# ASE-Lab. Seminar Guidebook

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# Introduction

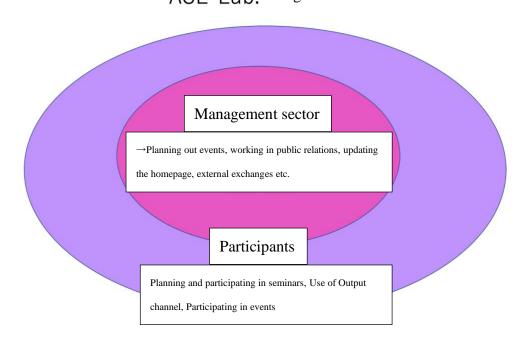The core of ASE-Lab. activities are voluntary seminars held to study the Universe.

These seminars are left to the initiative of all seminar members.

This "ASE-Lab. Seminar Guidebook" is intended to serve as a guideline for members in setting up their own seminars.

Let's read this guidebook and make our seminars even better in the future!

# Organization

ASE-Lab. Organization structure

Management sector

→Planning out events, working in public relations, updating the homepage, external exchanges etc.

Participants

Planning and participating in seminars, Use of Output channel, Participating in events

·The management members are also involved in external exchanges and new projects, as well as in planning events and other activities to make the ASE-Lab. community a comfortable place for all members. Please contact the management member if you are interested.

· Any ASE-Lab. member can freely plan and participate in seminars. It is also possible to hold more than one seminar.

# Movement of Participants

## 1.How to Participate in Seminars

**Step 1**

First of all, you can collect information on the general channel,

all seminars channel and seminar-specific channels !

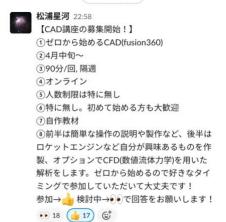↓general channel

↑all seminars channel

**Step 2**

When you find a seminar that interests you, just

react to it and your registration is complete!

←Click the 👍
button of the
seminar you wish to
attend to register!

# Step 3

Join the dedicated channel named after the seminar！



#17_ゼロから始めるcad
20 名のメンバー

#18_流体力学
13 名のメンバー

#19_宇宙システム入門
9 名のメンバー

#20_宇宙工学入門
7 名のメンバー

Click on "Channels" on the left sidebar. Click on "Add Channel" at the bottom of the list of channels displayed. Click on "Confirm Channel List".

Find the dedicated channel for the seminar you want to join and click! Click "Join Channel" and you're in!

# Step 4

Finally, follow the endorsements in the dedicated channel and join the seminar!

With these four steps, anyone can easily participate in seminars in their field of interest. (※There is, of course, no participation fee.)

If you have any questions about the details of the seminar or whether or not you can join during the seminar, please ask the person in charge of each seminar directly.

# 参加者の動き（続）

## 2.How to Participate in Seminars

☎Anyone can join the channel, but if you join the dedicated channel for the seminar because you are a little interested, it will be difficult for the seminar staff to keep track of the number of participants. Therefore, please be sure to join the dedicated channel only after you are sure of your intention to participate.

☎ You can view the contents of the channel even if you do not join the channel.

←物理数学ゼミの専用チャンネルをブラウズしている状態。

左のサイドバーにある「**チャンネル**」をクリック→リストの下にある「**チャンネルを追加する**」をクリック→「**チャンネル一覧を確認する**」→閲覧したいチャンネルをクリック

「**チャンネルに参加する**」を押さなければ、参加せずに内容を見る事ができる。参加せずに戻る場合は下の「**チャンネル検索に戻る**」を押す。

🔭If you have accidentally participated in a seminar without intending to participate, or if you are unable to participate in a seminar for any reason, you should leave the dedicated channel as soon as possible.

🔭 However, some seminar directors may allow you to join the seminar for the time being, so please check with your seminar director about channel operation.

# Planner's Move

## 1.How to plan a seminar

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Any ASE-Lab. members are free to hold a seminar！

Here are some steps to organize a seminar so that members can hold a seminar with more peace of mind!

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# Steps from planning to holding a seminar

## step1 ＜Planning＞ Planning is what the planner does at the beginning.

→ **What content will you study?**
→ **Which testbooks will you use?**
→ **How long will the seminar be held?**
→ **What is the final goal?**
→ **What kind of curriculum will be used?**

The planning phase of a seminar involves the above planning and design. The planner does not need to be an expert on the subject matter and textbooks ！

In addition, utilizing slack's random channel and other channels to slicit co-projectors and to check how much demand there is for the seminar's content will make the significance and necessity of the seminar will become more visible, so please make active use of these channels.

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Another effective way to check the demand for seminars is to use the OUTPUT channel. By checking the members' OUTPUT channels and learning about their interests, we can plan seminars that better meet their needs!

＊Supplement

It is important to meet the needs of the members. However, it is not necessary to hold seminars that stray too far from your own interests. Be sure to balance your own learning needs with those of your members. Let's try to hold a better seminar!

# step2 ＜Recruiting＞



After the seminar is confirmed, we will call for participants. Please recruit participants in the channel "00_List of Seminars – Registration" in the slack

*Click!*



> ＃　00_ゼミ一覧-参加登録

Follow the template below to publish your project information when

recruiting participants! ↓

【Recruitment for ○○ seminar begins!】
① Seminar title
② Date
③ Frequency
④ Form of activity
⑤ Number of applicants
⑥ Targets
⑦ Textbook
⑧ Comments

Join!→ 👍 , Pending→ 👀

In "⑧ Comments", fill in the concept of the seminar and what kind of people it is for! Also, don't forget to present the recruitment period! A recruitment period of about 2 weeks is recommended.

Be flexible by extending the application period or holding a trial seminar if there are not enough participants or if there are many people considering the program.

## step3 ＜Holding a seminar＞

When the application period ends, the event will finally be held! Create a dedicated seminar channel in slack and encourage participants to join. If a participant is missing from the channel, use mention and contact them. The dedicated seminar channel will serve as a means of communication for all seminar activities, including scheduling, information sharing, and Zoom invitations. Participants are encouraged to check the channel frequently.

# Planner's Move (Cont'd)

## 2. The different types and rules of seminars

Currently there are two typical types of seminars shown below being run in ASE-Lab.



① Independent seminar

・Abstract

This is the type of seminar where the planner self-voluntarily holds the seminar, and it is the most traditional type of seminar. Planners can freely determine which textbook to use, design of the curriculum, and the number of participants.

・Rules

If you decide to assign a textbook for the seminar, participants must obtain their own textbook by themselves in principle. Furthermore, all information about the change in implementation date and curriculum is informed via each seminar's exclusive slack channel.

Make sure both the planner and the participants constantly check the information on the channel.

②   Secondary Lecture

・Abstract

This is the type of seminar (more of a lecture) done based on the lecture in the university that the planner attends. The details of the curriculum can be determined at planner's own discretion. For example, the seminars can either be done every week simultaneously with the ongoing university lecture or done every two weeks to deliver only the main points of the university lecture.

・Rules

*In secondary lectures, in order to be considerate of each university's educational policy and to prevent violation of the university rules, you must follow the rules.
You must always be aware of the fact that the secondary lectures are all based on university lectures.

**Never use** the actual resume and handouts of the university classes, the recordings of the university lecture, and any other materials that may possibly be copyrighted by the university.

# About the Output channel

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ASE-Lab not only provides the opportunity to do seminars where

you study with other students, but also gives the opportunity to

enhance your independent study experience by providing a
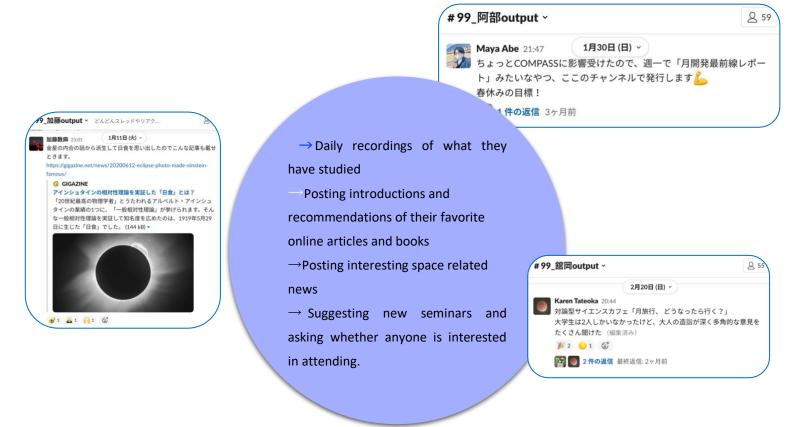
platform called the "output channel".

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# How to use the Output channel

🔭 Output channel is a personal channel where each member can keep a diary of his/her daily study, by uploading (so that it can be seen by all other members) about lessons and achievements gained in the everyday study.



→Daily recordings of what they have studied

→Posting introductions and recommendations of their favorite online articles and books

→Posting interesting space related news

→ Suggesting new seminars and asking whether anyone is interested in attending.

There are no specific regulations for the use of the channel, so you are welcome to do any activities other than the ones mentioned above as long as you think they are related to your own study.

If you use it wisely, you may be able to gain comments from other members about what you are studying and may also be able to discuss with other members who share the same interest, so try using it actively!

🔭＜How to create the Output channel＞

Click the "channel" button on the left side bar→ Click "add new channel" →Click "create new channel" → Create the channel with the name: "(your last name) output"

🔭 You can easily join other members' output channels. By clicking the "channel" button on the left side bar and choosing the "check all channels" button, you will be able to see all other members' output channels. By choosing the name of the output channel which you are interested in and clicking the "join the channel" button, you can complete the joining process!