

# JCFMA14

## Presenters Guidelines

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# Installing Zoom

## Create a ZOOM account

Enter ZOOM's website and click **SIGN UP, IT'S FREE** to create an account.

<https://zoom.us/>

## Download the ZOOM application

The sign-in screen will pop up after the application is successfully installed.


[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

**Download** Version 5.4.3 (58891.1115)

Zoom Cloud Meetings



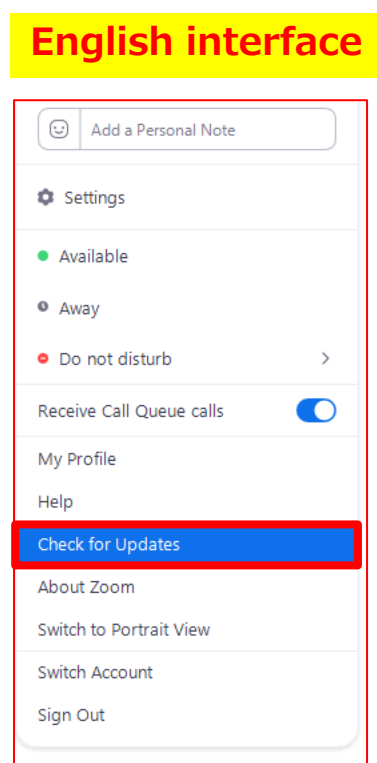
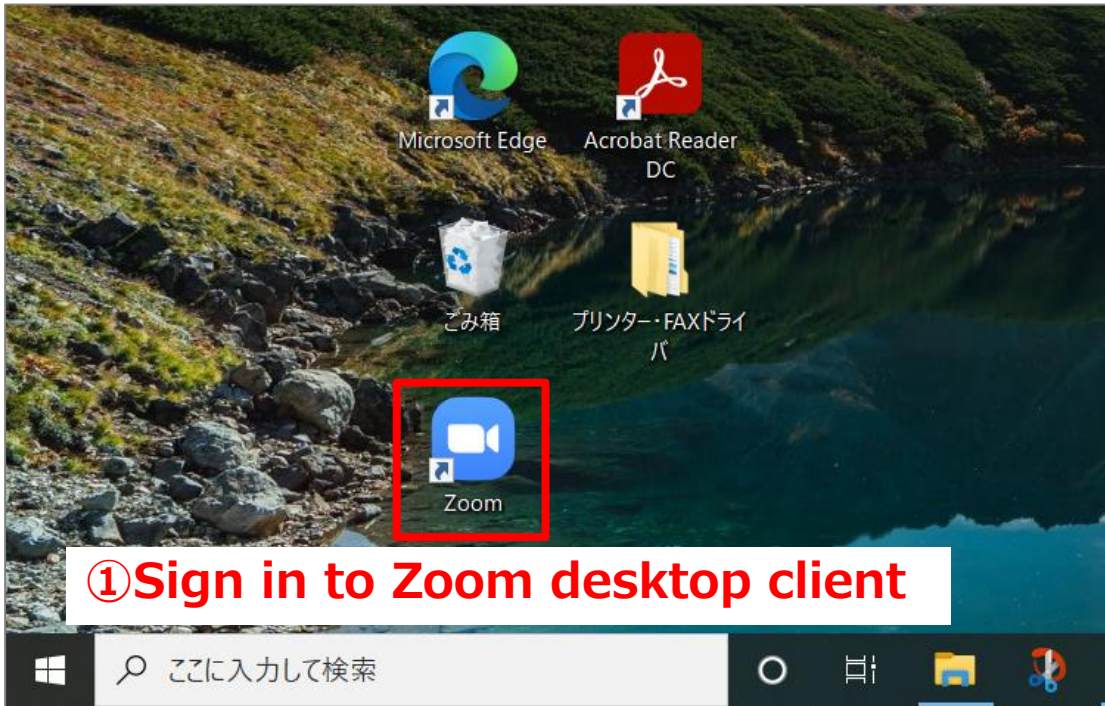
**Join a Meeting**

Sign In

# Zoom Update

## Zoom desktop client (PC, Mac, or Linux)

In order to verify new features of Zoom, please make sure to upgrade your Zoom to latest version.



# Equipment Requirement

## Equipment for online meeting

Computer	Network	Camera	Speaker	Microphone
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## Testing your video and audio

You can test your video camera and audio with Zoom before joining the meeting to ensure the camera is working properly.

- [Testing your camera](#)
- [Testing your device audio](#)

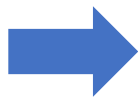
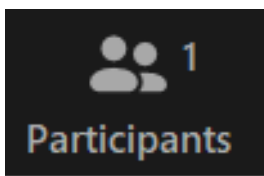
## Screen name setting

Please make sure to change your screen name with full name and affiliation for recognition. Users can change their name even after join the meeting.

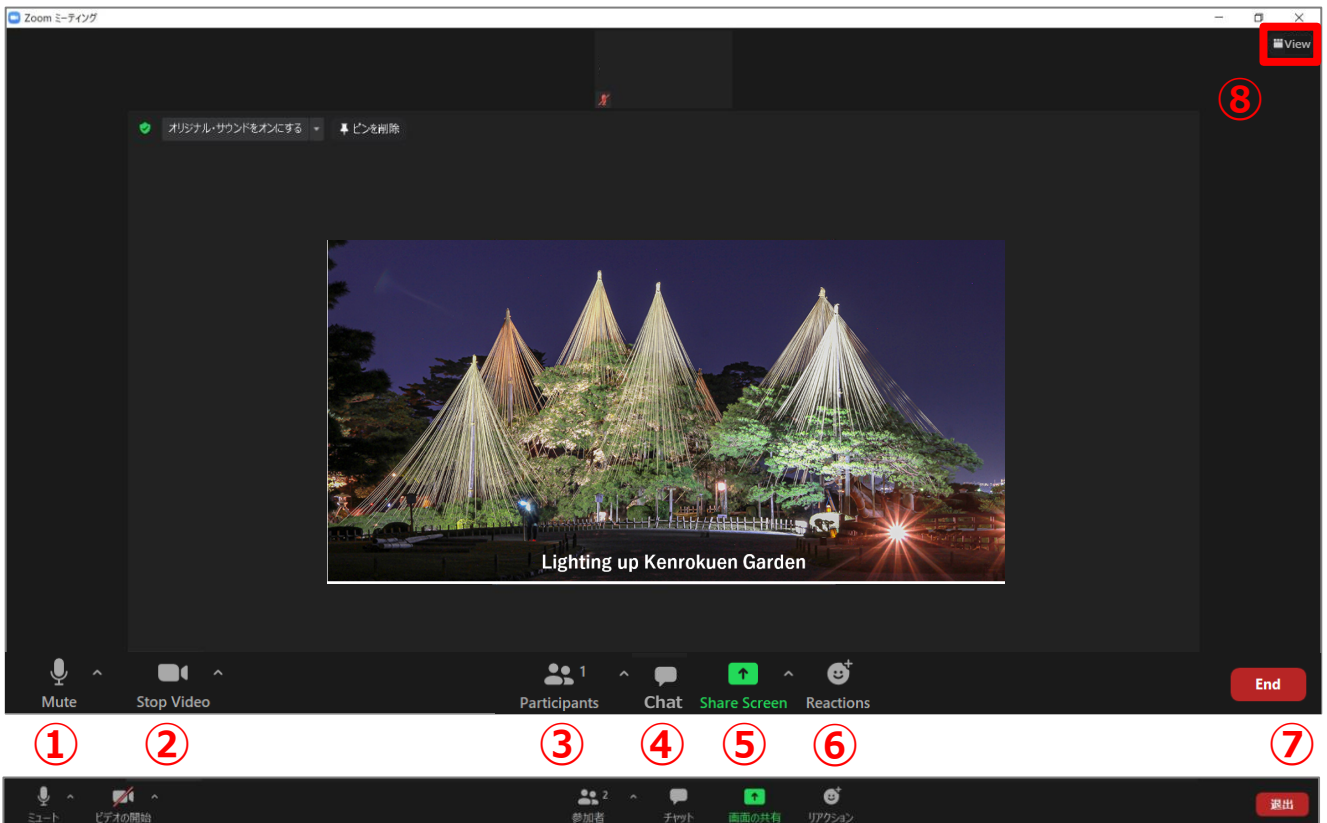
### Screen name format

Presenters      **【Presentation number (Last name)】** e.g. A-4 (Ouyang)  
\*Please check your presentation number in the final program.

Click the **Participants** button at the bottom of your screen. Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.



# Participant controls



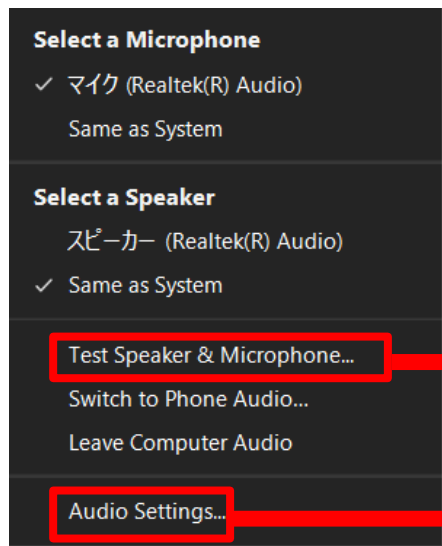
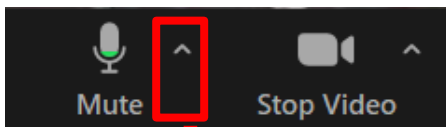
- ① Mute/Unmute : Mute and unmute your microphone.
- ② Start Video/Stop Video: Turn on and off your camera.
- ③ Participants : See who's currently in the meeting
- ④ Chat : Access the chat window to chat with other participants.
- ⑤ Share Screen : Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- ⑥ Reactions : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting
- ⑦ Leave : Leave the meeting while it continues for the other participants.
- ⑧ View : Switch between Gallery view Speaker view.
  - Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.
  - Speaker view will switch the large video window between who is speaking with 3 or more participants in the meeting.

# Microphone and camera

Most of the computers come with a microphone and camera which is enough for joining a Zoom meeting. However, we would like to recommend chair and presenters to prepare a headset (headphones comes with microphone) for a better online presentation.

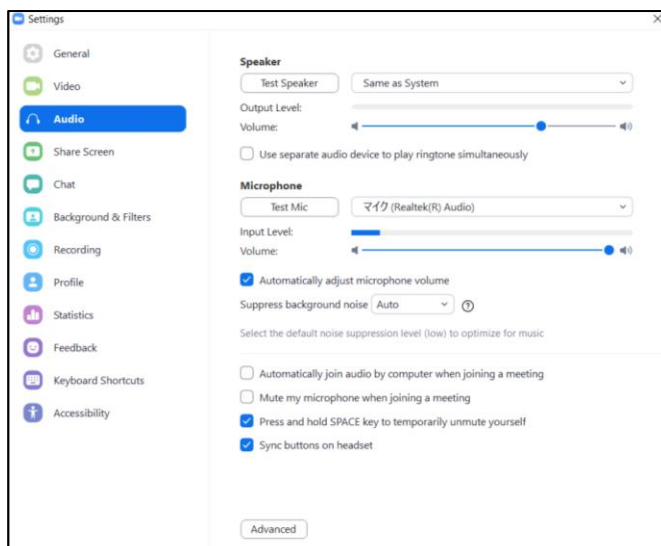
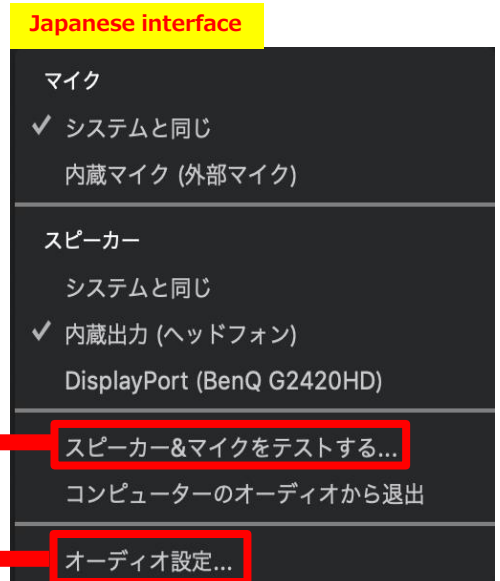


Participants are muted automatically after entry the meeting room. Please only Unmute yourselves when your name are called by chair during the Q&A session.



You could test the speaker & microphone after joining

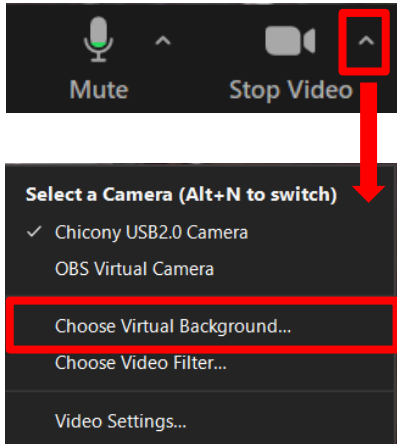
Click "Audio settings" for detailed adjustments.



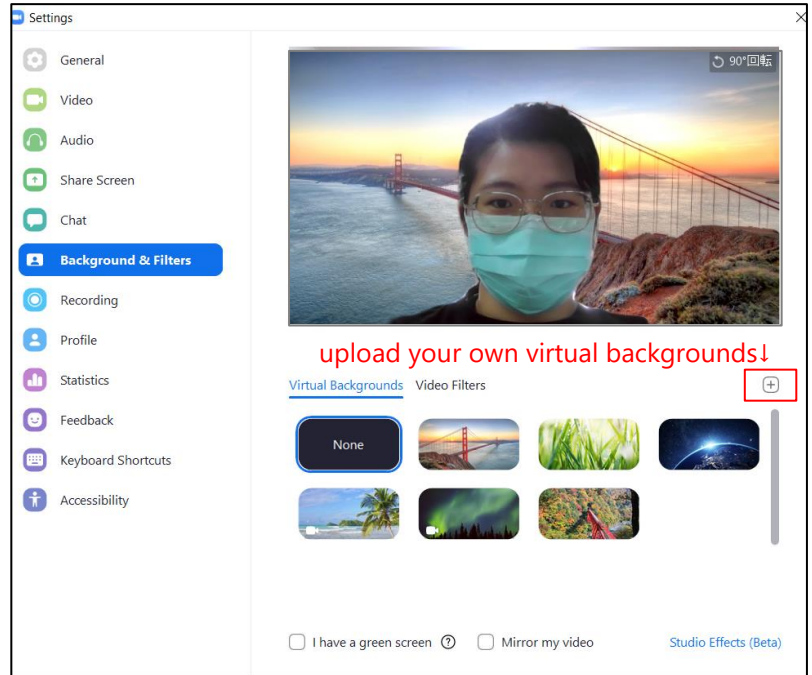
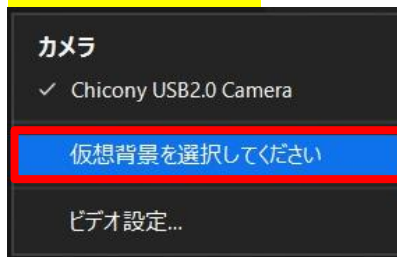
# Virtual Background

## Virtual Background

You could upload your virtual backgrounds in addition to the backgrounds currently uploaded. Example: If your camera is set to 16:9, an image of 1280 by 720 pixels or 1920 by 1080 pixels would work well.



### Japanese interface

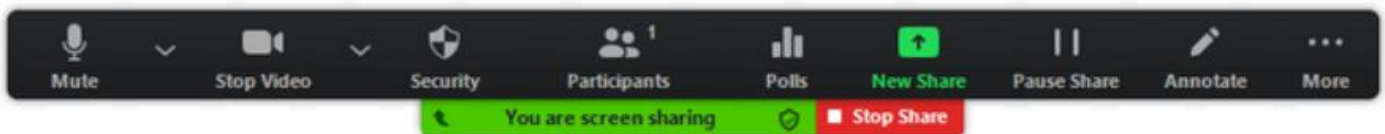
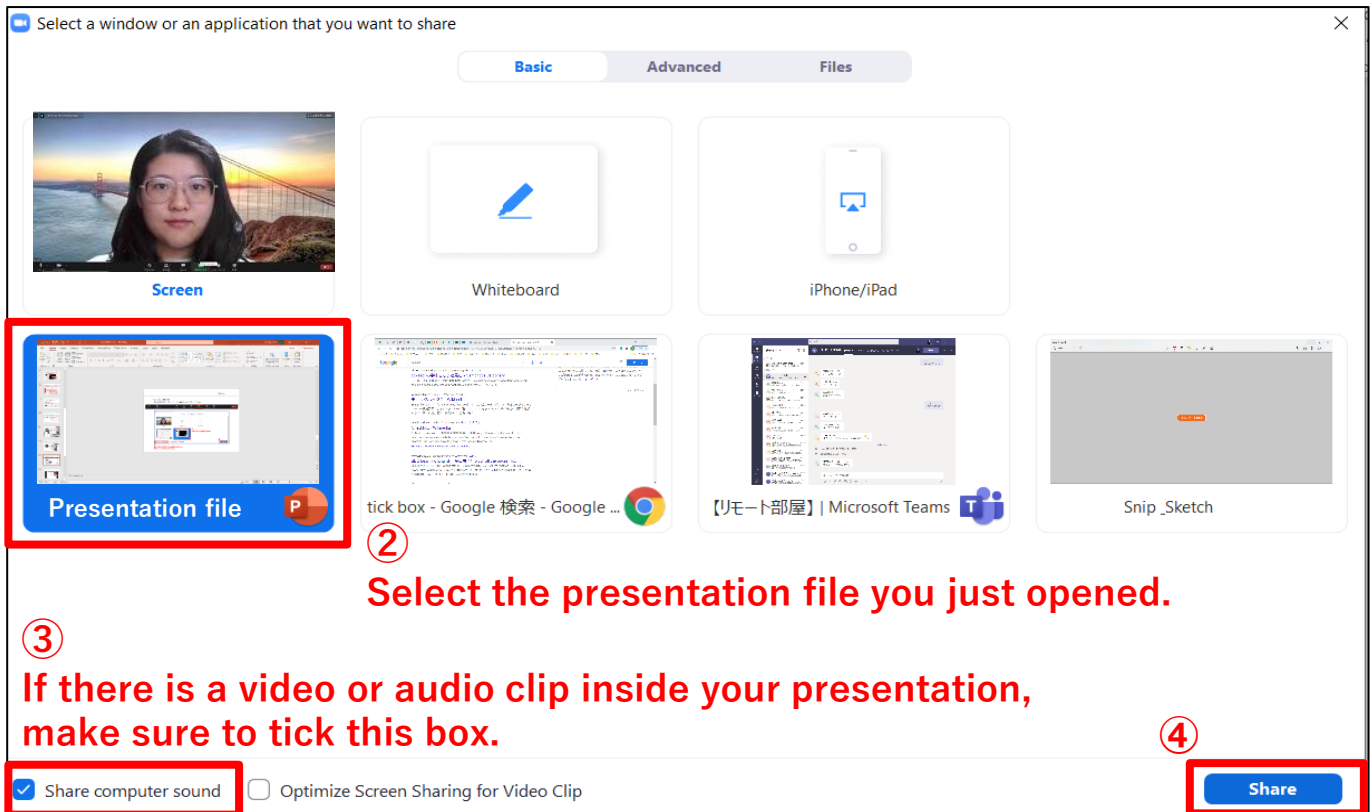


# Screen Sharing

## Steps

Open the presentation file at desktop before clicking Sharing Screen.

1. Follow the steps down below to share your presentation file. Please make sure to switch to full-screen mode if you are using PowerPoint while presenting.
2. Remember to stop the screen sharing once your presentation has finished.



- ⑤ Stop the screen sharing once your presentation has finished



## Japanese interface

The screenshot displays the Zoom meeting interface in Japanese. At the top, the '共有' (Share) button is circled in red and labeled with a circled '1'. Below this, a dialog box titled '共有するウィンドウまたはアプリケーションの選択' (Select window or application to share) is open. It features tabs for 'ベーシック' (Basic), '詳細' (Advanced), and 'ファイル' (Files). Under the 'ベーシック' tab, several sharing options are visible: '画面' (Screen), 'ホワイトボード' (Whiteboard), and 'iPhone/iPad'. The '画面' option is highlighted with a red box. Below the sharing options, there are checkboxes for 'コンピューターの音声を共有' (Share computer audio) and '全画面ビデオクリップ用に最適化' (Optimized for full-screen video clips). The '共有' (Share) button at the bottom right of the dialog is also circled in red and labeled with a circled '4'. At the bottom of the Zoom interface, the '共有の停止' (Stop sharing) button is circled in red and labeled with a circled '5'. A green bar at the bottom indicates '画面を共有しています' (Sharing screen).

③発表の際に音声が含まれる動画がある場合、必ずチェックを入れてください。

②共有したいファイルやアプリをクリックしてください。

⑤発表が終了した際に、「共有の停止」をクリックしてください。

# Notification for presenters

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There will be a staff in each room, please do not hesitate to contact us if you have any questions.

## 1. Attendance confirmation

Please make sure to enter the meeting room **10 minutes** before the session start.

## 2. Undisturbed space

Please avoid joining the meeting in a place where audiences could easily hear other's conversation or phone rings (such as offices or cafés). Also, please always be aware of the battery of the device you will be using.

## 3. Environment with good internet connection

Serious time-lag might happen if the internet connection is not strong enough especially during screen sharing. If you are presenting in a place with a weak internet connection, turning off the camera might help a little bit with the time-lag.

## 4. Audio echo

If Multiple computers with active audio in the same conference room, it will cause the echo easily. Please use a headset if you are in the same room with multiple participants/presenters. Also, remember to mute yourselves after talking.

10 mins before the session starts	Entry/Attendance check
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Rename your screen name into 【Presentation number (name)】  
\*Please check your presentation number in the final program.

**Contact the information down below if presenters are not able to join the session on time.**

Welchat(China): Chen13524577248 陈智明  
TEL.(Japan): 090-9449-5863 (唐木)

3 mins before the session starts	Announcement by staff
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The staff will start sharing screen with the information about session title and notification.

Session starts	Chair greetings
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The chair will announce when the session starts.

Presentation starts	Presentation and Q&A
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Plenary talks	40 minutes (35 min. for talk and 5 min. for Q&A)
Invited talks	20 minutes (15 min. for talk and 5 min. for Q&A)

**The first bell is 2 minutes before the end of talk; the second bell is the end of talk; the third bell is the end of presentation.**

- Please start your presentation after the chair announces.
- After the presentation, the chair will ask the floor to raise hands if they have any questions.
- Presenters could unmute themselves to answer the questions.



Session closed	Announcement /Leave
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The chair will close the session when the time is up. Presenters could either leave the meeting rooms or stay to join the up coming session. Please make sure to change your screen name into audience after your present session.

# Poster session

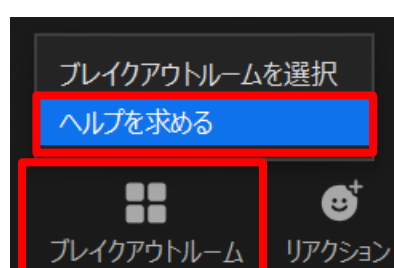
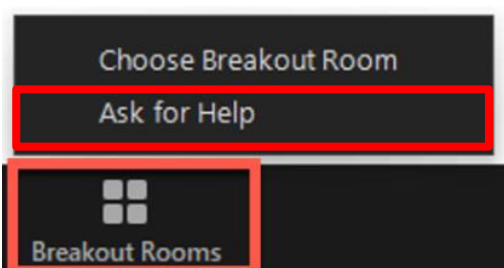
During the poster session, each presenter will join a breakout room with the name of their poster number. Audience will be able to choose the breakout room they want to attend. Please stay at your breakout room and wait for the audience to join.

Presenters can use all the ZOOM meeting functions inside the breakout room as well(such as chat or screen sharing)

After join the poster session, the system will automatically transfer each presenter to their breakout room. If does not, presenter could join the breakout room by themselves. Please double check the room name(poster number) before you join.



You could ask for help after join the breakout room, the staff will enter your breakout room as soon as possible.



- **Cannot hear other participants' voices / own's voice cannot be heard**
  1. Check the correct microphone and speaker have been selected.(Guidelines Page6)
  2. Check the on/off switch on your own's headset.
  3. Please contact the staff via chat if the problem still not being solved.
- **Not able to turn on the camera or microphone**
  1. Turn on app permissions for your camera in your device.
  2. Example : [For Windows users](#)
- **Audio echo**
  1. If Multiple computer with active audio in the same conference room, it will cause the echo easily. Please use a headset if you are in the same room with multiple participants/presenters. Also remember to mute yourselves after talking.