# ZOOM Manual for Panelists

# **ACS2020**

## The 7th Asia Cornea Society Biennial Scientific Meeting

Contact : ACS2020 Congress Secretariat (inside Congrès Inc.) E-mail: acs2020@congre.co.jp

## <step 1> Please download the Zoom desktop application client for Windows PC.

XIf you would like to join from your web browser, please proceed to (STEP 5).

### Downloading the desktop client app

(1) The app installer is available from the official Zoom homepage. Please click on the link to access the site  $\blacktriangleright$  (<u>https://zoom.us/</u>).



2 Select meeting client to download the app.

\*Please be sure to install the latest version

#### Supported systems

Mac OS X powered by later than MacOS 10.7 Windows 7/9/8.1/10 Windows Vista powered by later than SP1 Windows XP powered by later than SP3 Ubuntu 12.04 or later Mint 17.1 or later Red Hat Enterprise Linux 6.4 or later Oracle Linux 6.4 or later CentOS 6.4 or later Fedora 21 or later OpenSUSE 13.2 or later ArchLinux (64bit only)

## 

## Download Client App

③Launch the downloaded installer to begin installing. This operation dose not take much time.

Installing	
11%	
	Installing

④ Select sign in (Optional)	free sign-up
Zoom Cloud Meetings	Zoom Cloud Meetings — — X
zoom	Sign In
	Enter your email Sign In with SSO
Join a Meeting	Enter your password Forgot? or G Sign In with Go
Sign In	Keep me signed in         Sign In         f         Sign In with Face
Version: 5.3.1 (52879.0927)	< Back Sign Up Free

⑥ A confirmation email will be sent to the email address you registered.
 Click "Activate Account" to complete the activation process.

(5) Register your email address with

## <step 3> Before entering the webinar

## Please sign in to Zoom and test your camera and audio.







#### 2 Click on the settings gearwheel icon

(4) Set your video device by clicking on the video icon and select the boxes as indicated below.

Settings	
General	🖱 Rotate 90°
Video	
Audio	
Share Scre	een
Backgrou	nd & Filters
O Recording	Э
<b>Statistics</b>	
🕑 Feedback	Camera
🔲 Keyboard	USB HD Webcam ~
Accessibil	ity Original ratio 🖌 HD
	My Video
	Mirror my video
	Touch up my appearance
	Adjust for low light Auto
	Always display participant names on their video
	Turn off my video when joining meeting
	Always show video preview dialog when joining a video meeting
	Hide non-video participants
	See myself as the active speaker while speaking
	Maximum participants displayed per screen in Gallery View:
	25 participants <b>Q</b> 49 participants
	Did not see any video, trouble shooting
	Advanced

\* If you are using an external camera, please enable it by selecting it from the dropdown camera menu.

(5) Set your audio device

💶 Setti	ngs	×
Θ	General	Speaker
0	Video	Test Speaker スピーカー (Realtek High Definition Audio) 、
$\cap$	Audio	Output Level:       Volume:
ſ	Share Screen	Use separate audio device to play ringtone simultaneously
	Background & Filters	Microphone
$\bigcirc$	Recording	Test Mic マイク配列 (Realtek High Definition Audio) ~
	Statistics	Volume:
Θ	Feedback	Automatically adjust microphone volume
•	Keyboard Shortcuts	Suppress background noise Learn more O Auto
Ĵ	Accessibility	<ul> <li>Low (faint background noises)</li> <li>Medium (computer fan, pen taps)</li> <li>High (typing, dog barks)</li> </ul>
		Music and Professional Audio
		Show in-meeting option to "Turn On Original Sound" ⑦ Ringtones Default

\*Test if you can hear the sound normally by clicking on the "Test Speaker" button. Test your microphone levels by clicking on the Test Mic" button.

Settings General < Back C Video Limit your screen share to 10 💎 frames-per-second Settings Audio Show green border around the shared content General Window size when screen sharing Share Screen Use TCP connection for screen sharing () C Video Fullscreen mode
 Maximize window
 Maintain current size Screen capture mode Share with window filtering C Chat Audio Scale to fit shared content to Zoom window Use hardware acceleration for Enable the remote control of all applications Background & Filters Share Screen Side-by-side mode ① Screen sharing ⑦ Background & Filters Recording Silence system notifications when sharing desktop Annotations on a shared screen or whiteboard ⑦ Recording Profile Share applications 1 Statistics O Share individual window 1 Statistics Feedback O Share all windows from an application Feedback C Keyboard Shortcuts When I share my screen in a meeting Automatically share desktop Keyboard Shortcuts Accessibility O Show all sharing options Accessibility When I share directly to a Zoo O Automatically share deal O Show all share groption Advanced

Please click Advanced and change screen share mode to "Share with window filtering"

## 6 Check your "Share Screen" settings.

## <step 4> How to enter the webinar.

The webinar URL and the password will be sent to you from the congress secretariat. A password is necessary to enter webinar room. Please be sure to enter the room 45 minutes before the session starts. An operator will check your connection and slides.

XPlease be sure to enter the room from the URL sent by email. Depending on the email software, the URL may not be linked, in that case, please copy the URL and paste it onto the browser.



① Sign in

② Click on the URL from the email and select open zoom meeting

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Apps 🧧 Work 📙 Search 📕 Hubby	Open Zoom Meetings?			
zoom	thtps://zourium.wisefib.to.f.psp/astication.	Suppor	t English +	
	When system dialog prompts, click <b>Open Zoom Meetings</b> .			
	When system dialog prompts, click <b>Open Zoom Meetings</b> . If you have Zoom Client Installed, <u>aunch meeting</u> . Otherwise, download and run Zoom. If you cannot download or run the application, join from your broaser.			

#### ③ Select the join with video button on the splash screen.



(5) Please be sure to join the webinar <u>45 min before the session begins.</u>



(6) Once you enter the room, you will see other speakers and the session operator



A wired connection is strongly recommended.

Unstable connection environments lead to low image quality and audio interruptions which will likely affect the viewing quality for viewers.

## <step 5> Turning you microphone and camera on or off.

Please close all applications other than ZOOM and your presentation application as having them open may affect to quality of Zoom conferencing.



Please be sure to <u>MUte</u> your microphone except when you speak. Not doing so may disturb other speakers' presentations.



Audio and video tests will be conducted by an operator, 60-45 minutes before the session begins. If you have any question, please ask them at that time.



#### Fullscreen

#### Full screen mode.

If you want to stop full screen, please double click zoom window





## How to confirm Q&A from participants

#### For Chairs

When questions and comments from the viewers come, "Chat" icon will pop up on the bottom of your PC.

Please click the "Chat" icon to see the questions and comments.

During the discussion time, please read questions and comments and start the discussion.

Please do not reply questions and comments via "Chat".



✓ Chat	
from operator to Everyone: hello hello	
To: Everyone  Type message here	More ¥



When you click on the "Chat" icon, you will see the pop-up window shown below

Information from the operator to the panelists during the session will be relayed in this window. You may also use this window to make a request or ask a question to the operator. In case of the emergency, you may use chat if you cannot communicate verbally.

Note that the chat function may not be available to all participants.

🖸 Chat	_		×	
To: All panelists 🗸				
Type message here.	papalists			
✓ All	parielists			
All	panelists a	nd att	endees	5

Xerease select all panelists. Please refrain from chatting with attendees.

## Session flow (Symposium, ACS-JCS Joint Session, Best Selected Paper Session)

Chairs will introduce the speaker.

On Streaming





Speaker's camera



(3) Technical staff will start the presentation video.



Presentation video



After all presentations, all session members will be displayed for discussion. Questions and comments will be displayed on the screen as well.



## ${\mbox{\scriptsize (}}$ To all the speakers in the LIVE session ${\mbox{\scriptsize )}}$

#### <u>Internet</u>

- We strongly suggest using wired connection rather than Wi-Fi.
- If you do not have wired LAN, please use a stable Wi-Fi that has been used before in ZOOM or other online conference systems.
- Please be sure to visit the "ZOOM test site (https://zoom.us/test)" in advance to test your system.
- Ensure that your "microphone" and "camera" perform properly.

XIf you are using an "in-facility LAN" or "in-facility PC", you may not be able to communicate or turn on camera in ZOOM due to various restrictions.

#### Share Screen

Our technical staff will operate to play the videos. Speakers do not have to share the presentation video. In ACS2020, all presentations will be conducted by playing the recorded video.

#### Audio Devices

Please avoid using the built-in speaker and built-in microphone of your laptop. We prefer a headset for presentations.

If you are using a headset, always leave the headset switch on. Please mute your microphone with the button on the Zoom window. XAdditionally, participating in at meeting within the same physical space as other participants will result in feedback using built-in laptop speaker and microphones. Please connect to the power supply instead of the built-in battery for laptops.

#### <u>Others</u>

Please notify a presenter immediately if their microphone is not turned on or slides are not screen-shared.

The time displayed in the timetable is the broadcast starting time. Pre-meeting for each session will start 45 minutes before the broadcast starting time. Operator will check your slides, internet stability, audio and video devices.