

## [JCS 2020] Web Conferencing: Online Conference Manual (for Participants)

### I. Preliminary preparation: preparing the Internet environment (for participants)

#### 1) Preparing and setting the device

Zoom is compatible with Windows, Mac, Linux, Android (e.g., smartphones, tablets), and iOS (e.g., iPad, iPhone). Check that your device can be used (e.g., OS version). When participating in a web conference, it is recommended to use a high-performance device. If its performance is low, the video and audio may become choppy or operation may take time.

#### 2) Preparing and setting the network

It is strongly recommended to use a wired LAN connection. High-speed Wi-Fi can be used, but communication may become unstable. It may not be possible to establish a connection if there is a web proxy in the network or restrictions on using a streaming service. Check in advance that you can watch videos for about 10 minutes on multiple video streaming sites (e.g., YouTube, GYAO!). If you use an on-campus network, it is advisable to contact the network administrator and inform them that a web conference using Zoom is planned.

#### 3) Preparing and setting peripheral devices (microphone, speakers, camera)

##### ① Microphone and speakers

Make sure you can hear audio using speakers or headphones with your device. At JCS 2020, participants (attendees) cannot use a microphone.

##### ② Camera

At JCS 2020, participants (attendees) cannot use a camera.

### II. Preliminary checks (for participants)

#### 1) Checking the installation and operation of the app in advance

To use the Zoom video conferencing system for the first time, it is necessary to download and install the app in advance. Refer to Step 1 and Step 2 of the Zoom manual (for audience). If the network is weak, it may take time to download the app and you may not be able to attend the conference in time. Before the conference, install Zoom while the network is stable and check how it works.

Visit the Zoom test site to check for problems with audio reception in advance.

Some Zoom functions are available only with the latest version. Even if the app is already installed in your device, you must install the latest version (5.0.3 as of May 21), which will be notified by the secretariat on

the JCS 2020 website, before joining JCS 2020 using Zoom.

## **2) Setting the participant's name when joining a session (connection)**

To participate in a web conference, you must set the participant's name. Register your name and affiliation so that the chairperson can easily identify you. The participant's name can be changed after connecting to the conference room.

Enter "your name and affiliation."

Example of a participant: Taro Kyoto, Kyoto University, Cardiovascular Medicine

### **III. Precautions when joining a session (for participants)**

#### **1) How to join a session**

Use the Zoom URL and password for attendees for the relevant session indicated on the schedule of the JCS 2020 website and app to join (participate in) a session.

You may join a session when the session is ready.

#### **2) Setting the participant's name**

If you have not set the participant's name in advance, the displayed name must be changed.

Enter "your name and affiliation."

Example of a participant: Taro Kyoto, Kyoto University, Cardiovascular Medicine

A participant who participates as a chairperson or presenter in a different session is requested to change the information of the participant's name for each session.

#### **3) You cannot use a microphone, camera, and chat.**

At JCS 2020, participants (attendees) cannot use a microphone, camera, and chat.

#### **4) Handling of received video and documents, etc.**

It is prohibited to store (including screenshots), record, and redistribute the received video and presentation documents unless permission is obtained from presenters and the organizer. Take care not to violate this rule.

#### **5) Asking a question**

When you want to ask a question about a presentation, contact the chairperson by using the Q&A function. The chairperson will select questions received through the Q&A function and direct them to the presenter as appropriate. Participants (attendees) cannot use the chat function; at JCS 2020, the function is

available only for chairpersons, presenters, and operators.

**6) How to participate in polling (audience response)**

A chairperson may conduct polling (audience response) during a session. Follow the chairperson's instruction and cast a vote from your device.

When participating from a web browser, the polling (audience response) function is not activated and you cannot participate. To participate in polling, use the Zoom app.

**7) After a session is finished, make sure to leave the presentation meeting.**

After a session is finished, make sure to leave the presentation meeting on Zoom. Failure to leave the meeting promptly will cause inconvenience in preparing for the next session. Thank you for your cooperation.

**8) Control by the organizer**

If running of the conference is disrupted by irrelevant audio or connection from an unstable network, etc., the organizer may mute the microphone or discontinue the video streaming, etc. We would appreciate your understanding.