you want them fully engaged?
- ✓ Review the list of convenient tools (slide 38) for anything you can use

Promote to Your Target Demographic

Your independent promotion plan is part of the application review criteria. A well-made notification and promotion campaign is essential to attract many attendees to your presentation. Please carefully review what sort of promotion will be effective with your target demographic. Below are some techniques that have worked well for past presentations.

1. **Deliver fliers to related organizations:** Produce your own fliers and deliver them to public organizations and local municipal offices. Also send your fliers directly to researchers and others in related fields
2. **Request organizations to contact their mailing lists and post on their websites:** Search for websites related to your presentation, and ask your speakers for promising leads for promotion, and follow-up directly
3. **Publish on websites and social media:** Promote on your own websites and social media, and request your speakers to also post notifications

Rehearse

Even if your organization is accustomed to presenting, it may be new for your speakers. Also please check that your presentation is easy to understand from the perspective of attendees.

- ✓ Confirm your Internet connection. Please perform your presentation with stable Wi-Fi or a wired LAN connection
- ✓ Confirm the activities of the presentation staff: The facilitator, staff who will manage the materials shown on screen, assistants who will manage Q&A with attendees, etc. Please confirm all relevant logistics with your staff
- ✓ Please also consider your post-presentation report

Present

The true value of presenting at Science Agora comes from hearing a diverse range of voices from around the world. Please consider how you will hold effective dialogue with people with views that differ from your own.

- ✓ Opinions different than our own expand our perspective. Please do not discard different opinions
- ✓ There is no shame in changing your own opinions after understanding a different point of view
- ✓ Please ensure no single person speaks excessively
- ✓ Society is not built simply by the majority opinion, the minority opinion also offers important insights

Look Back and Review

Please look back and review your presentation with your speakers. Consider your post-presentation survey, the reaction on the day, where you succeeded and where there was room for improvement. Leverage the insights gained for your future activities.

- ✓ Did the presentation proceed well?
- ✓ Did you effectively integrate the views of your attendees? What did you learn from their participation?
- ✓ The Science Agora Secretariat would love to hear if any new insights or encounters look like they will lead to new developments or projects at your organization

Convenient Tools

- ✓ Wired LAN
- ✓ Virtual background
- ✓ Slido
- ✓ Timer
- ✓ Graphic record, writing tools
- ✓ Studio
- ✓ Microphone, camera
- ✓ Sketch book
- ✓ Live broadcast from on-site personnel
- ✓ Survey system
- ✓ Google spreadsheet, jamboard, etc.
(consider what software will be easy for attendees to use)
- ✓ Ice-breaker question
- ✓ Question to discuss with attendees

Column Facts Regarding Participation Rates

Average online event
participation rate:
30 ~ 40%

Science Agora enjoys extremely high participation rates of 80%-90% of pre-registrants for its live, in-person events. The online Science Agora 2020, however, only achieved a participation rate of 30% of pre-registrants, no different than usual online Zoom events. It is essential that presenters carry out effective online and social media promotion campaigns to build a large base of registrants and create anticipation to avoid same-day cancellations and reduce the overall cancellation rate to the greatest extent possible.