

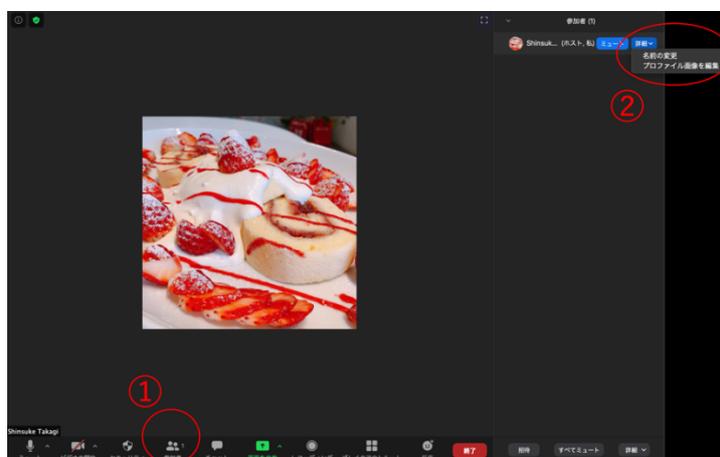
Aug. 19, 2020

Guideline and Instructions for ZOOM (Oral Presentation)

- You will be informed in advance of the “Invitation URL” and “Password” of Zoom, which will be the venue for presentation. “Password” is required when entering the presentation room.
- Please be sure to check the zoom operation in advance. Also, be careful of audio feedback by surrounding users. During the presentation, the speaker should turn his/her camera on.
- We recommend you to use a wired LAN or a wireless LAN with few users for internet connection. In case of using wireless LAN, the router becomes unstable when many PC are connected.
- Speakers should set “Participant Name” as “Presentation Number (Name)”. Participant names can be changed on the Zoom even after connecting to the conference room.

【How to Set your Zoom】

- (1) Click “Participants” at the bottom of Zoom screen to open the Participants window,
- (2) Move the cursor to your name and click “Details” to change the name.



- Please enter the presentation room “20 minutes before the start of the session”, and participate in the network connection testing before the session starts.
- Please mute your microphone at all time except when “presenting”.
- **The bell will only ring once at the end of the session** (19 minutes after the start of each presentation). Each session will be held for 20 minutes (12-minutes presentation, 7-minutes discussion, and 1-minute for changing speakers).
- After the previous speaker is finished with his/her presentation, the next speaker can start sharing the presentation material (screen sharing), unmute the audio, turn on the camera, and then start the presentation following the introduction from the chair-person.

- Please stop the screen sharing and mute the audio immediately after the presentation finished.
- Please include slide numbers in the presentation slides.
- To prevent troubles, we recommend that you don't use dual display (using 2 screens) or PowerPoint's "presenter view" for presentation.
- If necessary, you can save the questions displayed in the chat using "save chat" feature by clicking the "... " (more) button at the bottom right of the chat window.
- Online presentations at academic conferences are considered to be automatic public transmission, so please be careful about using others' copyrighted works.