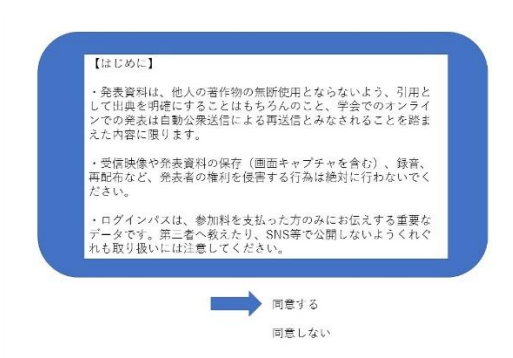


# ZOOM Meeting User Guide for Chairpersons and Presenters in Oral Sessions

JSCME2020/APCMBE2020

## 1) Log in to “Online Conference.”



\* This picture is for illustrative purposes.

## 2) Choose your session from the daily program schedule.



※イメージ図

## 3) Download and install the Zoom application on your device if it is your first time signing in to the Zoom system.

If you have already downloaded the Zoom application, the window “Do you want to open Zoom?” appears. Select the option “Open Zoom.”



Enter your full name and your e-mail address.

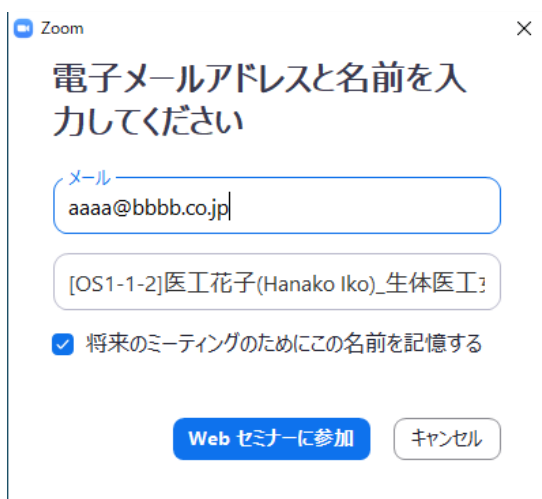
Please enter you name in the Zoom system according to the example below:

Chairperson: OS1-1-2 (Session No.) Taro Seitai (your full name), Seitai  
University (your affiliation)

Presenter: OS1-1-2 (Session No.) Taro Seitai (your full name), Seitai  
University (your affiliation)

Join Online Seminar

**【Note】**If you have already signed in to the seminar before, please change the user name as mentioned above.

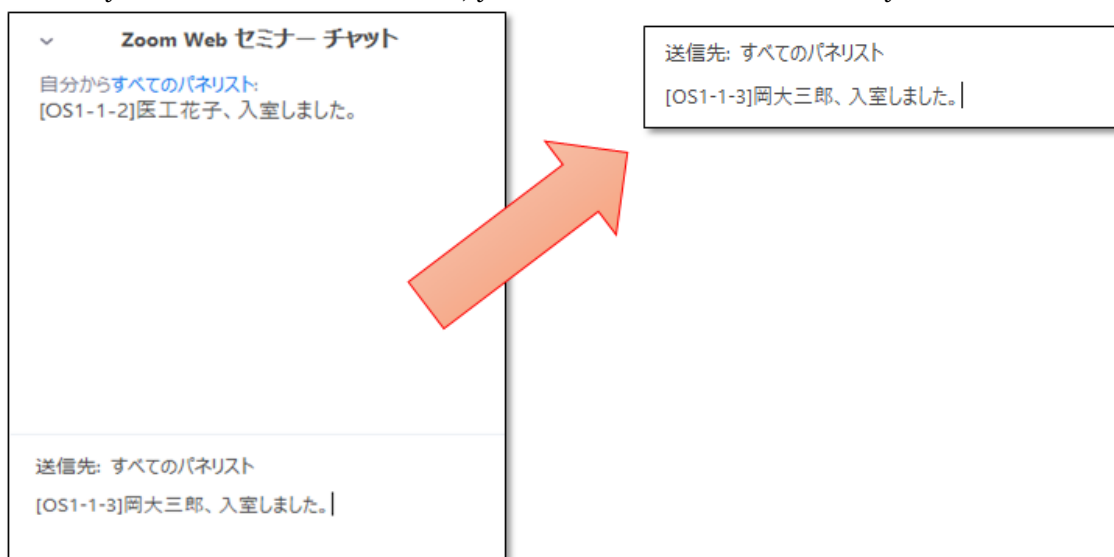


The image shows a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main text reads "電子メールアドレスと名前を入力してください" (Please enter your email address and name). There are two input fields: the first is labeled "メール" (Email) and contains "aaaa@bbbb.co.jp"; the second is labeled "名前" (Name) and contains "[OS1-1-2]医工花子(Hanako Iko)\_生体医工:". Below the name field is a checked checkbox with the text "将来のミーティングのためにこの名前を記憶する" (Remember this name for future meetings). At the bottom, there are two buttons: "Web セミナーに参加" (Join Web Seminar) and "キャンセル" (Cancel).

- 4) All people will be signed in as audience members at the Webinar meeting.  
The conference organizer acts as a host and will assign the panelists.  
Please note that the chairpersons and the presenters (who act as panelists) can share video and interact with the audience.  
Please note that the audience cannot share the screen. Only the chairpersons and the presenters (who act as panelists) can share the screen.



- 5) Please send a message by Zoom chat when signing in to the meeting room.  
→After receiving the message, the secretariat acts a host and assigns the chairperson and the presenter as panelists.  
→After being assigned as a panelist, you will be disconnected from the Zoom system. A short while later, you will be reconnected to the system.



6) Panelists can use their own video and microphone to interact with the audience.

When the message “The host requests you to start the video” appears on your laptop, select the option “Starting my video.”

→ Multiple screens will be added in your laptop.

(Chairpersons and presenters are not required to share their video with the audience.

However, it is easy to communicate with the audience through your own video)



Please mute your microphone to avoid the noise and echo effect. We recommend that you use a headphone when using many devices in one room.



ここをクリック!

## 【Audio】

Please test your computer audio when joining the session as a panelist.

When people cannot hear your voice or cannot hear the voice of a chairperson or a presenter, please confirm if the appropriate microphone has been selected. If your selection is correct, please check whether the headset's microphone is turned off.



7) A chairperson will start the session.

### < Chairperson >

Please introduce yourself and the presenter to the audience in addition to informing them the names of absentees.

### < Presenter >

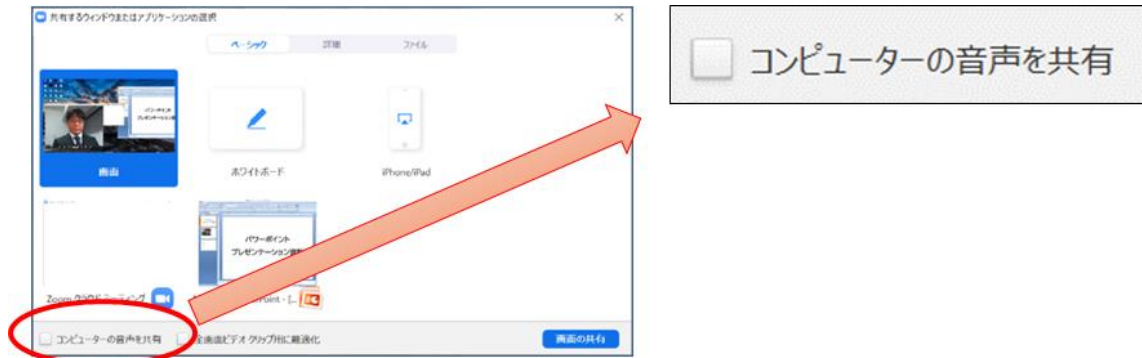
Please be ready to click on the “Share Screen” icon just before the end of the preceding presenter’s speech. Please do not click on the “Share Screen” icon during the preceding presenter’s speech as his/her screen will stop being shared with the attendees. When it is your turn to make a presentation, click on the “Share Screen” icon.

Please note that you will make a PowerPoint presentation in a full screen mode for the audience.



### 【Sharing Computer Sounds during Screen Sharing】

Click on the option “Share Computer Sound.”



Please mute the “Share Screen” icon after your presentation.

### 5) Discussion

We will receive questions from the audience through the Q&A system.

< Chairperson >

A chairperson should address the questions by the audience (which are displayed on his/her laptop regularly). Please report the questions to the presenters at the time of discussion.

The chat window will open on the right side of the screen.

※Please note that the audience cannot see questions from other audience members.



9) Time Control

We request the chairpersons and presenters to ensure that the session is concluded within the allotted time.

9) If a presenter would like to keep an eye on the audience during the presentation, please click the “Raise One’s Hand” icon. The number of participants who clicked the “Raise One’s Hand” icon at that time will appear on the screen.



11) In a general discussion, a chairperson leads the discussion. The “Share Screen” feature is useful for conducting a discussion.

12) A chairperson will send a message at the end of the session.

※If you want to join another session, please confirm the date and time in the program’s daily schedule. →Manual No. 2