

Zoom Instructions for Presenters & Chairs

We are going to use Zoom Webinar for during session time. This support document provides step-by-step instructions for presenters and chairs on how to use Zoom. Please read this carefully in advance and be prepared.

ZOOM Test

A test ZOOM webinar has been launched on the following dates and times:

April 22 (Fri) 8 : 0 0 – 2 1 : 0 0 (Japan Standard Time)

If you are worried about using ZOOM, please test. Test URL will be sent by email.

Hotline during the meeting (April 23-24 only)

Any queries about zoom and program, please contact **8 1 – 8 0 – 5 9 0 8 – 3 3 7 1**

1. Please make sure of your internet connection environment first. We recommend using a wired LAN.
2. Find a quiet place as much as possible.
3. Make sure your PC has a camera, speaker and microphone.
4. Use earphones with microphones or headset microphones.
5. Close all unnecessary applications before joining.

The Zoom URL for speakers/chairs will be sent by April 20. Please note that this URL is different from the one for audience. If you would like to view sessions other than in charge, please log out from the speakers/chairs Zoom URL and enter from the button for "Go to Live/E-posters". (<https://convention.jtbcom.co.jp/fujiretina/live/index.html>)

●Preparation before the session date●

If this is first time for you to use Zoom, please install Zoom in your PC.

Go https://zoom.us/download#client_4meeting and click "Download".

Zoom will be automatically operated from the next log-in time. We recommend to upgrade ZOOM to the latest version before your session.

***Please avoid using smart devise when you make presentation**

Windows, Mac, Linux, Android(smartphone, tablet PC), iOS (iPad, iPhone) are supported.

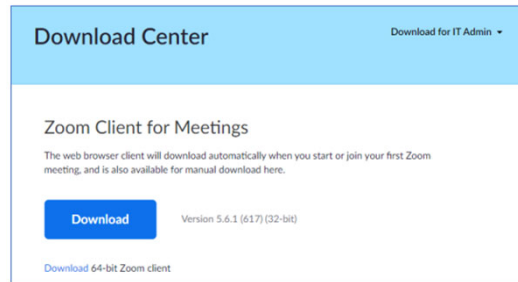
< Supported browsers >

- Windows : IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac : Safari 7+, Firefox 27+, Chrome 30+
- Linux : Firefox 27+, Chrome 30+

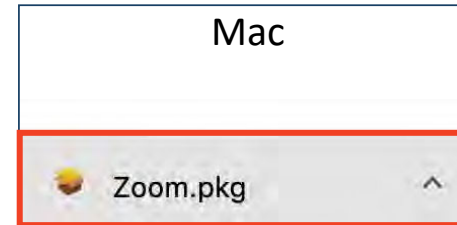
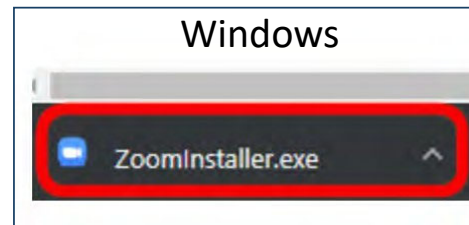
【How to install Zoom】

Zoom download : https://zoom.us/download#client_4meeting
Please install the one that corresponds to your device.

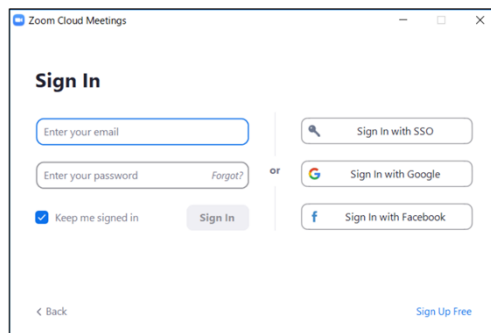
1) Click “Download”.



2) Double click the downloaded file to install.



3) Installation is complete when the sign-in screen is displayed.



You can try test connection at <https://zoom.us/test>
[System requirements for Zoom Rooms – Zoom Help Center](#)

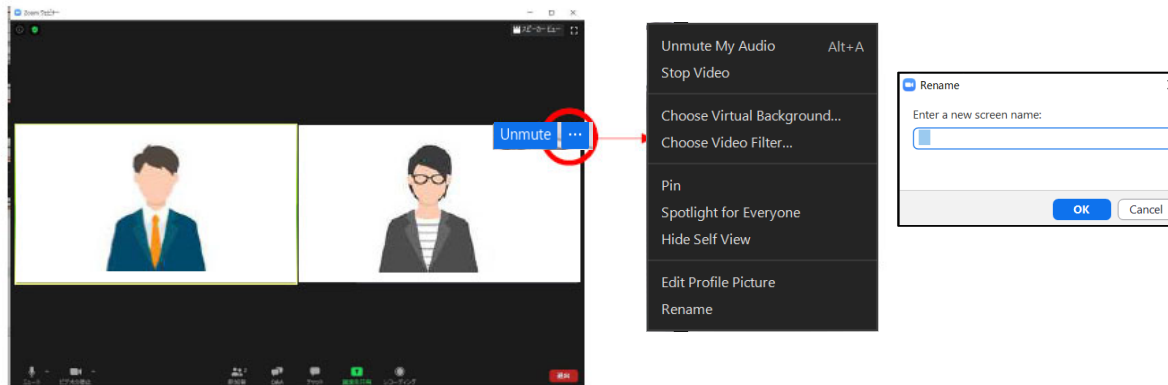
● Session Day ●

<Log in to Zoom>

1) Go to the Zoom Webinar link of your session room 30min before the session starts.
The operator will confirm your log in and connection status.
Please stay for a moment until your session time.

2) When you log in, please turn on both of your microphone and video.
Our operator will talk to you when you enter.
*In case you enter after the session is started, please turn off microphone and video.
Our operator will chat you.

3) Changing your Zoom name
Your Zoom name is indicated by the lower left of your frame. In case there is any typo, please correct by yourself.
Please click "... " on upper right on the video frame, and you can change your name.
[Chair/Organizer] "Chair/Organizer _Name"
[Speaker] "Speaker_Name"



4) Screen display settings

There are the following two types of screen display, but it does not matter which one you set. The video delivered to the viewers is handled by the operator. It is different from your screen.

<Speaker's view>

Speaker's frame is displayed large.

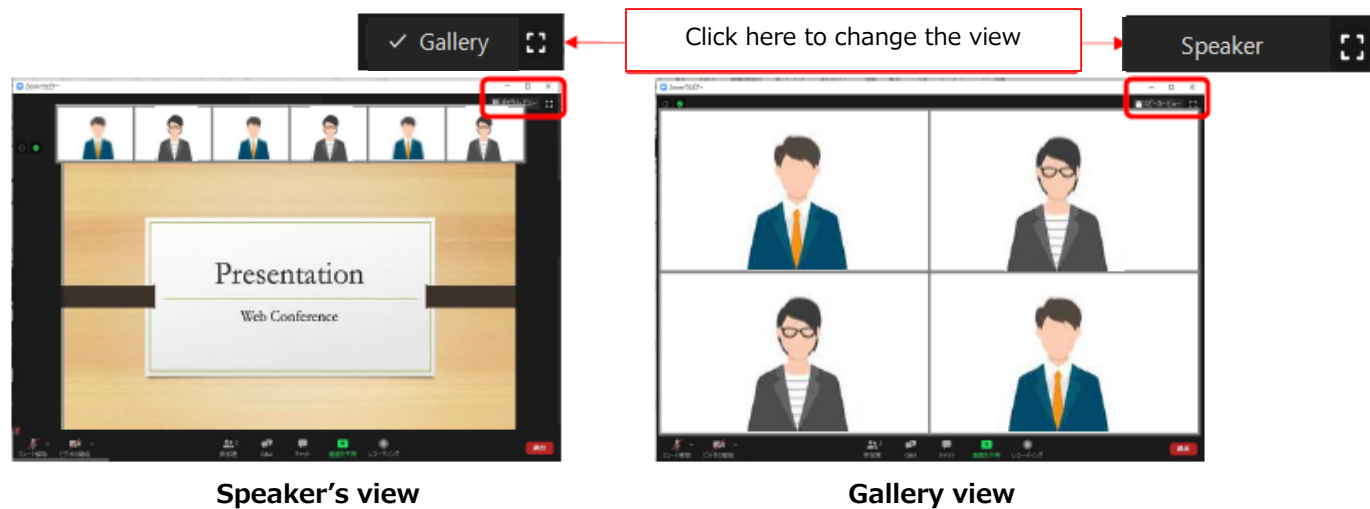
It is recommended to select this view during presentation sharing slides.

If you would like to change to gallery view, please select "Gallery view" button on upper right.

<Gallery view>

All speakers/moderators will be evenly displayed.

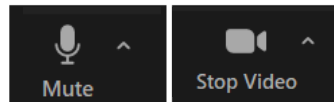
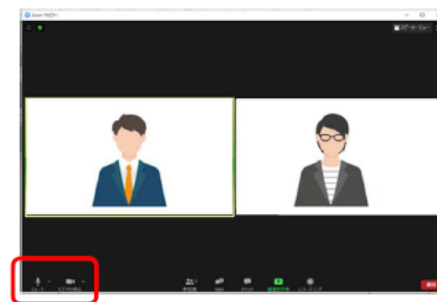
If you would like to change to speaker's view, please select "Speaker's view" button on upper right.



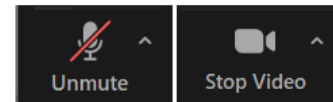
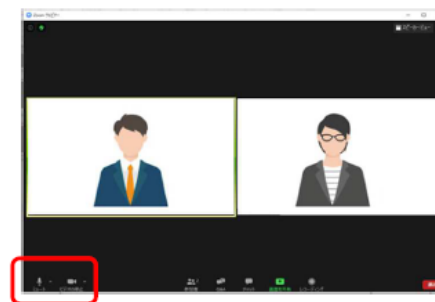
5) Microphone and video during the session

For chairs and speakers :

Please turn on your video during all the session time. And turn on microphone only when you speak.



Microphone on Video on



Microphone off Video on

6) For speakers:

<remote presentation>

At your presentation time, please make live presentation sharing your data.

For those who have been requested in advance, the PC operator projects the presentation data submitted in advance.

<on-site presentation>

Please check in at PC reception desk. When you make presentation, please operate your slide on the podium.

<Basic flow of the session>

- 1) MC announces the start of the session
- 2) Chair: Greeting
- 3) Chair: Introduction of the presenter and he/she starts his/her presentation.
- 4) At the time of the discussion, the presenters of the part should participate. If audience have any comments or question, please "raise hand." Our operator will unmute his/her microphone when chairs allow you to talk.

<For Chairs in Tokyo>

You can see list of "raise hand" participants at "Participants"→"Attendees"

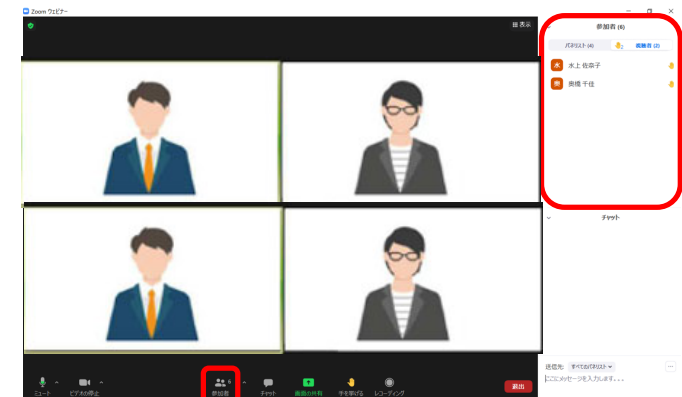
(Listed in the order of earliest person who raised his/her hand)

Please nominate one person and call "unmute XXX(Name)'s microphone",
and our operator will unmute his/her.

<For Chairs from remote>

Sorry, you cannot know who is raising his/her hand on your screen.
Your co-chair at Tokyo will nominate the questioner.

*If there is no chair at Tokyo, we prepare a local staff who can see questioners.



- 5) End of the session
After chairs make closing remarks, please exit the session.

<Notes>

1) How to chair a session

- In the discussion time, those who have any comments will “raise hand” and operator will unmute a person who is picked up by moderators.
- Please note that chair in Tokyo (not remote) will pick up the questioner.
(If two of chairs join remote, we prepare a local staff who connects the local participants and remote chairs.)
- Session time might be delayed due to lively debate. Please keep session time with your own watch since there is no timekeepers in Zoom screen.

2) Network failure of chairs/speakers

Chair : If one of chairs have network failure, please keep session by the other.

Speaker : Please note that the presentation order may be changed to proceed the session.

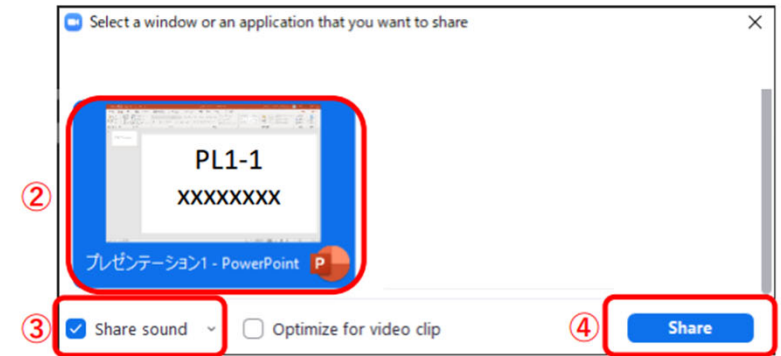
3) Announcement from operator during the session

When operator needs to contact chairs during the session, he/she will use zoom chat. Please check sometimes.

*For your reference, this is how to share your screen.



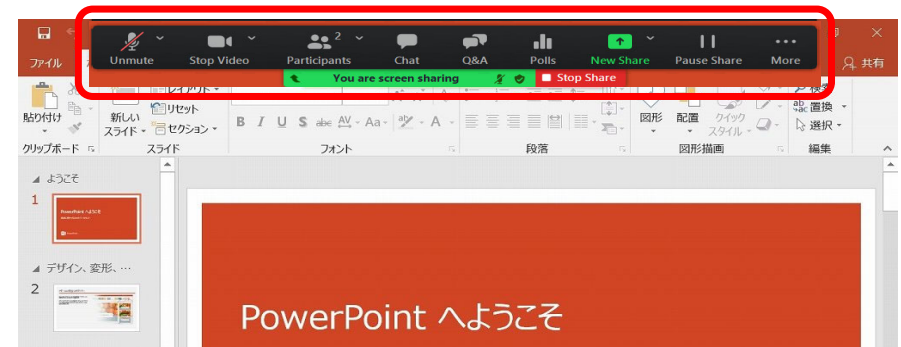
1. Please click "Share Screen" button.
2. Choose the PowerPoint (of application) file you would like to share.
(*Please note that if you choose screen, your desktop screen will be shared.)
3. Check the "Share sound" checkbox if needed.
4. Click "Share" button.
5. Please click "Stop Sharing" when your presentation is over.



During you share the file, "Sharing" is displayed at the top of the screen. Please make your presentation using PowerPoint slideshow.

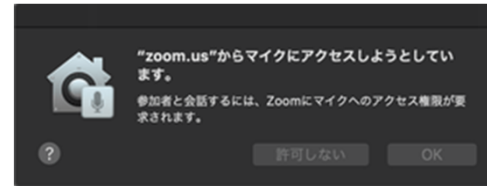
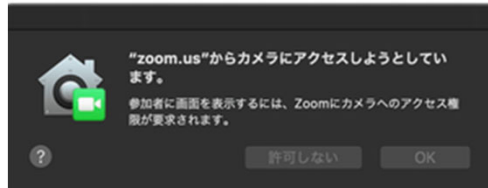


While sharing, move the mouse pointer over the above to display the control bar as shown below.

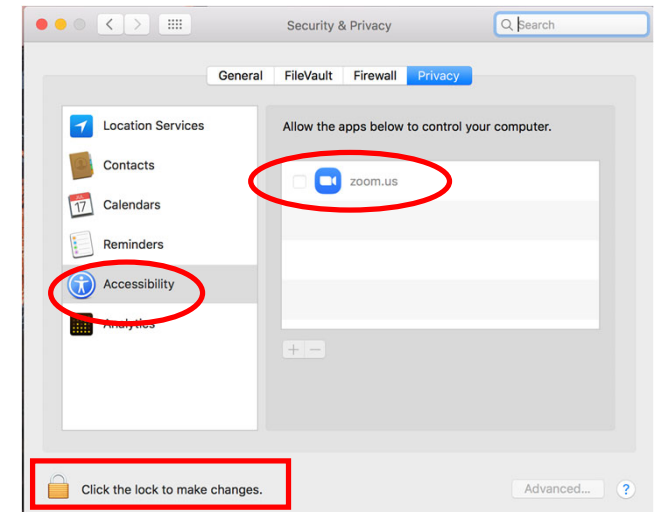


※Precautions for sharing files on MAC

If you are using Zoom for the first time on your MAC, you will be asked for permission to access your camera or microphone. Select "OK" for all.



If a "!" Mark appears on the screen sharing selection screen, open "Security & Privacy" from System Preferences.



Press "Click the lock to make changes" to unlock and Select "Accessibility" and check "zoom.us.app" . Please restart Zoom.