



Manual for Panelists

ACS2020

The 7th Asia Cornea Society Biennial Scientific Meeting

<p>Contact : ACS2020 Congress Secretariat (inside Congrès Inc.) E-mail: acs2020@congre.co.jp</p>
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<STEP 1> Please download the Zoom desktop application client for Windows PC.

※If 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 ► (<https://zoom.us/>) .



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

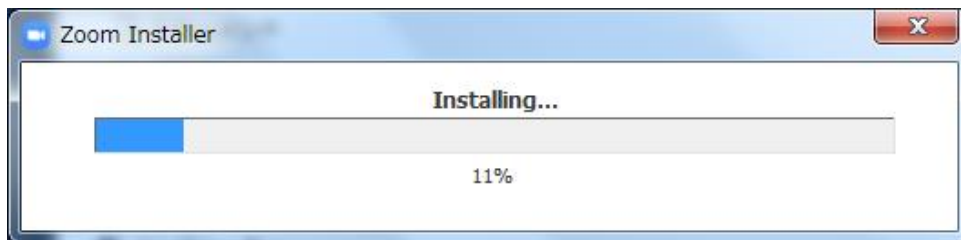
Red Hat Enterprise Linux 6.4 or later
Oracle Linux 6.4 or later
CentOS 6.4 or later
Fedora 21 or later
OpenSUSE 13.2 or later
ArchLinux (64bit only)

<STEP 2> Installing Zoom on Windows PC

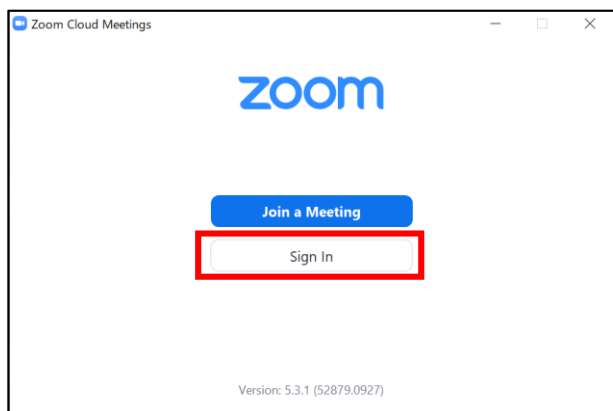
※If you would like to join from your web browser, please proceed to (STEP 5).

Download Client App

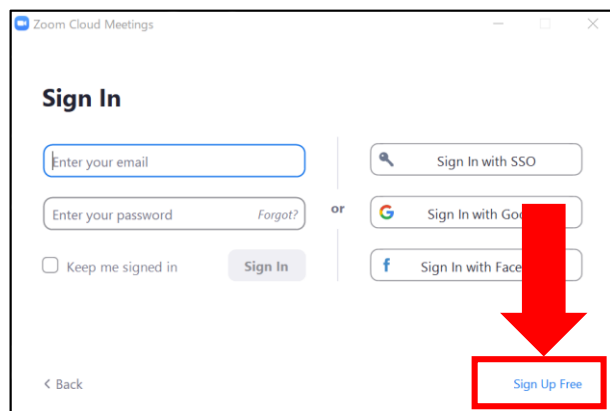
③ Launch the downloaded installer to begin installing. This operation dose not take much time.



④ Select sign in (Optional)



⑤ Register your email address with
free sign-up

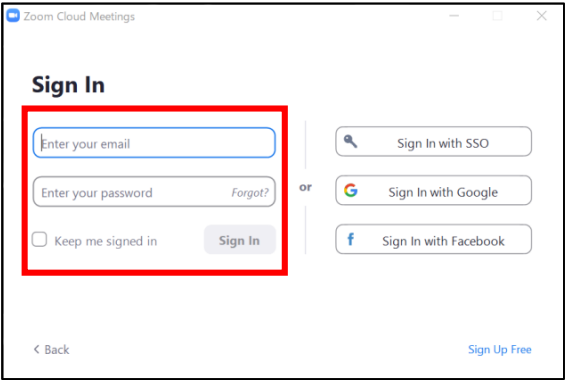


⑥ A confirmation email will be sent to the email address you registered. Click "Activate Account" to complete the activation process.

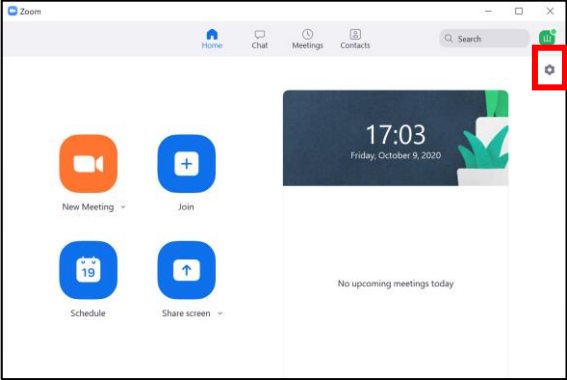
<STEP 3> Before entering the webinar

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

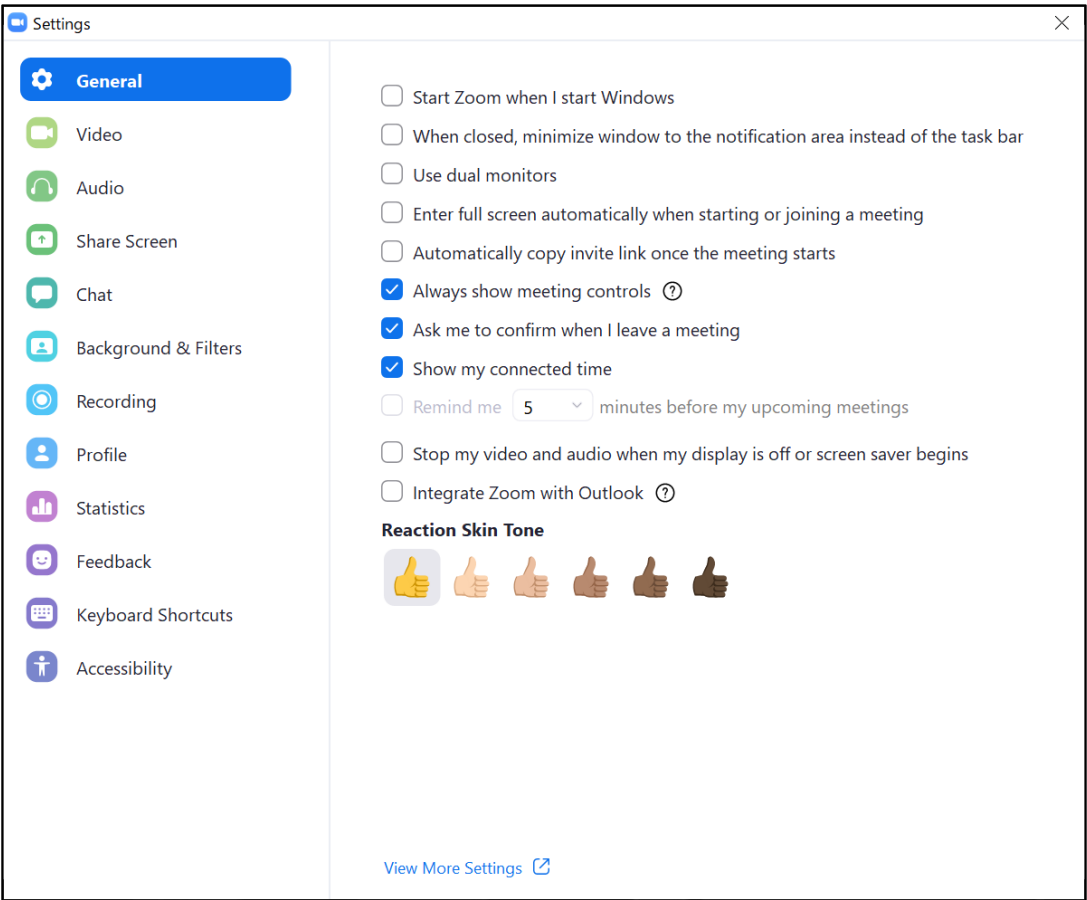
① Sign in to ZOOM



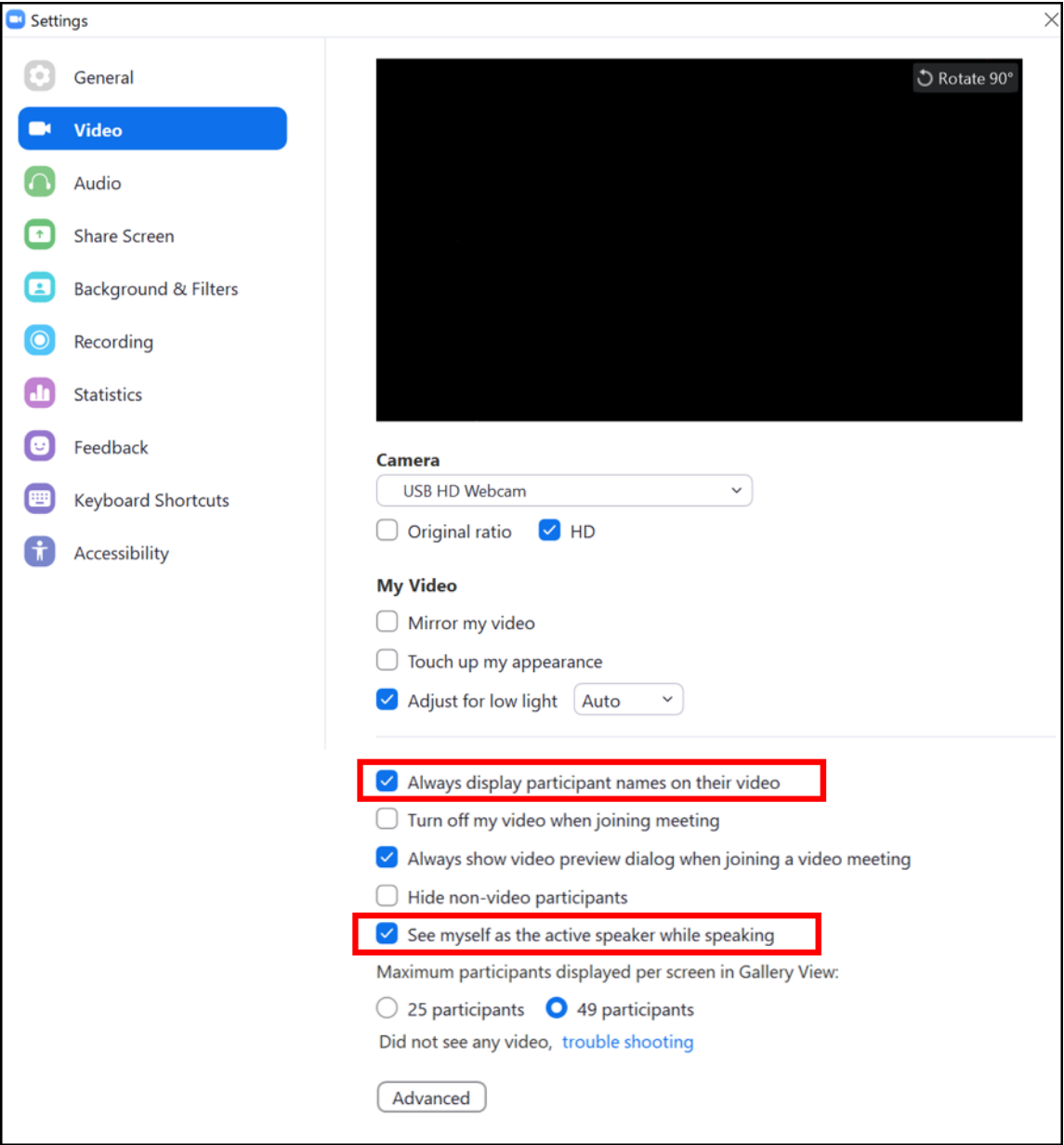
② Click on the settings gearwheel icon



③ Navigate to the "General" settings.

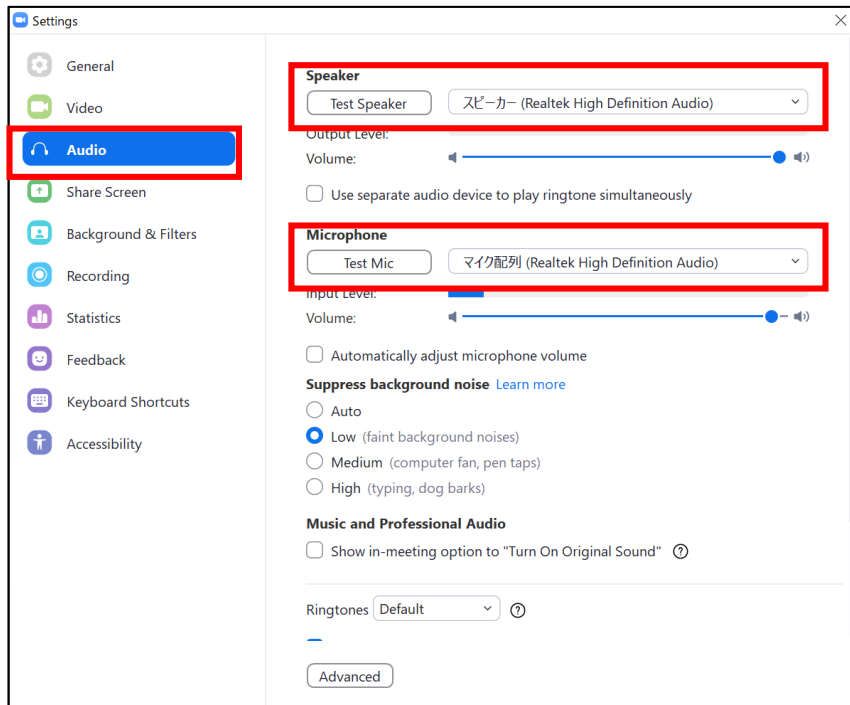


④ Set your video device by clicking on the video icon and select the boxes as indicated below.



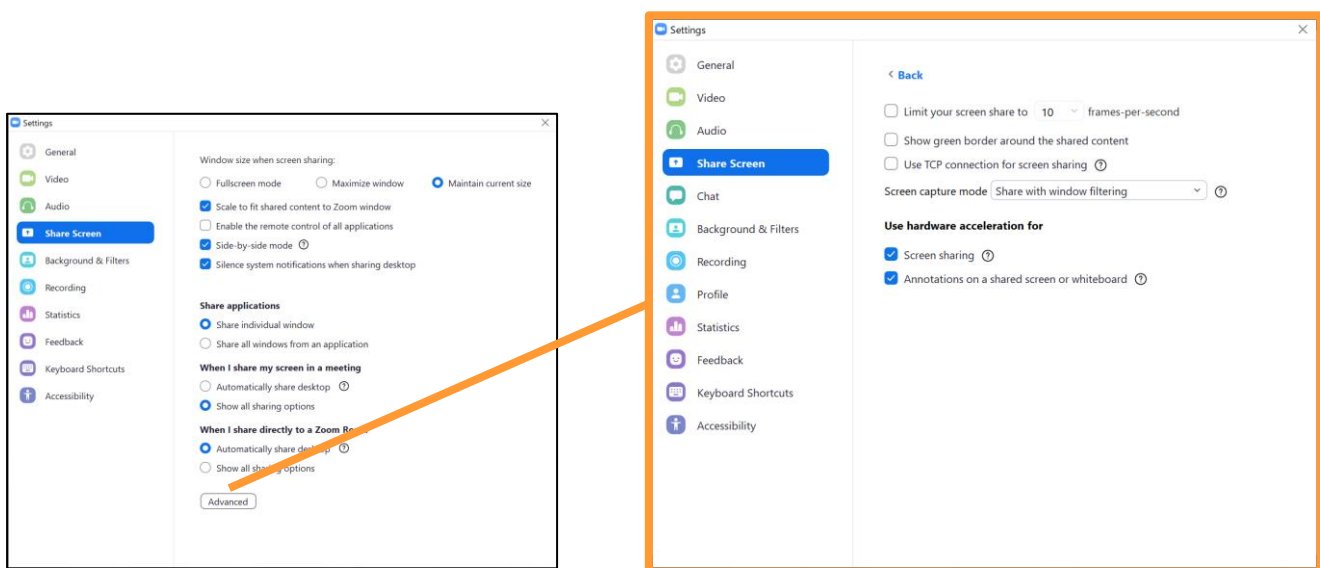
* If you are using an external camera, please enable it by selecting it from the dropdown camera menu.

⑤ Set your audio device



✖ 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.

⑥ Check your "Share Screen" settings.



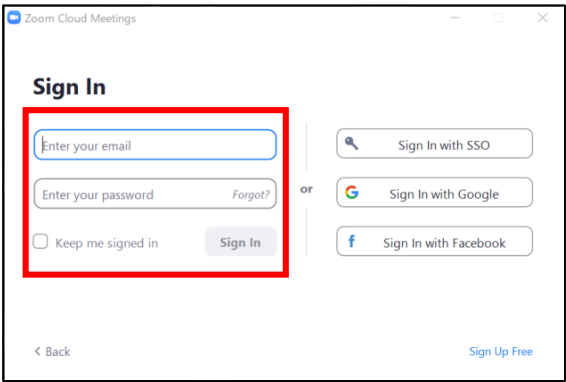
Please click Advanced and change screen share mode to "Share with window filtering"

<STEP 4> How to enter the webinar.

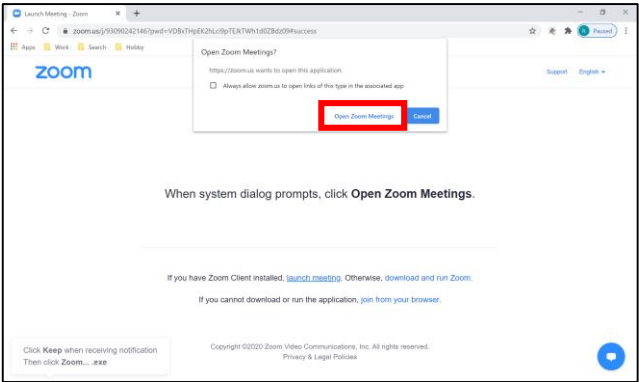
The webinar URL and the password will be sent to you from the congress secretariat.
A password is necessary to enter webinar room.
Please be sure to enter the room 45 minutes before the session starts.
An operator will check your connection and slides.

✖Please 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



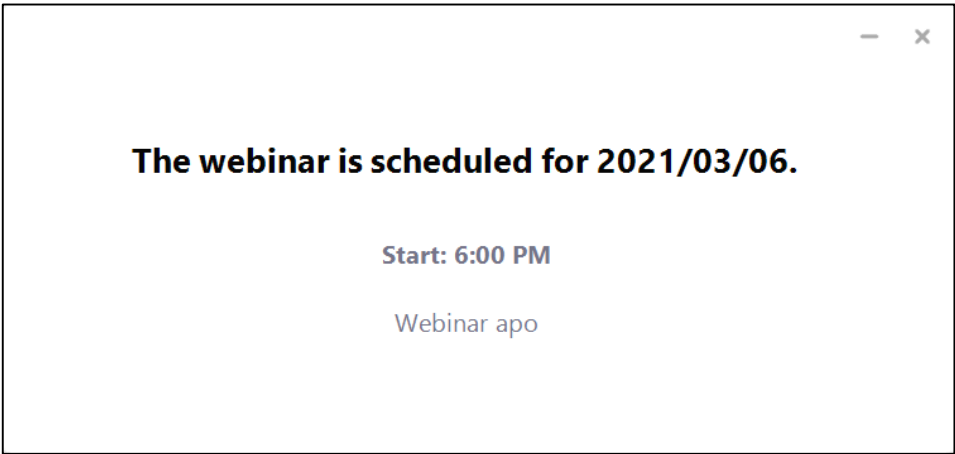
② Click on the URL from the email and select open zoom meeting



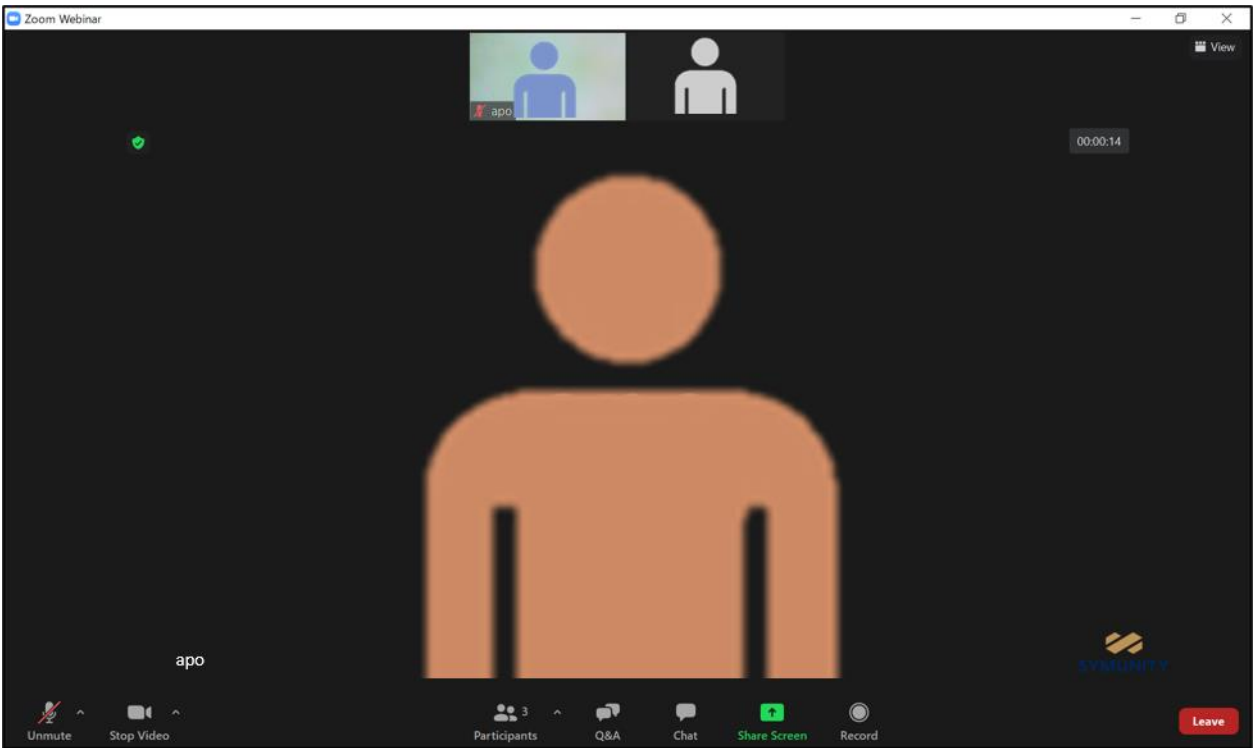
③ Select the join with video button on the splash screen.



⑤ Please be sure to join the webinar 45 min before the session begins.



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

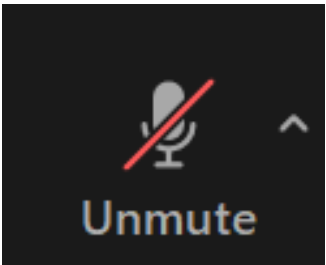
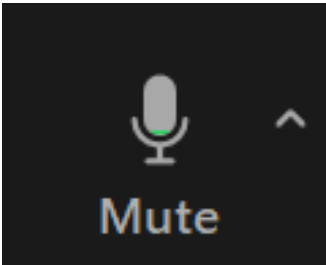


A wired connection is strongly recommended.
Unstable connection environments lead to low image quality and audio interruptions which will likely affect the viewing quality for viewers.

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

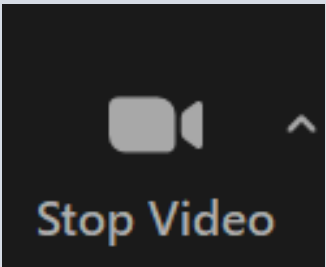
Please close all applications other than ZOOM and your presentation application as having them open may affect to quality of Zoom conferencing.

「Mic is ON」 / 「Mic is OFF」
When you speak When you do not speak

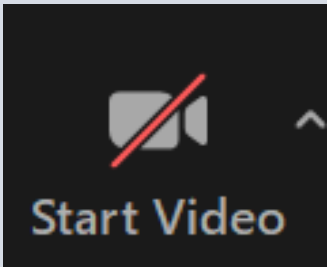


Please be sure to mute your microphone except when you speak.
Not doing so may disturb other speakers' presentations.

Please keep your video on during the session



Video is ON



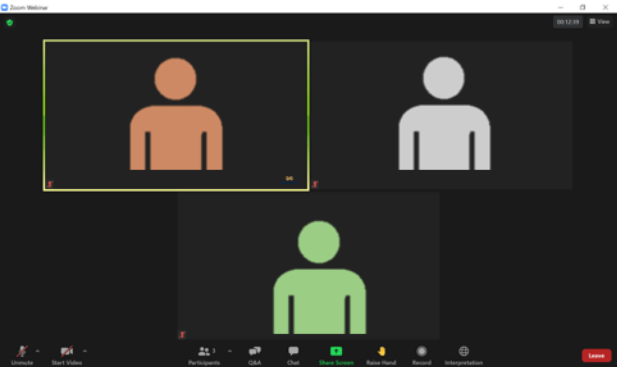
Video is OFF

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.

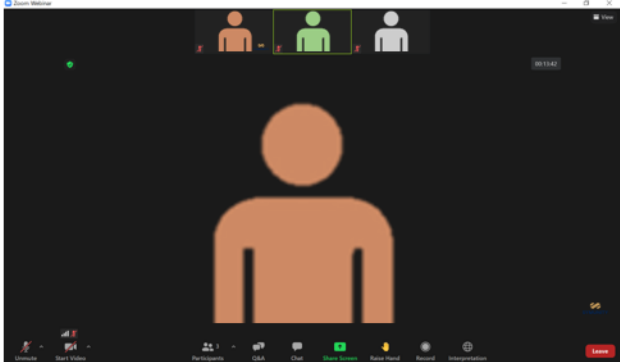
ZOOM Functions



Possible to view other speakers

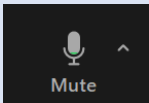


Possible to view the person who is actively speaking

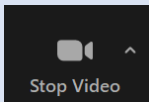


Fullscreen

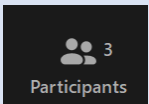
Full screen mode.
If you want to stop full screen, please double click zoom window



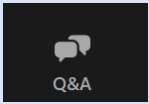
Mute and unmute microphone



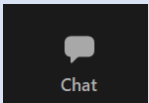
Start and stop your video feed



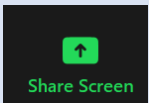
Confirm other participants



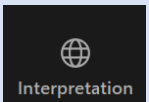
Question and Answer



Chat



To share your screen



Switch languages

How to confirm Q&A from participants

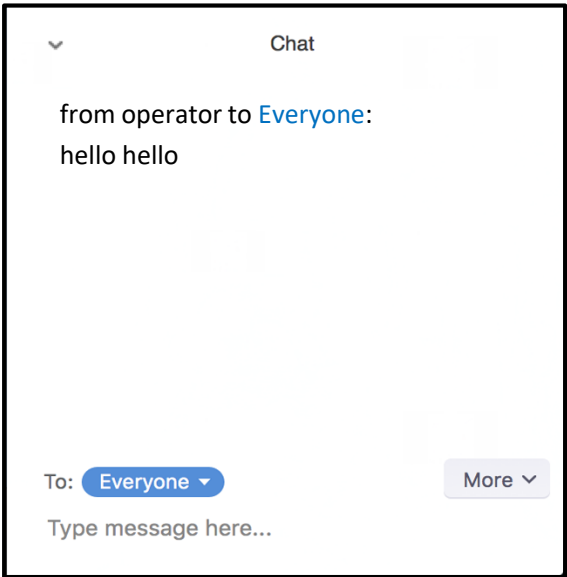
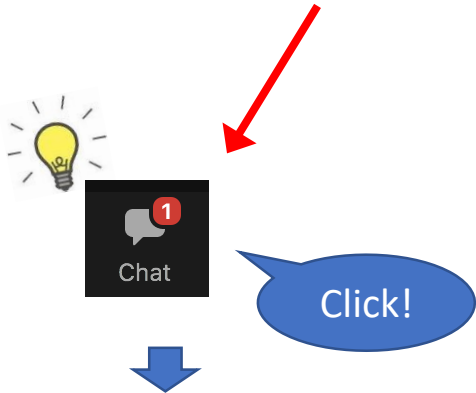
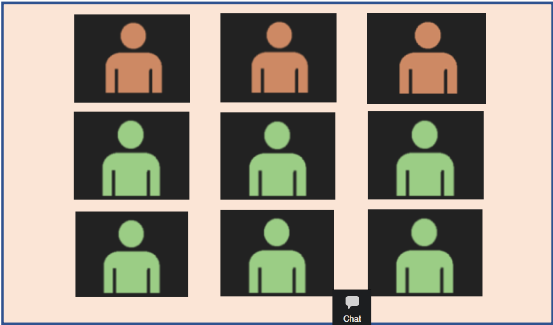
For Chairs

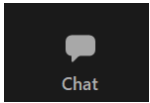
When questions and comments from the viewers come, "Chat" icon will pop up on the bottom of your PC.

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".

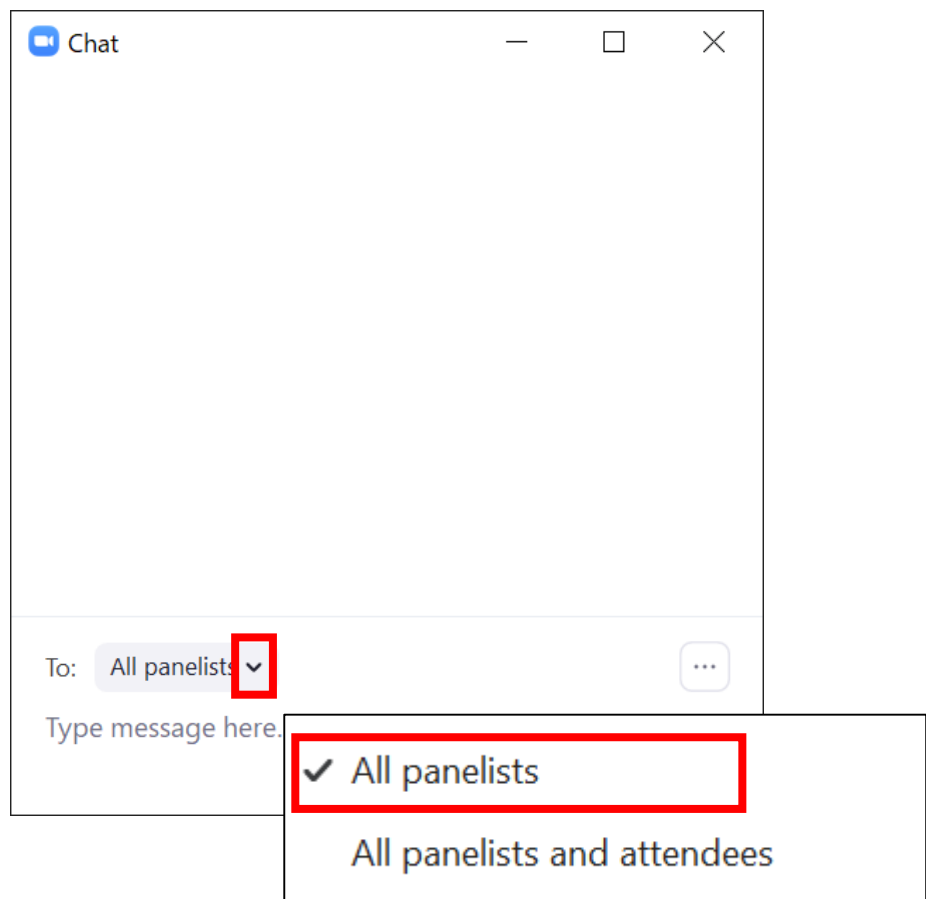




When you click on the “Chat” icon,
you will see the pop-up window shown below

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.



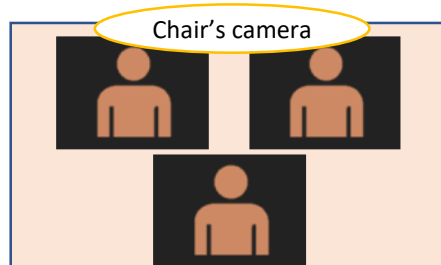
✘ Please select all panelists.
Please refrain from chatting with attendees.

Session flow

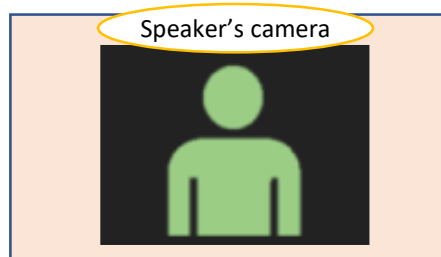
(Symposium, ACS-JCS Joint Session, Best Selected Paper Session)

On Streaming

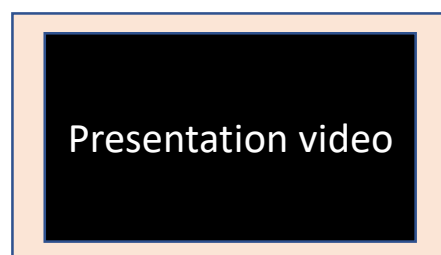
- ① Chairs will introduce the speaker.



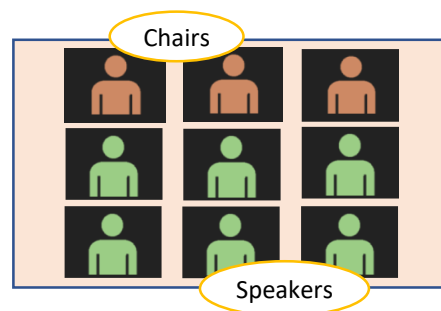
- ② Speaker will make a self-introduction briefly,
Then ask the technical staff to play the video.



- ③ Technical staff will start the presentation video.



- ④ Discussion
After all presentations, all session members
will be displayed for discussion.
Questions and comments will be displayed
on the screen as well.



《 To all the speakers in the LIVE session》

Internet

- 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.

※If 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.

※Additionally, participating in a 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.

Others

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.