zoom

Manual for Panelists

_{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
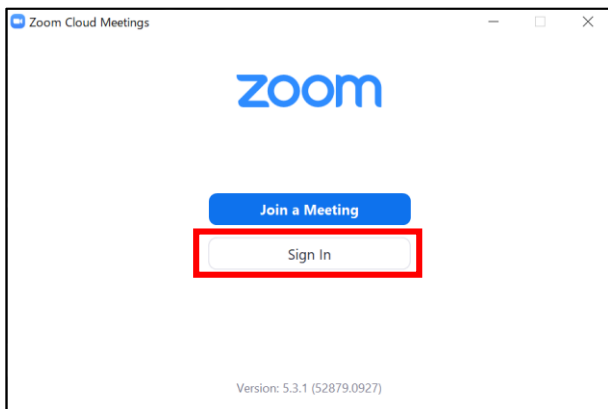ArchLinux (64bit only)

\<STEP 2\>Installing Zoom on Windows PC
※If you would like to join from your web browser, please proceed to (STEP 5).
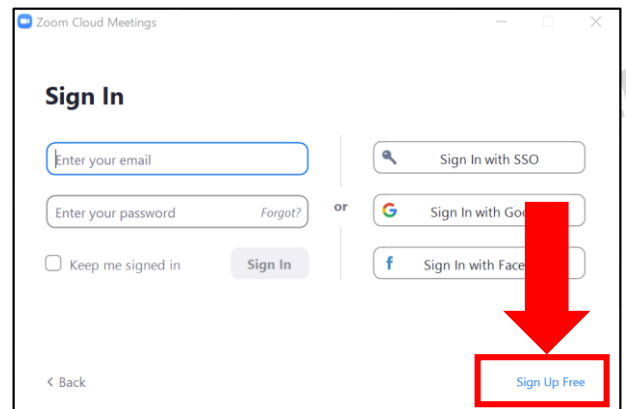
Download Client App

③Launch the downloaded installer to begin installing. This operation dose not take much time.
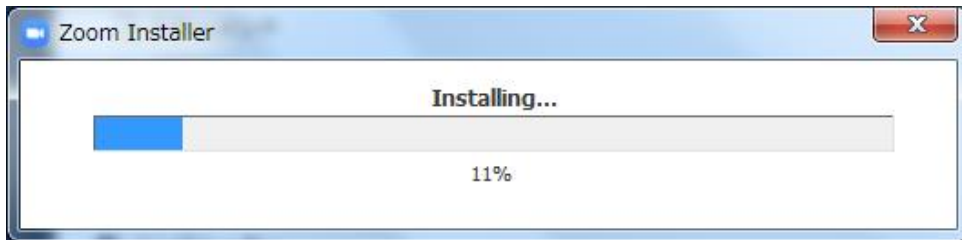
④ Select sign in (Optional)
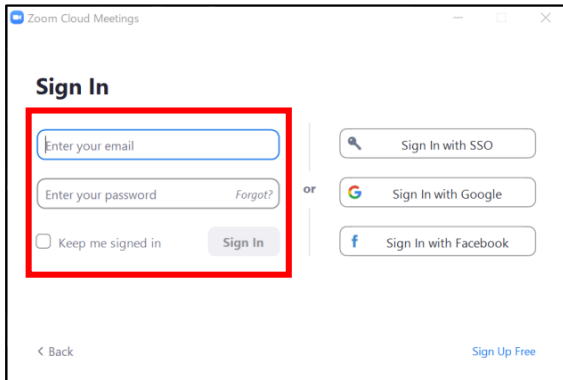

⑤ Register your email address with free sign-up

⑥ A confirmation email will be sent to the email address you registered.
Click "Activate Account" to complete the activation process.
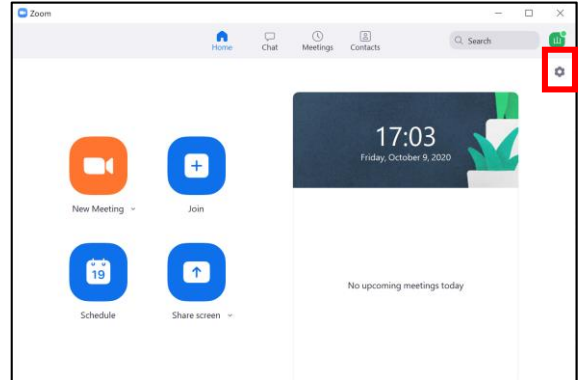
<small><STEP</small> **3**<small>></small>Before entering the webinar

Please sign in to Zoom and test your camera and audio.
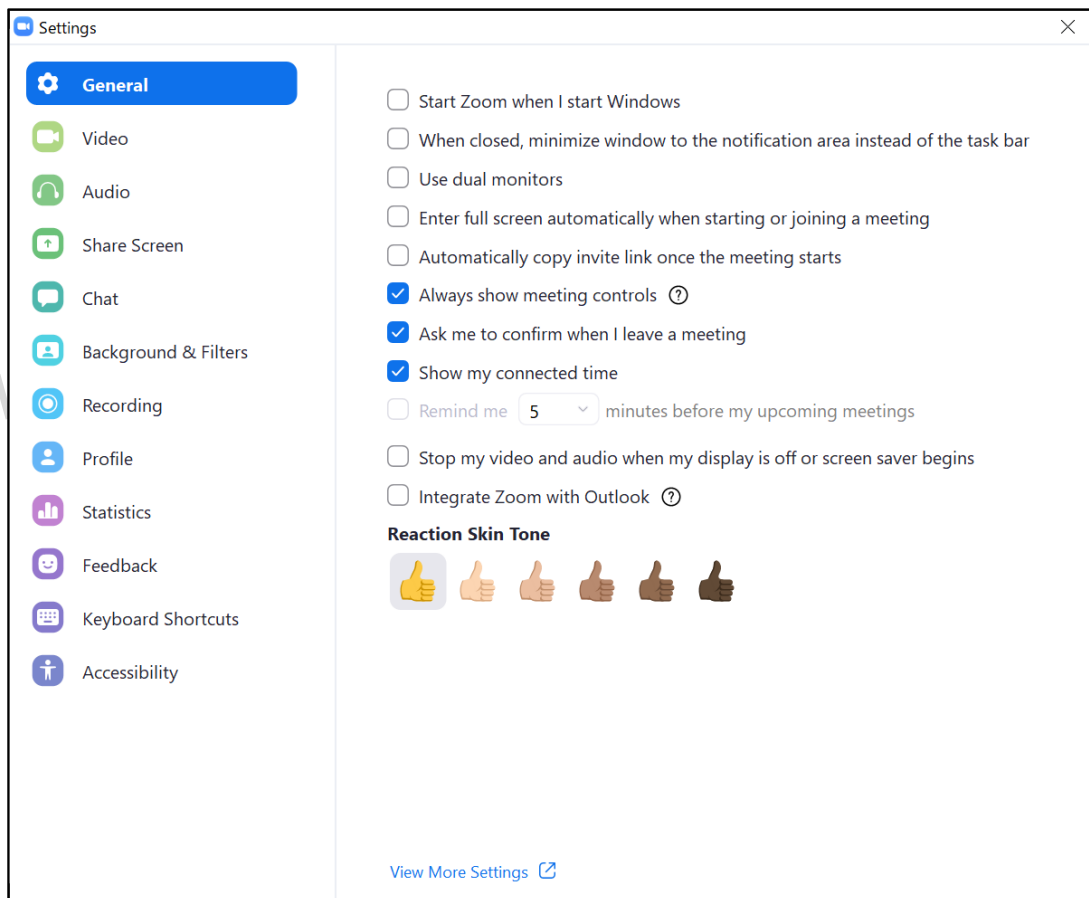
① Sign in to ZOOM

② Click on the settings gearwheel icon
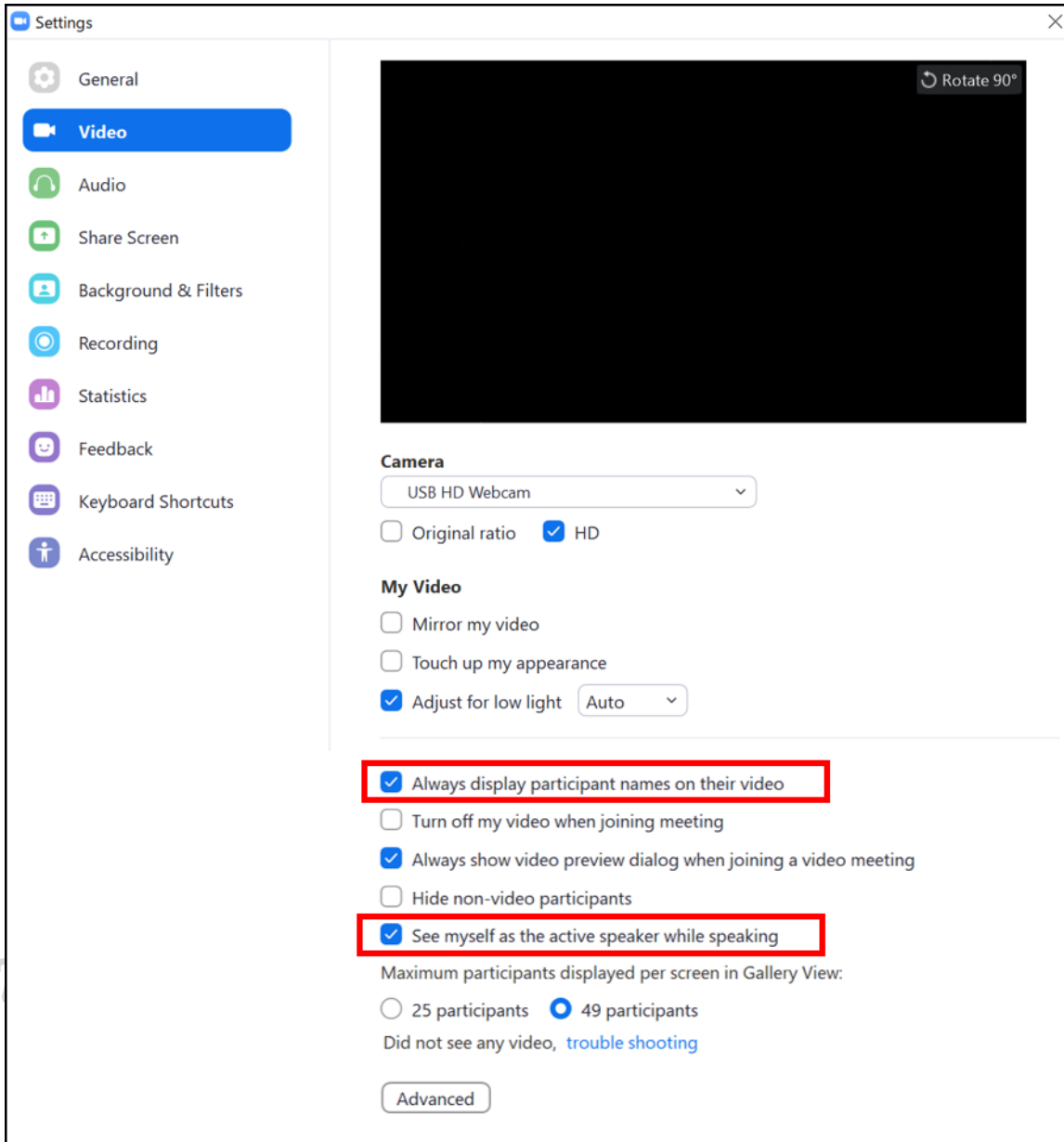
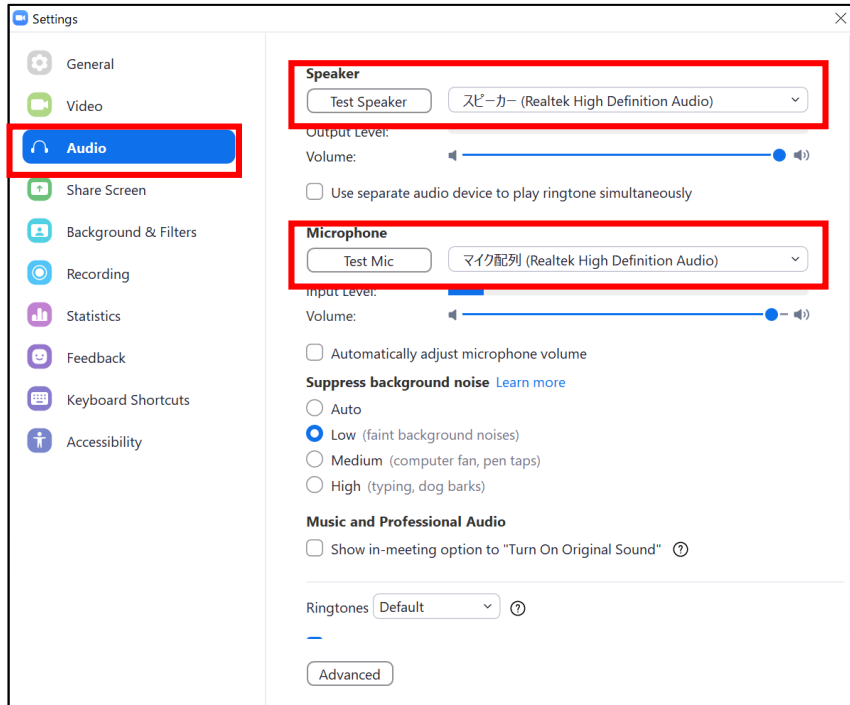③ Navigate to the "General" settings.

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.
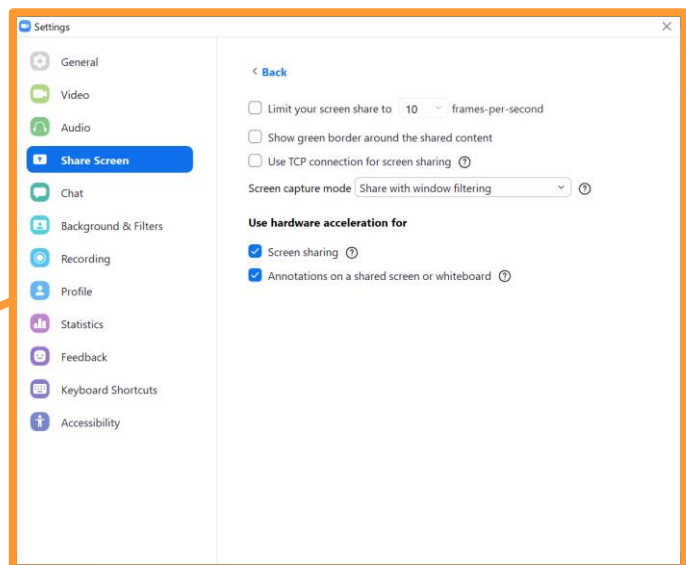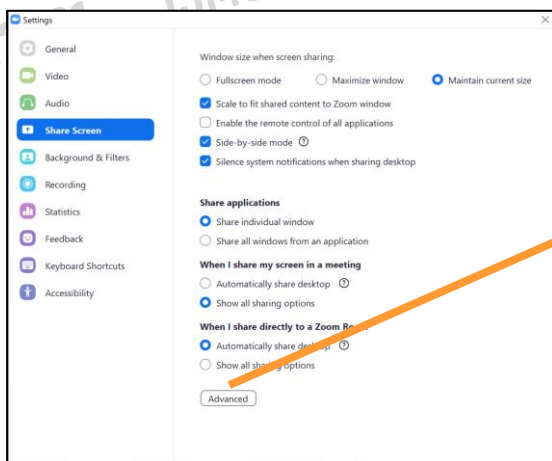
⑤ Set your audio device

※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"
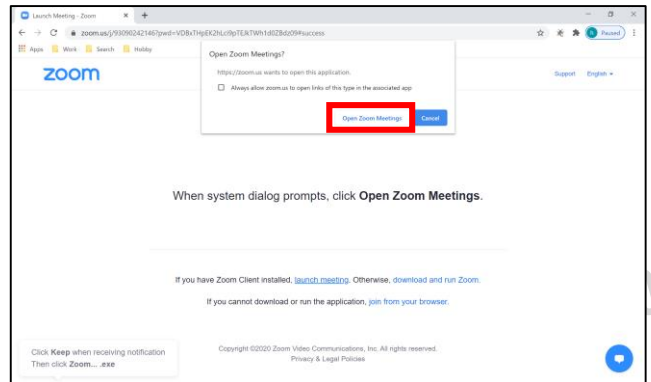
<STEP 4>How to enter the webinar.

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 60-45 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.
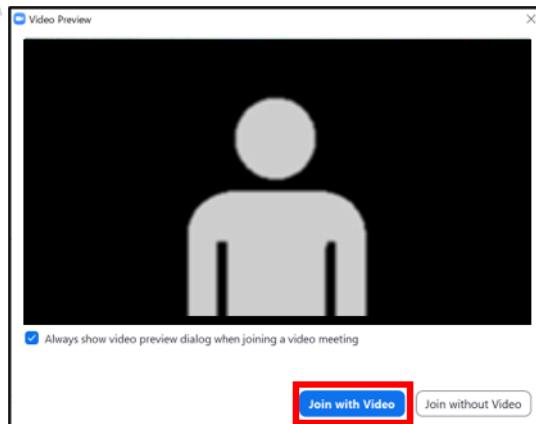
① Sign in
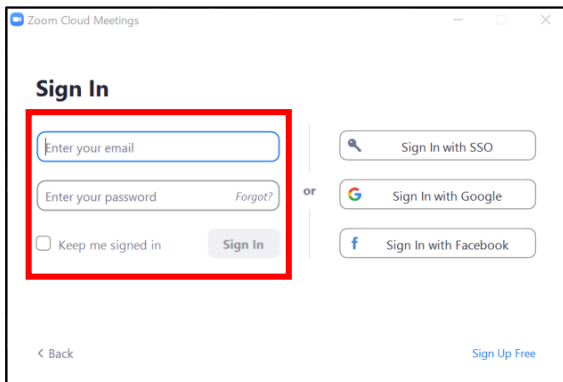
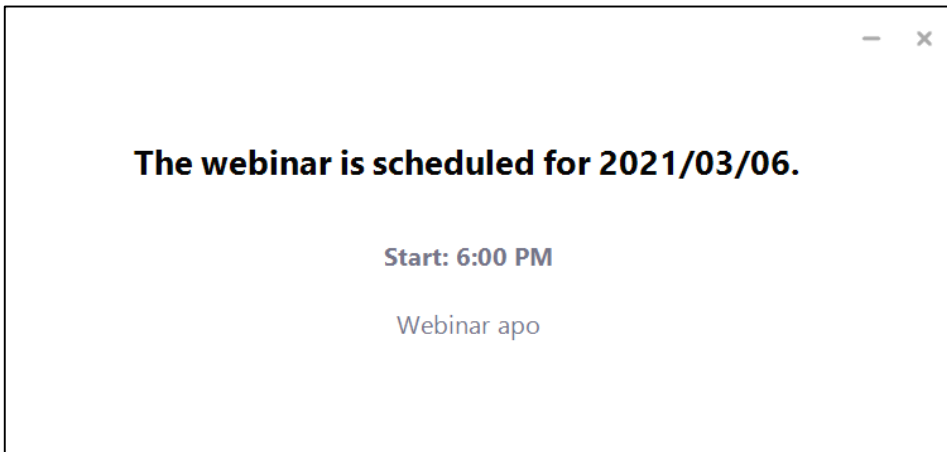② Click on the URL from the email and select open zoom meeting

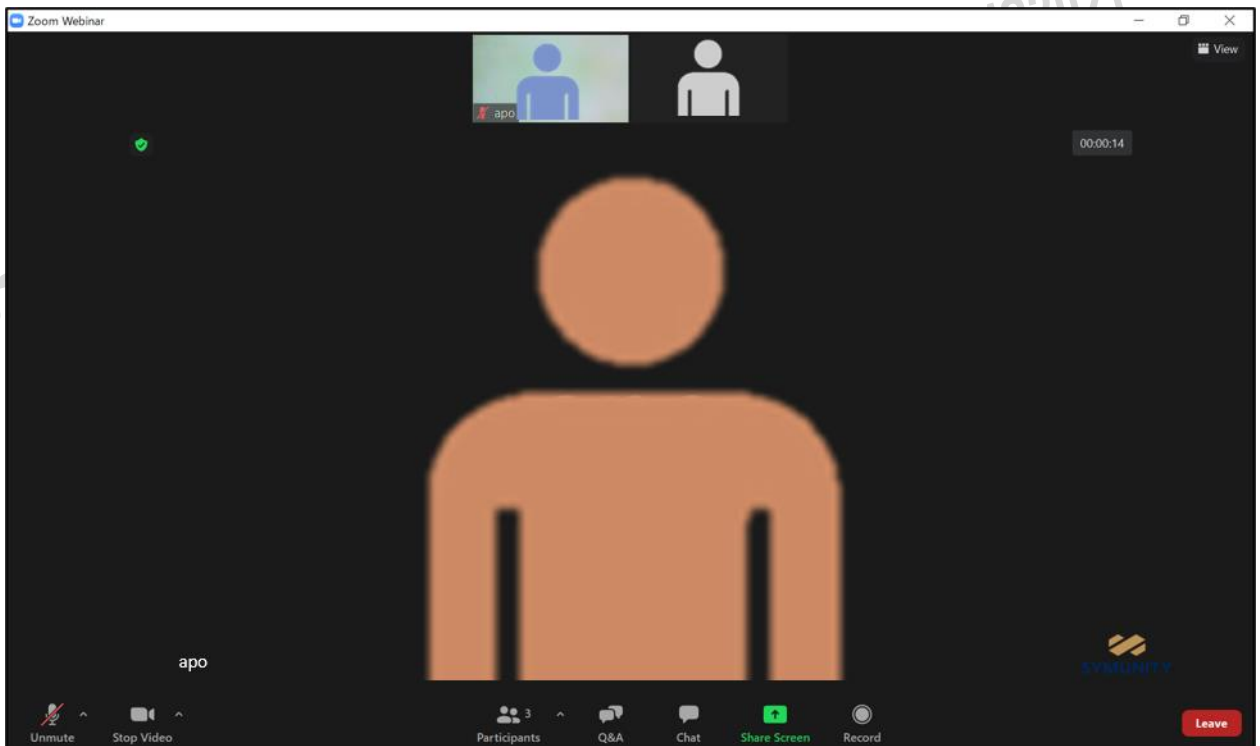

③ Select the join with video button on the splash screen.

⑤ Please be sure to join the webinar <u>60-45 min before the session begins.</u>

> **The webinar is scheduled for 2021/03/06.**
>
> Start: 6:00 PM
>
> Webinar apo

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.
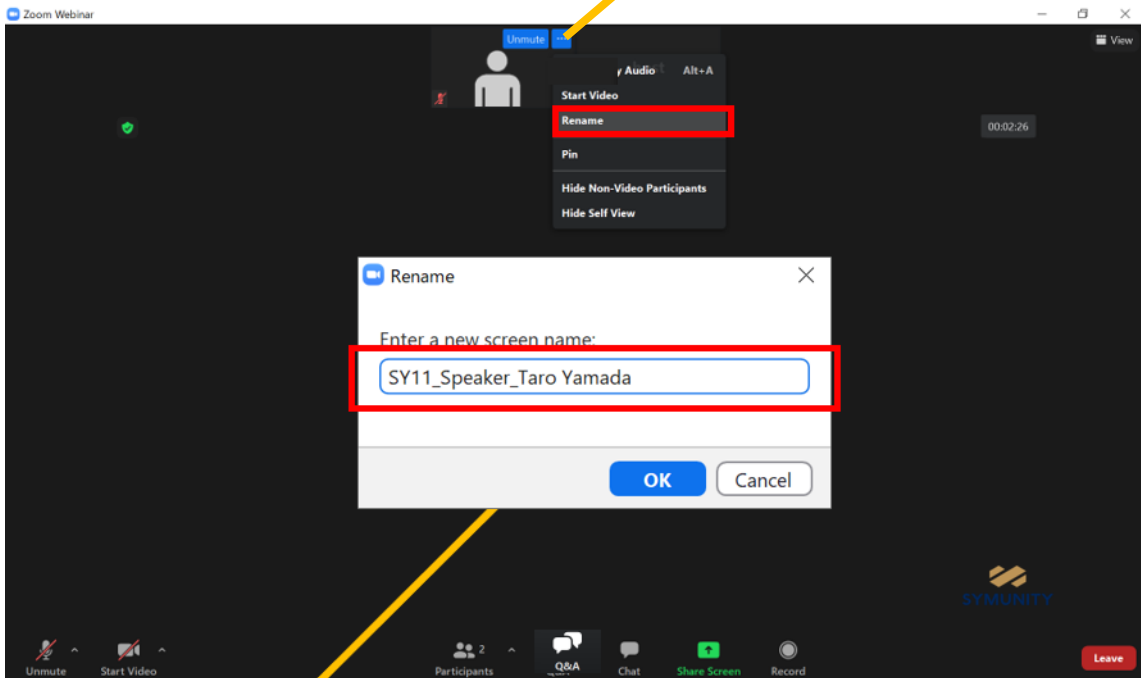
<STEP 5>Settings

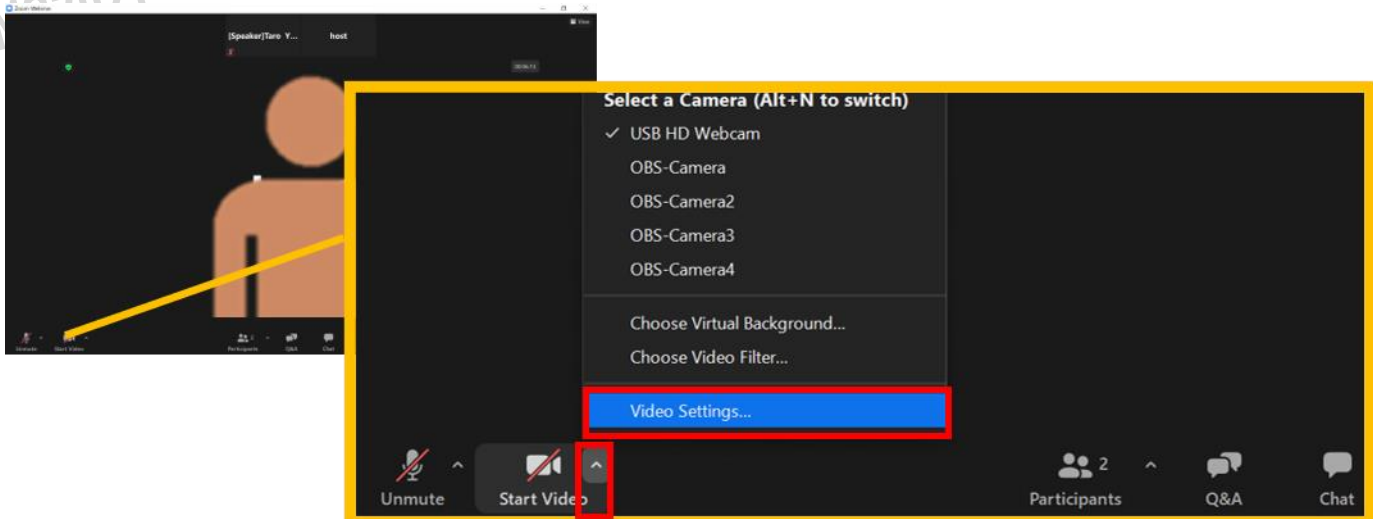### When you join the webinar room, please check the following;

① Change the displayed name

[・・・]click

Your displayed name should comply to the following format:
Session ID_role_your name

② If you have not yet checked your audio and video devices, please go back to steps 3 and 4 and check the quality of your audio/video devices.

<STEP **6**> 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」

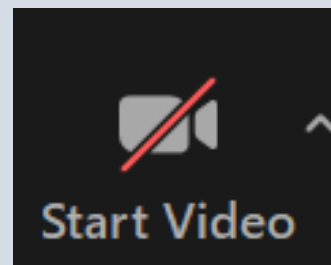When you speak   When you do not speak
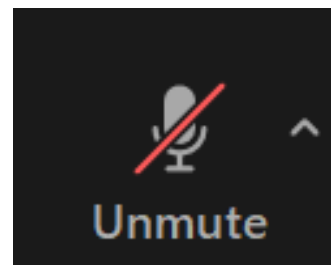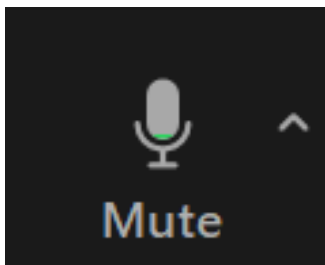
Please be sure to <u>mute</u> your microphone except when you speak.
Not doing so may disturb other speakers' presentations.

Please keep your video on during the session
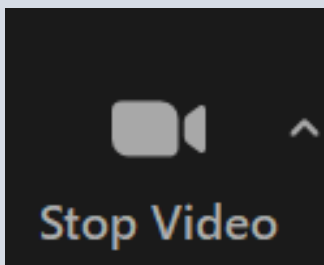
Video is ON   Video is OFF

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
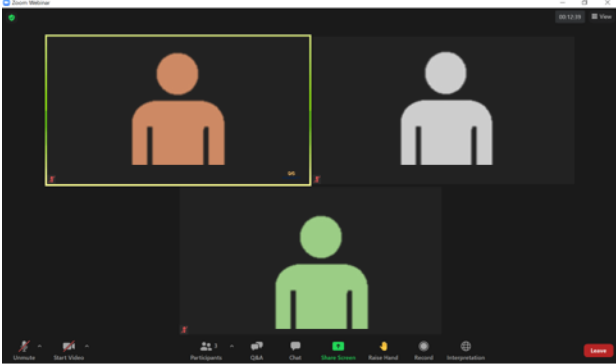at that time.

ZOOM Functions

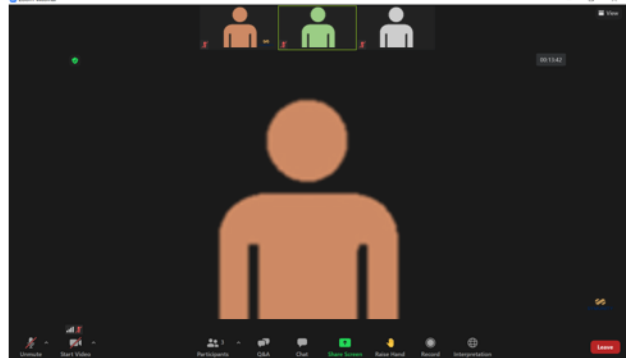| Gallery View ▦ | ← You will be able to switch between views → | ✓ Speaker View ▦ |

Possible to view other speakers

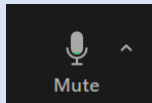Possible to view the person who is actively speaking
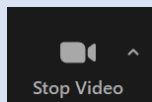
Fullscreen

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

JMO2021 JMO2021

👥 3 Participants	Confirm other participants
💬 Q&A	Question and Answer
🎤 ^ Mute — Mute and unmute microphone	💬 Chat	Chat
📷 ^ Stop Video — Start and stop your video feed	⬆ Share Screen	To share your screen
	🌐 Interpretation	Switch languages
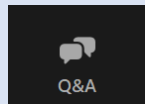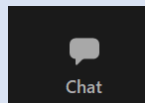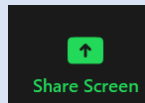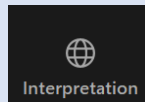
How to confirm participants/Q&A
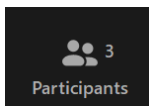
When you click on the Participants icon, you will see the Participants pop-up window shown below. Participant's name will be listed.
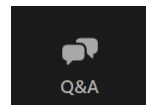
When you click on the Q&A icon,you will see the Q&A pop-up window shown below.

For Chairs

1. Please click Q&A
2. Please select the desired question.
Content in the Q&A function can only be confirmed by the panelists.
3. Please do not click on the "type answer" or "answer live" buttons.
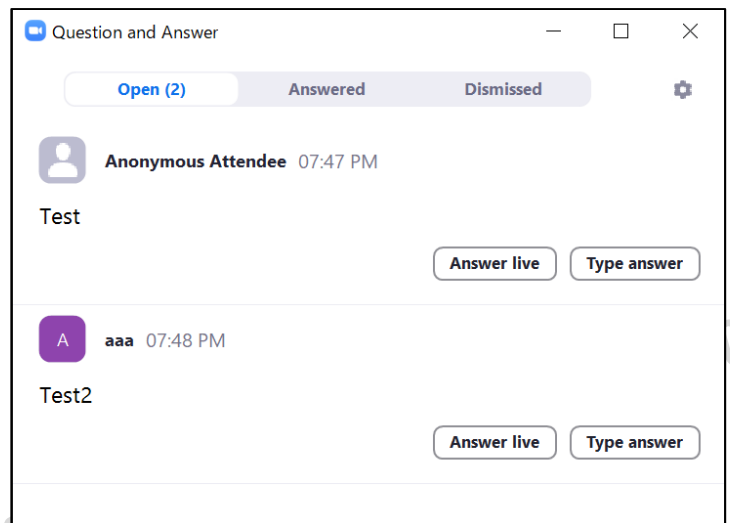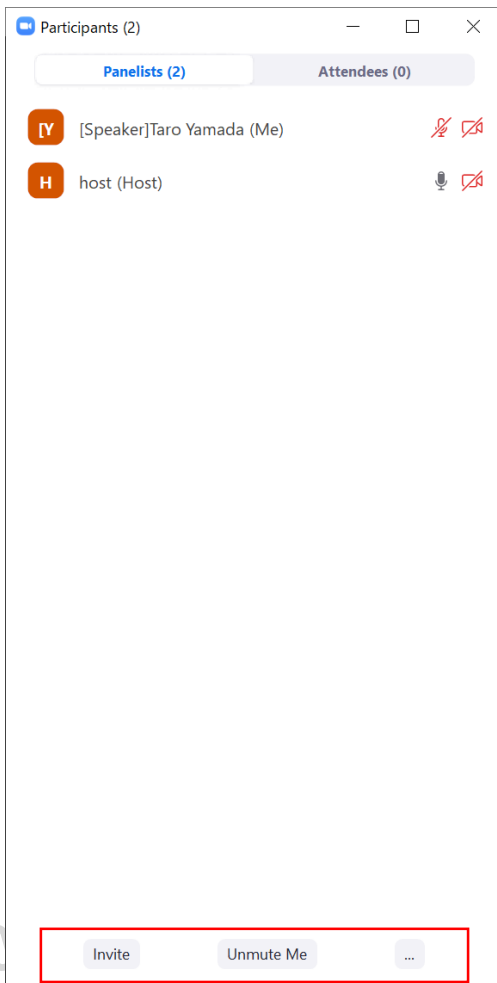
If a question is sent to Q&A, you will see a number appear on the Q&A icon which corresponds to the number of questions submitted.
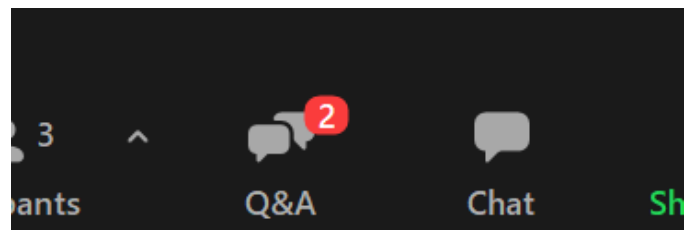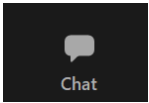
Chat

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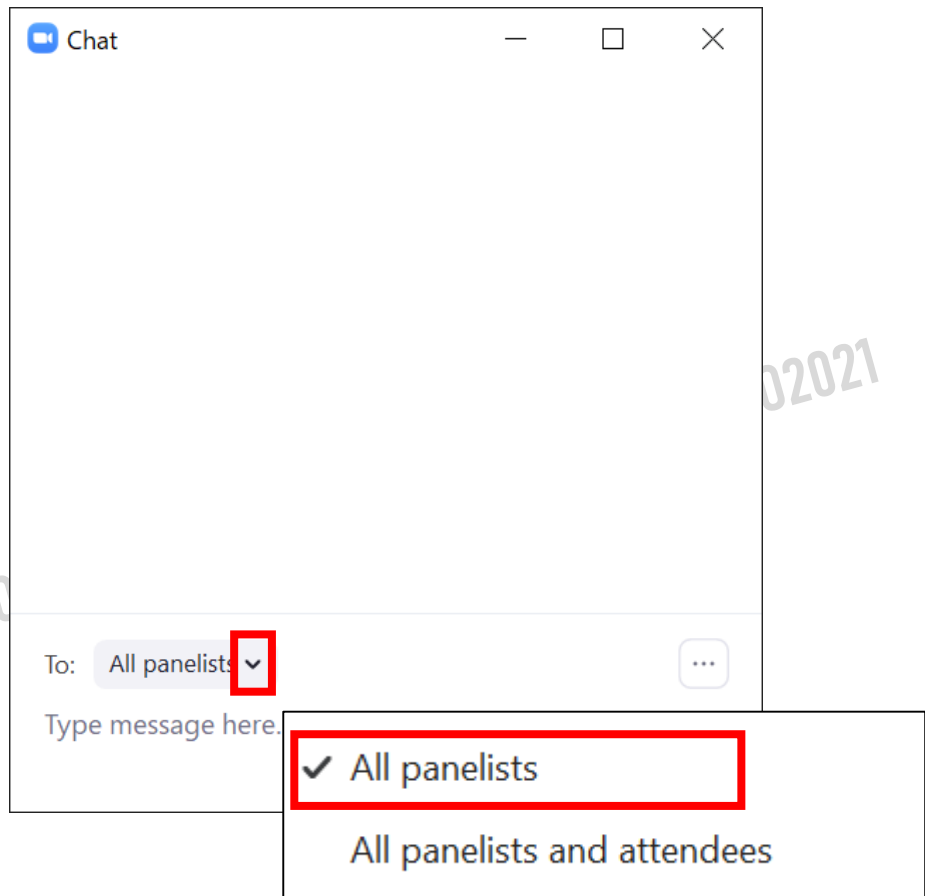
※Please select all panelists.
Please refrain from chatting with attendees.

How to share screen
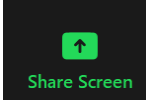
Please click "Share Screen" icon to share your presentation material.

① Open your presentation material (PowerPoint, Keynote, etc.…)

② Click share screen

③ Select your presentation material from "Select a window or an application that you want to share" window.
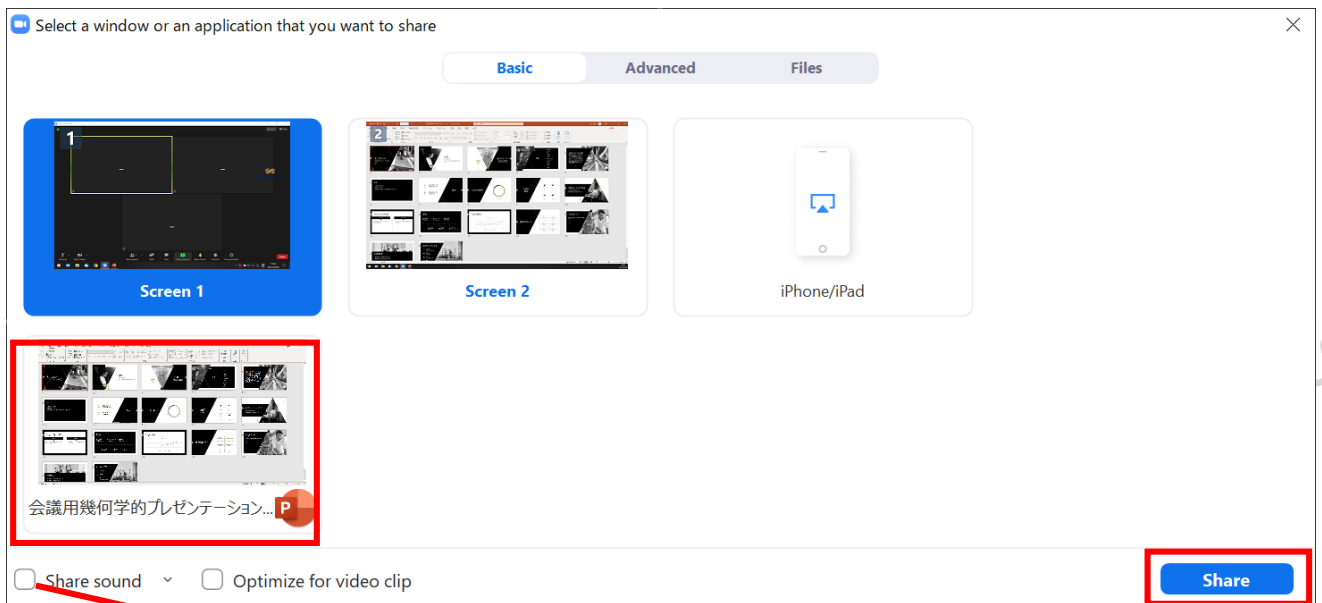
If you have sound to share, please select "share computer sound"

POINTS

Please refrain from using videos and animations.
The network will be overloaded, and the viewing environment will be affected.

Please note that when using videos, picture quality and frame rates may deteriorate depending on the internet environment.

Sharing a screen with a MAC ⚠️

"!" icon is shown on the window

Open the system settings
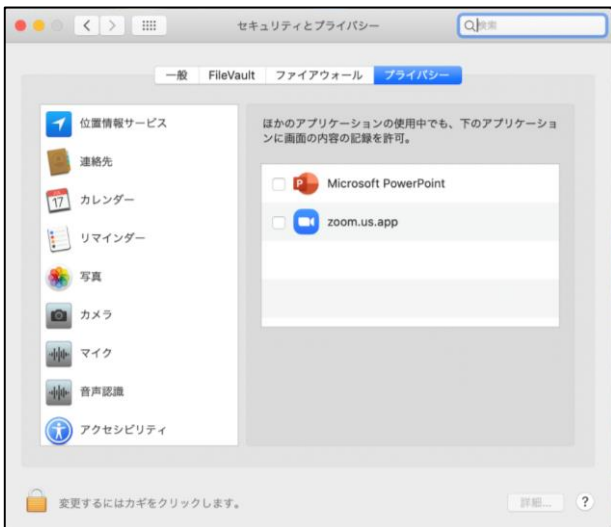
Check the two apps
[Microsoft PowerPoint]
[zoom.us.app]
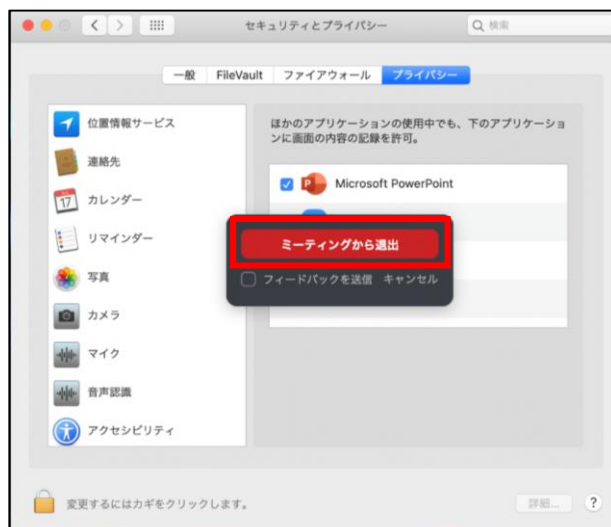
Exit the webinar once and enter again

Interpretation

For the session which simultaneous interpretation is available, interpretation button will be displayed under the ZOOM window.
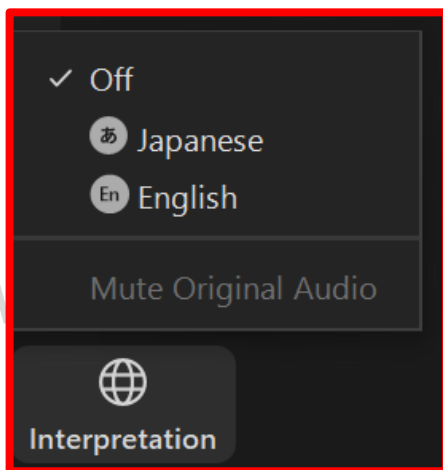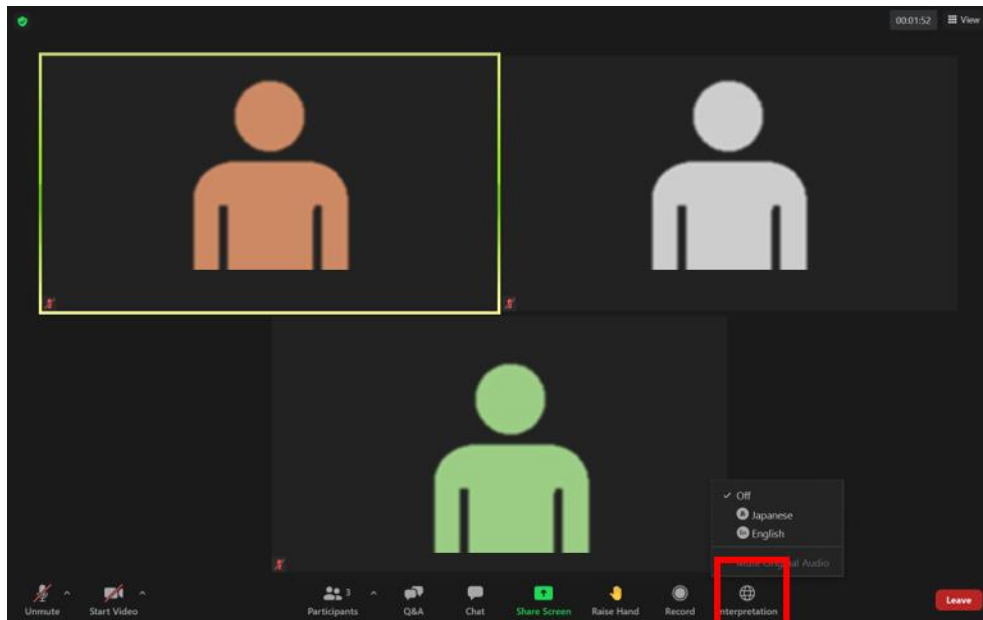
Please select the language you wish to have interpreted to by clicking on the "Interpretation" icon.

Audience Response

This feature needs to be started by the host (operator).
If there are few questions, you may poll and gather responses to encourage participation

Polling

Stopping polling and displaying results needs to be performed by the host.
Please ask the host to do so when you are ready.

Results

《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.
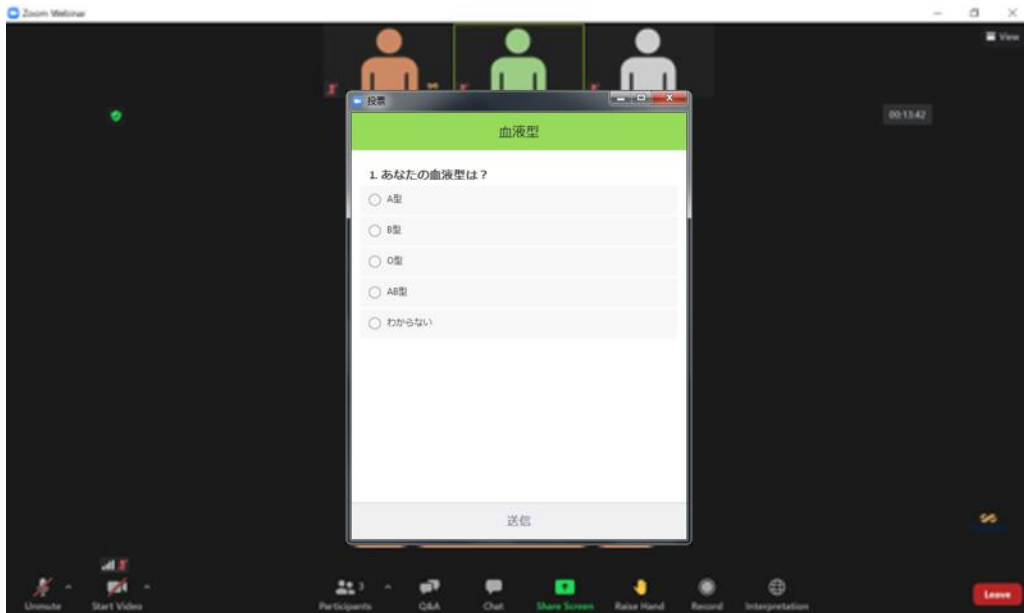- Ensure that your "microphone" and "camera" perform properly.

※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
Please launch the PowerPoint file to be screen shared in advance.
Please close all other applications except for the Zoom app and your presentation.
Please avoid using "Virtual background", "Use of audio in video", "Presenter's View", "Extended display ".
Use of "animation" and "video" in the slide, the movement might be slow or freeze, due to the network environment and performance of the PC.
Please be sure to clearly indicate your "COI disclosure" in the presentation slide.
Please stop "screen sharing" at the end of the presentation on your system.

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 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.

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 60-45 minutes before the broadcast starting time.
Operator will check your slides, internet stability, audio and video devices.