

Subaru Users meeting FY2025

Local announcement

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2025/10/29-31

All important local information is also sent to participants by email.

If you have not yet received, please contact subaru_um@naoj.org

This slide is also available at <https://y2.nao.ac.jp/index.php/s/ao4inn8bjsYYxTn>

Wi-Fi information

9057-0470-4322

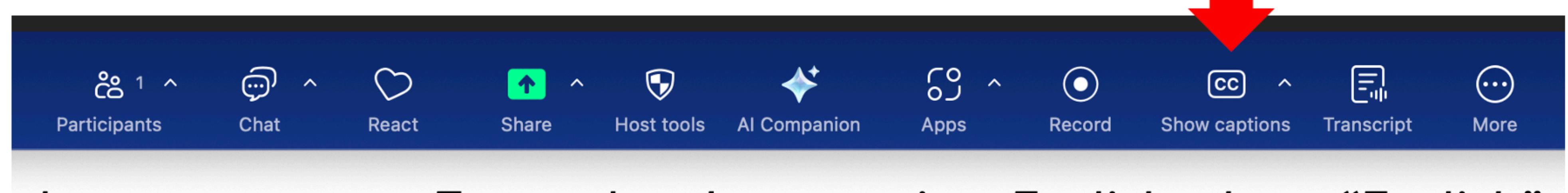
Zoom

- Please register for Zoom. The link is below.

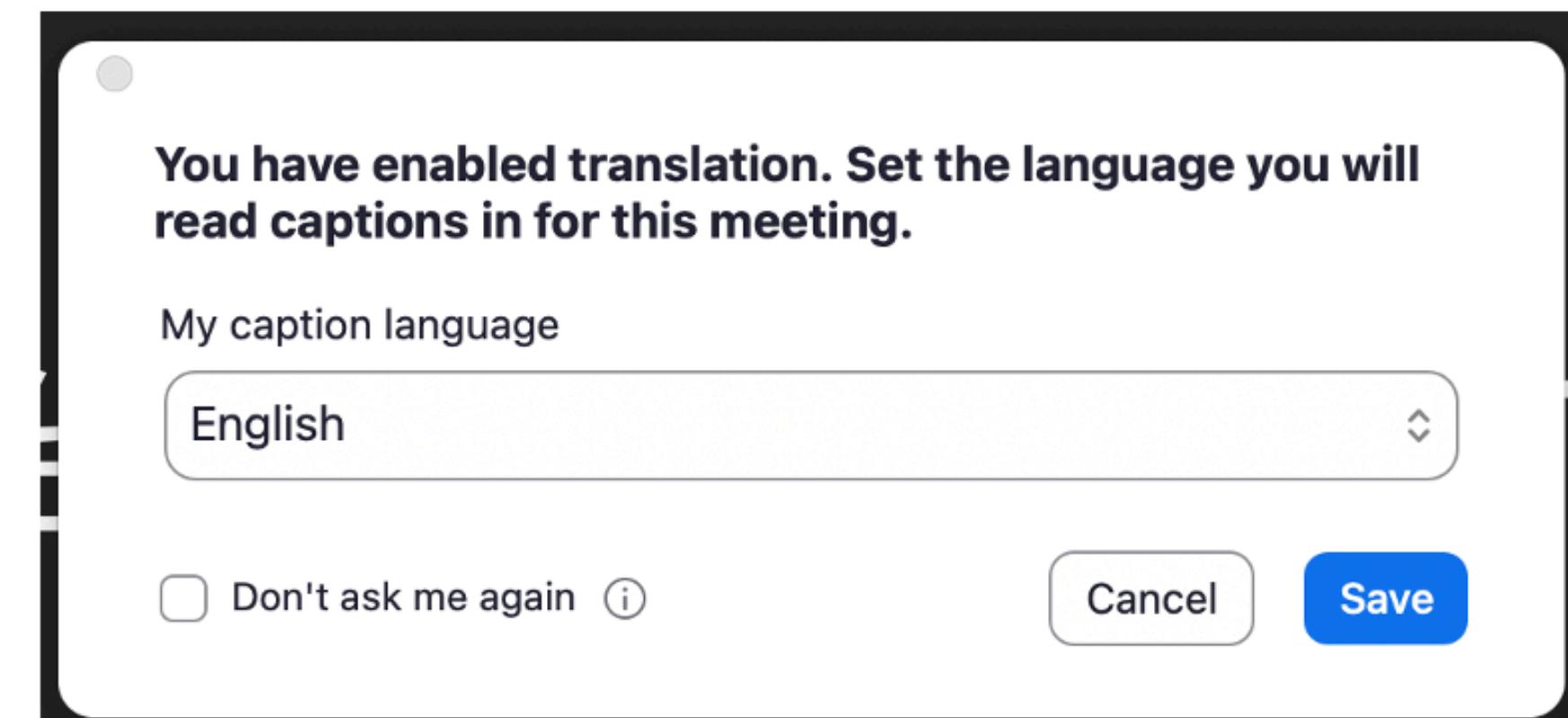
<https://us06web.zoom.us/meeting/register/96PeQAq0SZqhv09JOx4HzA>

- Please present your slides by sharing the screen on Zoom.
- You can use the transcription (charged by NAOJ) on this Zoom.

1. Connect to Zoom
2. Click “Show captions” button at the bottom menu.



3. You will see the pop-up menu. To translate Japanese into English, chose “English”.



4. You can change the language settings later by clicking the “Show captions” button.
5. The “Transcript” button can be helpful if you want to display the translation in a separate window.

As you will notice, the AI translation is far from perfect. It should help you follow the overall flow, but the details may be lost in translation.

Presentation

- Each timeslot includes Q&A
- 15min: 12 min talk +3 min Q&A
- 20-25 min: 15-20 min talk +5 min Q&A
- (Also depending on the session chair)
- Poster flash talks: 1 min

Recording

- We record the whole session to take minutes.
- The discussion minutes will be referenced at the Subaru SAC.

Q&A

- We created a Google Doc for the meeting. Please freely add Q&A.

<https://docs.google.com/document/d/>

1QnFQd6tuJVbu2McLUzTFWmOgOTb3mQZvC9bSINsZDPg/edit?usp=sharing

File upload

- Please upload your presentation files at the link below,

<https://y2.nao.ac.jp/index.php/s/ao4inn8bjsYYxTn>

- (It is on the NAOJCloud. All the uploaded slides are visible on the internet. This slide has already been uploaded)
- Please follow the naming rule: "{Presentation Number}_{Name (Last Name)}_subaru_um2025.pdf."
- Your file will be publicly available on the website of Subaru Telescope (<https://subarutelescope.org/Science/SubaruUM/index.html>).

Lunch

- The cafeteria in NAOJ is closed.
- Please use nearby restaurants or bring your lunch (We will take a long lunch break).

Banquet

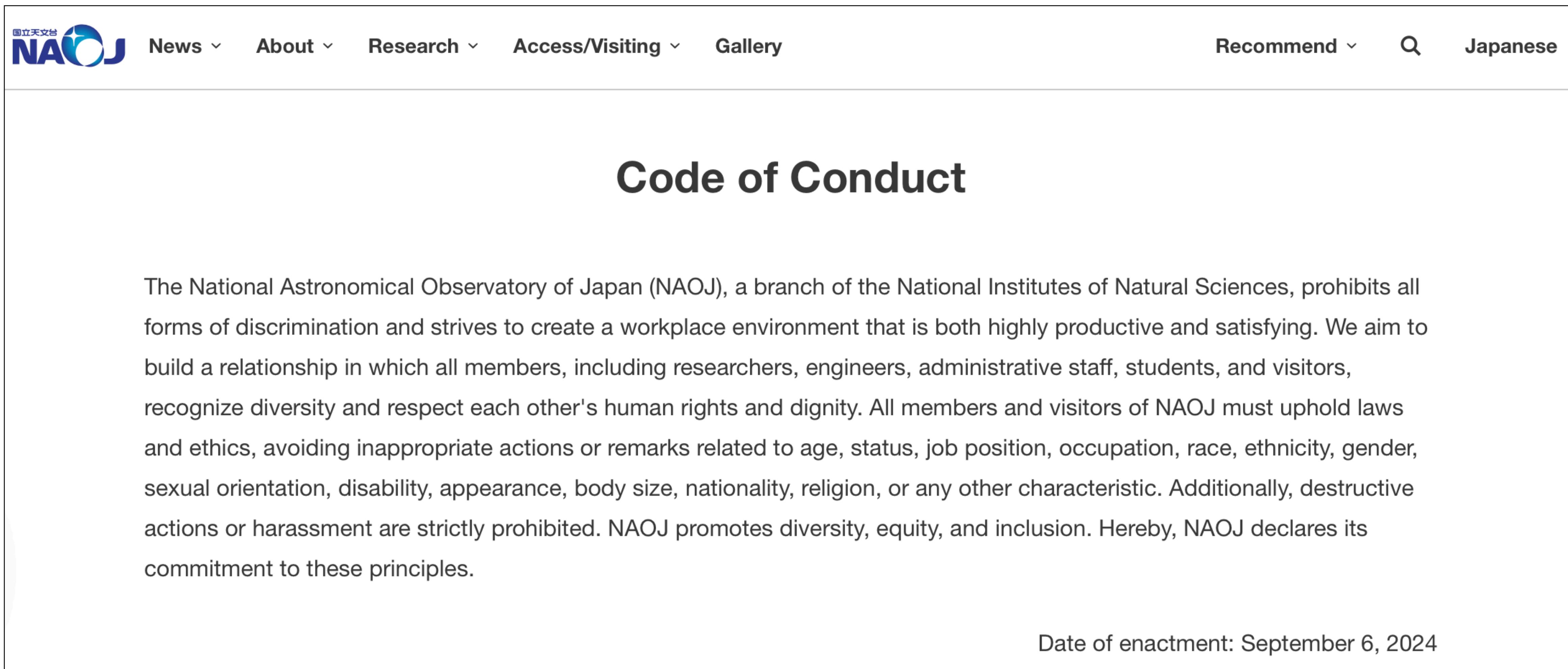
- Day 2 18:30~ in this room.
- If you participate, please pay your banquet fee at the registration desk or SOC Ogami-san.

Visitor key

- NAOJ requires all visitors to register at the guard house ([Campus Map-C1](#)) upon their arrival. Please show your photo ID at the guard house next to the main gate. The organizing committee will submit pre-registration to the guard house, so you only need to show your ID.
- A card key will be provided at the guard house, which you will need to enter buildings in the campus. **You can keep the card key during the meeting (10/29-31), and return it to the guard house on the last day** of your participation.

Code of Conduct

All attendees at the Subaru Users Meeting 2025 must agree to the [NAOJ Code of Conduct](#).



The screenshot shows the NAOJ website with the following layout:

- Header:** NAOJ logo, News, About, Research, Access/Visiting, Gallery, Recommend, Search icon, Japanese language switch.
- Section Title:**

Code of Conduct
- Text Content:** A detailed paragraph describing NAOJ's commitment to diversity, equity, and inclusion, mentioning prohibited discrimination and harassment based on various protected characteristics.
- Footer:** Date of enactment: September 6, 2024.

The main text content is as follows:

The National Astronomical Observatory of Japan (NAOJ), a branch of the National Institutes of Natural Sciences, prohibits all forms of discrimination and strives to create a workplace environment that is both highly productive and satisfying. We aim to build a relationship in which all members, including researchers, engineers, administrative staff, students, and visitors, recognize diversity and respect each other's human rights and dignity. All members and visitors of NAOJ must uphold laws and ethics, avoiding inappropriate actions or remarks related to age, status, job position, occupation, race, ethnicity, gender, sexual orientation, disability, appearance, body size, nationality, religion, or any other characteristic. Additionally, destructive actions or harassment are strictly prohibited. NAOJ promotes diversity, equity, and inclusion. Hereby, NAOJ declares its commitment to these principles.

Date of enactment: September 6, 2024