1   ppms scheduling online meeting instruction

(English follows Japanese) When the corona virus world-wide disaster occurred, this face-to-face meeting was started. Since then, the participants of this meeting have been limited to the people who are not necessary to accommodate in Kashiwanoha. However, some of them who are not belonged in Kashiwanoha campus have felt some disadvantage to join this once-in-month meeting. To overcome this problem, we decided to turn this meeting online one from the 2024/05 ppms scheduling, using some free google web services. One is a google document spread sheet named such as "emag_meeting_202404" and the others are the two google calendars named "emag_meeting" and "PPMS", respectively. With sharing them, this meeting will be conducted via Zoom and/or Google Meeting. Namely, this online meeting is based on some free google web services, therefore, when google changes these services, this meeting may turns into old face-to-face style. Anyone who hopes to join in, should follow the instruction guidances below, with taking care the fishing traps from the dark-side of internet. Note that "✻" will be "@gmail.com" in following sections.

The days before the meeting

1 You should get a google account (free), no matter it is permanent or temporary.

2 In case hoping in July, let us (isspemag ✻) know it by an e-mail from your google account (via gmail), after the meeting for June (held later in May) until that for July (later in June).

- NON ISSP : The number of joint research, the title of it, the name of the corresponding person, your name, and your affiliation, all must be shown.
- ISSP: Your room number (ex. A-453), laboratory, your name, and phone number of your room, all must be shown.
- If anything short, you will not be invited to the meeting.
- Your requested schedule for ppms in this mail will be ignored, however, you will be invited to the meeting.

The day of the meeting

- From emag issp (isspemag ✻), An invitation to Zoom and/or Google Meet is sent to the each google account.

At the meeting

- Accessing the meeting via "google meet" and/or "zoom" by clicking the invitation. Do not mask your face.
- According to the applicant "gmail", I will make a roll call attendances (To avoid malicious third party).
- After the roll call, an editable spread sheet named "emeeting_2024XX" will be shared by emag issp (isspemag ✻).

1. One can access this document by clicking the links described in the sharing notification.

2. Input "your full name", "laboratory", "facility/university", and "requested days (not schedule but a total number)" at the cells of appropriate place in the spread sheet. (Be mind the overwrite errors by many inputs).

3. When the total number of requested days exceeds the available days number, reductions of the days are decided by a consensus (hesitated days).

4. Every participant approve the scheduled days for every one in the meeting (approved days).

- After approving, emag issp(isspemag ✳) will send the two notifications to the google accounts in order to share the following two google calendars.

- A purple colored calendar named "emag_meeting" (Editable).

- A gray colored calendar named "PPMS" (Viewing only).

7. By following the links in the notifications, everybody can manage the two calendars, "emag_meeting" and "PPMS" in own google calendar.

8. By discussing with each participants, one can input your requested schedule in "emag_meeting".

9. When all the schedules are under consensus of all participant, this meeting will over.

Within 24 hrs after the meeting

1. Users have to send the required information using the template to the ordinal address (not isspemag ✳) within 24 hours after the meeting.

- If not, your priority will be expired (beyond the 24 hrs, when someone submits an application for the vacancy, it will be approved).

- The purple colored your schedule writing in the "emag_meeting" turns the gray colored "PPMS" one, your request is completed.

That's all. Thank you.
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