

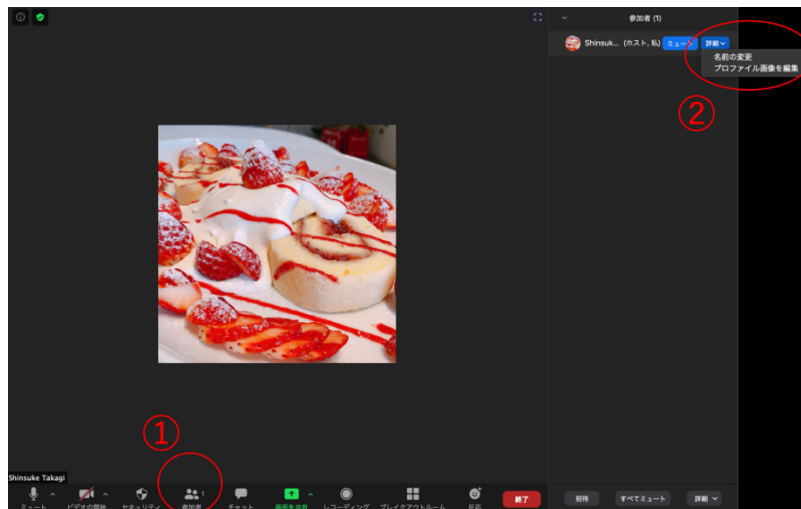
Aug. 19, 2020

## Guideline and Instructions for ZOOM (Participant)

- 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 set "participant name" to "full name (affiliation)" in the zoom setting. Participant names can be changed on the zoom app 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.



- **During the presentation, you can ask questions through a Chat-Box.** The Chat-Box can be opened by clicking “Chat” at the bottom of the zoom screen. If the chair-person appoints a participant, he/she may ask the question directly by unmute the audio. You may get the permission of chair-person by using the Raise Button.
- Inputted questions will be displayed to the speakers and participants. The chair-person may read and ask a question to the presenter instead.