Online Event Management manual

Zoom Meeting

⚠️ Notes during sessions

- When listening, mute your microphone unless necessary.
- If you have any questions during the Q & A session, use the Raise Hand Feature to show your will. Please unmute the microphone after the chairperson allows your question.
- Due to limited session time, we may not be able to answer your questions.
- The Zoom Chat Feature is used not for Q & A, but for progress management of the event. The participants are kindly requested not to use the function in principle.
- But, if you face any audio/video problems, please let us know by using this Chat feature.
- If any participant interferes with the progress of the session, the chairperson will warn that person. If the person still does not comply, he/she may be asked to leave the meeting room.
- Videotaping, recording, and taking screenshots of lectures or sessions is strictly prohibited.

◆ Network Environment and Equipment

Digital Device
PCs, smartphones, and tablets that can connect to the Internet

Network Environment
A wired LAN, or a stable wi-fi connection

Audio Devices: Headsets/Earphones and Microphone
Wired type audio devices are recommended because
built-in speaker and microphone easily pick up noises
and environmental sounds to causes howling.
However, you don't need to prepare wired type audio devices,
if you do not have any inconvenience to/from your surroundings.

Video Devices: Cameras
Please prepare an external WEB camera or a digital device equipped with a built-in camera.

◆ Installation of the Zoom Application

Please download the Zoom Application (free of charge) before the conference to facilitate smooth participation during the period.
Zoom Official Homepage: https://zoom.us/

The Zoom application allows you to test audio and video functionalities from the setting screen, so it is recommended for you to check the operation before participating the conference.
If you already have the Zoom application installed, please make sure you have the latest version of the application. If older versions, some features may not be available.
To install the latest application, click "Meeting Client" under "Download" at the bottom of the Zoom official website and proceed to the Download Center.
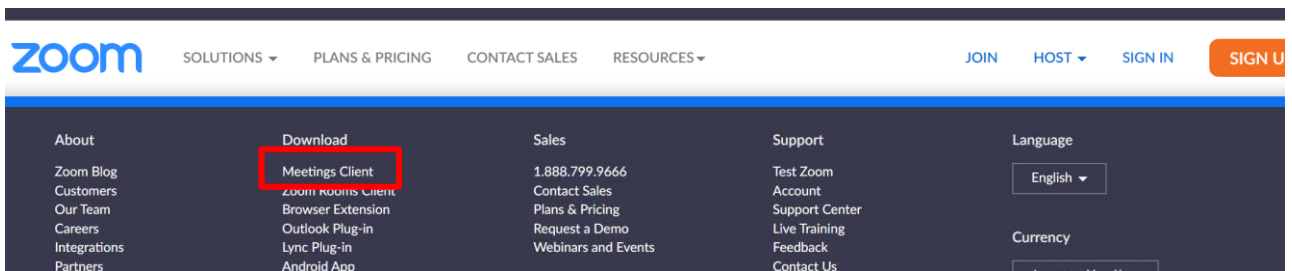
Please check followings if you are using Zoom for the first time!

When using the built-in microphone /camera of a personal devices, you may face a problem in audio / visual functions.

◆ **Windows**
Select "Privacy" from the settings screen and check the camera and microphone settings. Set the "Allow apps to access camera (microphone)" setting to "On".

◆ **Mac (Mac OS 10.15 Catalina or later)**
Select "Security & Privacy" from System Preferences, then select "Privacy".
Click "Camera" and allow the Zoom application displayed on the right (do the same for the microphone).   If you can't get permission, click the lock at the bottom of the window and enter your Mac password to get permission.
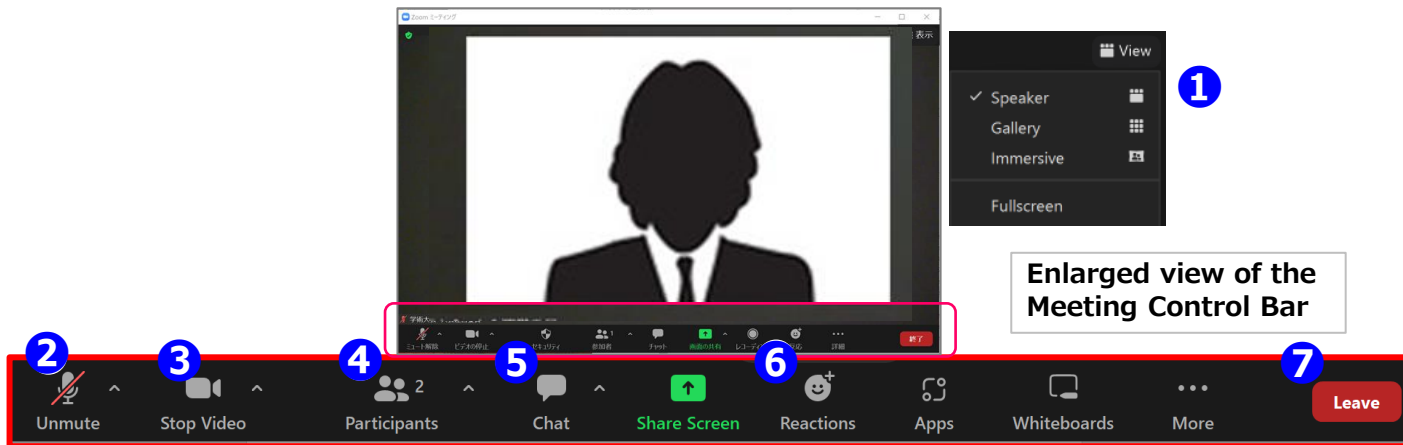
◆ **Others**
There are cases where the audio is connected, but the video is not functioned (your face cannot be seen by other participants). In this case, there is a possibility that the Internet security software may be blocking your access to the camera. Please check if the access to the camera is controlled from the setting screen of the Internet security software.

【Preparation just before the start】
1. Please enter the Zoom meeting room 3 minutes before the starting time of the session.
2. Change your name to **Given Name, Family Name, and Affiliation**.
   Example: **Taro Suzuki, A University**
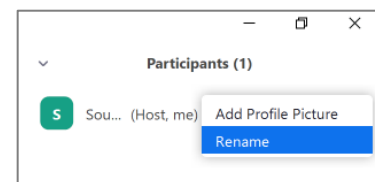3. Keep the microphone muted and video camera off except necessary.

Screen image of Zoom meeting (Display image varies depending on your devices)

❶ View
✓ Speaker
Gallery
Immersive
Fullscreen

Enlarged view of the Meeting Control Bar

② Unmute **③** Stop Video **④** Participants **⑤** Chat **⑥** Share Screen Reactions Apps Whiteboards More **⑦** Leave

① You can change video display layout on the screen.
*Speaker view: Active speaker is displayed in the screen center.
*Gallery view: All the attendees are displayed evenly in grid.
                    (Up to 50 people can be displayed on one screen)

② Mute/unmute feature makes you be able to switch your microphone on and off.
Please mute your microphone except necessary.

③ Start/stop video feature makes you be able to switch your video camera on and off.
Please turn off your video camera except necessary.

Participants (1)
S Sou... (Host, me)   Add Profile Picture
                        Rename

④ Participants Features for renaming
*   Rename feature makes you change your own display name.
    Please write **[Given name, Family Name and Affiliation]**

Chat
Me to Everyone
S I have a technical problem
🙎 Who can see your messages?
To: Everyone ⌄
Type messages here

⑤ Zoom Chat feature won't be used for Q & A sessions this time.
The feature will be used just for emergency contact with the
secretariat, presenters, and chairpersons.
Chat screen image (see the figure on the right)
   1. There is an input field at the bottom, so please enter your message if necessary.
   2. Your message will be sent by Enter. (Please note that line breaks are not possible.)
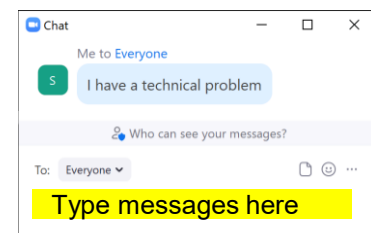
⑥ Q & A Session - When raising hands-
   1. If you have a question, please click "Reaction →" from the menu at the bottom of the
   screen. And then click **"Raise Hand"** to indicate your intention to ask a question.
   2. The chairperson will appoint the questioner. The nominated participant unmutes the
   microphone and ask a question verbally.
   3. When your own question and answer session is over, click **"Lower Hand"** and be sure to
   return the microphone to mute.

⑦ Leaving feature
   When ending the meeting, select "Leave" to leave the meeting

【Flow on Your Presentation Day】

[Before presentation]

1. Please enter the room 10 minutes before starting the presentation in charge.
2. Change your name to **Role: Given Name, Family Name, and Affiliation.**
   Example: **Presenter : Jiro Sato, B University**
3. Keep the microphone muted until instruction given by the chairperson.
4. Launch the presentation materials in advance in your device.

[During presentation]

1. When the scheduled lecture time comes, please turn on the microphone/video camera according to the chairperson's instruction. Share the presentation materials and start presentation.
2. Please prepare a timer to make sure the remaining session time by yourself.
   (Please check lecture and Q & A Session time with the latest program)
3. Close the lecture as soon as the ending time of the lecture comes.
4. At Q & A Session, the chairperson will call for questions and appoint questioners.
   So, please answer the questions from the appointed questioners and leave the screen as the document shared.

**[After presentation ends]**

1. When the Q & A session is over, please follow the chairperson's direction, stop sharing the presentation materials, and turn off the microphone and video.
2. Please leave the room.

[Troubleshooting]

1. If you do not appear on your lecture time, your presentation will be handled as cancelled. If you have any problem, please contact the secretariat (at c-16@primatours.co.jp).
2. Please prepare a PDF version of the PowerPoint presentation materials as a spare.
3. Copyright on what appears in your own video (background, etc.) and music / images used for materials. Please make sure if there are no problems.
   ***The Presenter is solely responsible for any infringement of the rights or interests of a third party.**

Please enter the Zoom meeting room at least 10 minutes before the starting time of the designated session.

Screen image of Zoom meeting (Display image varies depending on device etc.)

Enlarged view of the Meeting Control Bar
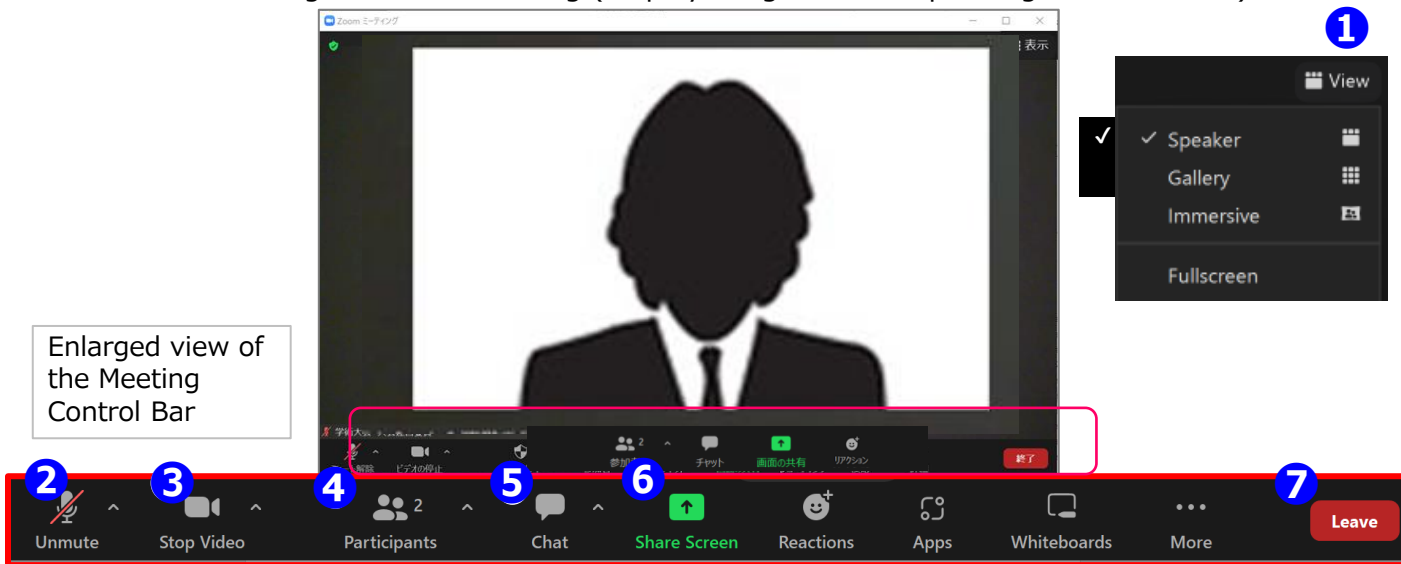
Please check the session schedule for lecture time and Q & A time.
You are kindly requested to cooperate in smooth progress of each session.

① You can change video display layout on the screen.
* Speaker view: Active speaker is displayed in the screen center.
* Gallery view: All the attendees are displayed evenly in grid. (Up to 50 people can be displayed on one screen)

② Mute/unmute feature makes you be able to switch your microphone on and off.
Please unmute by yourself at the time of your presentation.

③ Start/stop video feature makes you be able to switch your video camera on and off.
Please start video by yourself at the presentation time.

④ Participants feature for renaming
* Rename feature makes you change your own display name.
  Change your name to **Role: Given Name, Family Name, and Affiliation**
* Raising hand feature makes you draw an attention from the presenter with the raising hand mark displayed in the participant list window.

⑤ Zoom Chat feature won't be used for Q & A sessions this time.
The feature will be used just for emergency contact with the secretariat, presenters, and chairpersons.

⑥ Sharing Screen feature makes you be able to share the presentation materials from your devices.
1. Before starting, launch the materials such as PowerPoint and PDF that you want to share the screen on your device.
2. At the time of presentation, click Screen Sharing and select the material you want to display from the selection screen of the window to share and share it.
3. We recommend that you ask the chairperson, "Can you see the materials?"
4. When you have finished explaining the materials, stop sharing the screen.

⑦ Exit the room
When the session is over, we must prepare for the next session, so please leave the room immediately. The participants can watch the screen during breaks, so please refrain from chatting individually.

【 Flow on Your Day in Charge】

[Before sessions]

1. Please enter the room 10 minutes before starting the session in charge.
2. Change your name to **Role: Given Name, Family Name, and Affiliation**
   Example: **Chairperson : Saburo Tanaka, C University**
3. Unmute the microphone and video.
4. Confirm the presenters' entry.
5. Display the list of participants.
6. Make sure you are a co-host. (It will be set from the host.)
7. Check if some of general participants are not muted and ask the Venue Staff or you yourself to mute the unmuted microphones forcibly.

[Starting sessions]

1. Declare the session to start at the designated time, turn on the microphone video of the presenter and instruct him/her to start sharing presentation materials. Be careful to adhere to the lecture time.
2. Announce the title of the lecture and the name/affiliation of the presenter to start the presentation.

[During sessions]

• If the presentation time is exceeded, encourage the presenters to move to the Q & A Session time.
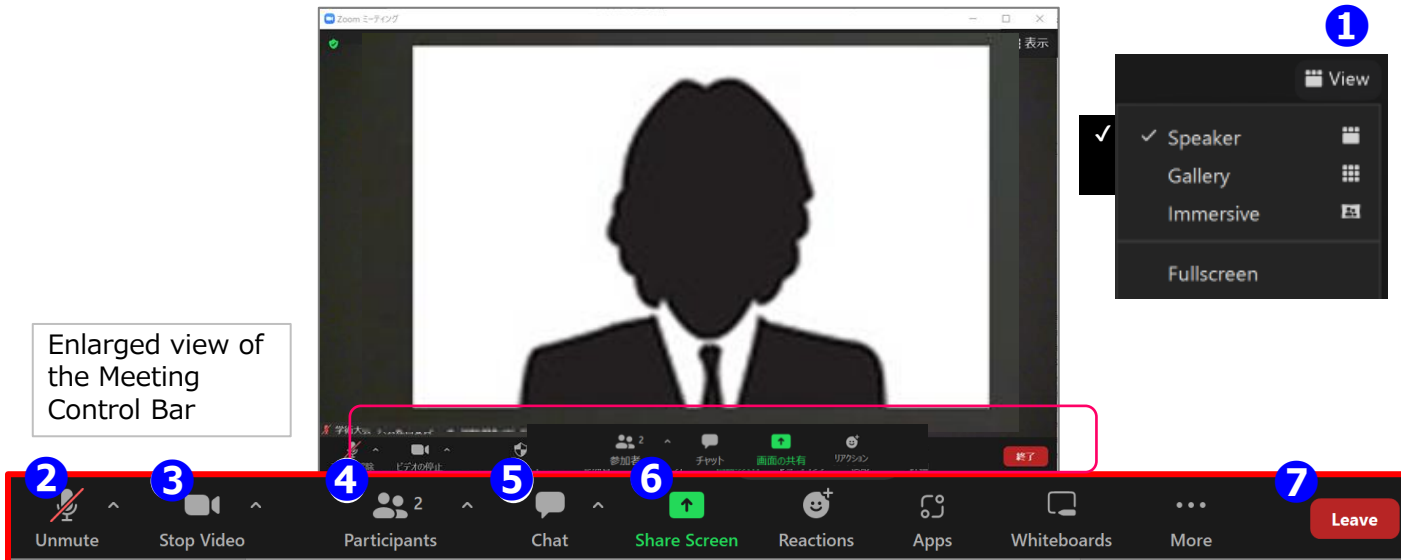
  [Q & A -When raising hands-]
1. When the Q & A Session time comes, please announce "If you have questions, please click the **"Raise Hand"** button below the participant list to indicate your will to ask a question".
2. Check if there is a question (raised hand mark) in the participant feature, and if so, please nominate the questioner and say " Mr./Mrs. XX of XX University, please unmute your microphone" and ask the questioner to mute the microphone when he/she finished the question.
3. When the Q & A Session is over, please say to the presenter "Please turn off the microphone and video" and proceed to the next lecture with the introduction of its presenter.
4. The presenter must keep the time of the lecture with an assistance from the Venue Staff.
   *It is not necessary for the chairperson to manage the time of the lecture, but if the lecture time is exceeded, he/she has better to encourage the presenter to end the presentation and to move to Q & A Session. Please manage the progress so that the lecture will close as scheduled.
5. After all the lectures end, please announce the end of the session and leave the room.

[Trouble shooting]

1. If the network communication environment of the presenter were poor, please change the lecture order with the presenter's consent.
2. If the presenter does not appear during the lecture time, the lecture must be canceled to manage the progress of the session as scheduled.
3. When there is a communication failure in the network of the chairperson, please contact the secretariat (atc-16@primatours.co.jp). The Venue Staff will support you. But please proceed the session, if the failure is other than audio setting.

Please enter the Zoom meeting room at least 10 minutes before the starting time of the designated session.

Screen image of Zoom meeting (Display image varies depending on device etc.)

❶

View

✓ Speaker ▦
Gallery ▦
Immersive 🖼

Fullscreen

Enlarged view of the Meeting Control Bar

❷ Unmute ❸ Stop Video ❹ Participants 2 ❺ Chat ❻ Share Screen Reactions Apps Whiteboards More ... ❼ Leave

Please check the session schedule for lecture time and Q & A time.
You are kindly requested to cooperate in smooth progress of each session.
The session itself is managed by the chairperson as usual, but the Venue Staff will support the progress of the chairperson as appropriate.

① **You can change video display layout on the screen.**
* Speaker view: Active speaker is displayed in the screen center.
* Gallery view: All the attendees are displayed evenly in grid. (Up to 50 people can be displayed on one screen)

② **Mute/unmute feature makes you be able to switch your microphone on and off.**
Please unmute by yourself at the time of your presentation.

③ **Start/stop video feature makes you be able to switch your video camera on and off.**
Please start video by yourself at the presentation time.

④ **Participants feature for renaming and changing the microphone to mute**
* Rename feature makes you change the display name of the participants from the "Details" display by hovering over his/her name. Please check if the participants name are shown as **Role : Given Name, Family Name, Affiliation**
* **Change the microphone to mute**
  For presenters whose microphone remains muted, verbally say "the microphone remains muted". For those who are not presenters, but the microphone is on, you can select "Mute" to turn it off.

⑤ **Zoom Chat feature: this feature must be used in case of emergencies only.**
Before the session started, "If you have any questions about the presentation in this session, please raise your hand." Please make an announcement to the participant to accept question. If more than one are raising hands, the chairperson will judge and nominate the questioner verbally. As a general rule, please reply by oral explanation, not by Zoom chat.

⑥ **Screen sharing feature: You can share presentation materials, etc.**
When the presenter shared the screen, please say "I can see the materials".
After the presentation is over, if the screen is still shared, please say "Please end the sharing".

⑦ **Exit feature:**
When the session is over, we must prepare for the next session. Please turn the microphone camera off immediately. Participants can watch the screen during breaks, so please refrain from chatting individually.

In this conference, the poster session will be held using Zoom's Breakout room feature.
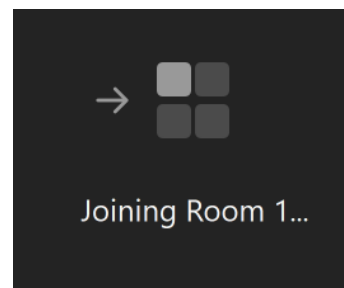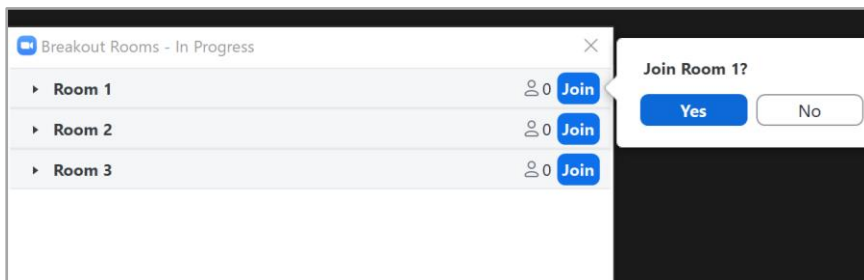Before the session, the Support Desk (host) will start the Breakout room feature.

▼ Steps of moving to the Breakout room
(1)When the Breakout room feature becomes on, a button will be displayed on the operation bar.
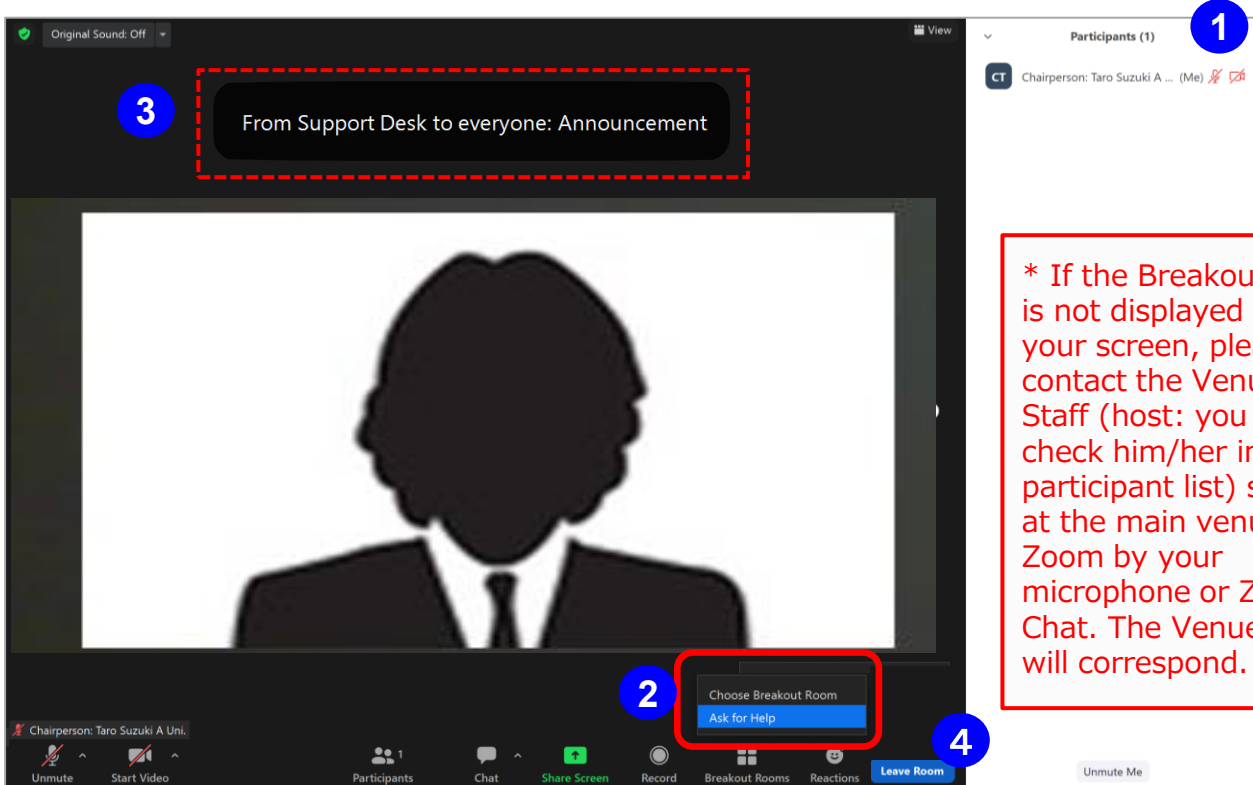
| 2 ⌃ | Chat ⌃ | Share Screen | Breakout Rooms | Reactions |
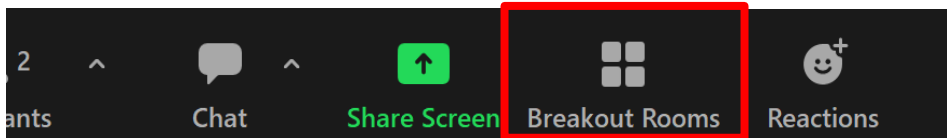
[Important]
Please access the session with the latest version of Zoom.

(2)Select the room that you want to enter and click "Yes" to move to the room.

Breakout Rooms - In Progress
- Room 1   ⧸0 Join
- Room 2   ⧸0 Join
- Room 3   ⧸0 Join

Join Room 1?
Yes   No

→ ▪▪
Joining Room 1...

(3)When you enter the room, the following screen will be displayed.
The operations in the room are the same as those explained on pages 4, 6 and 7.

Original Sound: Off   View   Participants (1)   **1**

3   From Support Desk to everyone: Announcement

CT   Chairperson: Taro Suzuki A ... (Me)

* If the Breakout room is not displayed on your screen, please contact the Venue Staff (host: you can check him/her in the participant list) staying at the main venue of Zoom by your microphone or Zoom Chat. The Venue Staff will correspond.

2   Choose Breakout Room
         Ask for Help

4

Chairperson: Taro Suzuki A Uni.

Unmute Start Video Participants Chat Share Screen Record Breakout Rooms Reactions Leave Room   Unmute Me

① **Participant display**: participants who already entered the room will be displayed.
② **Select Breakout room**: You can move to another breakout room.
  Ask for help: If a problem occurs in the breakout room, you can send a message to the Venue Staff by clicking "Request help".
③ **Message from the host**: displayed when a message is sent from the host to each room.
④ **Leave the Breakout room**: you can return to the main room.
[!!!Caution!!!] Please don't click **"Leave Meeting"**, but **"Leave Breakout Room"** in order not to leave Zoom meeting itself.

【 Main role of the Venue Staff 】

1. Assisting the smooth progress of the lectures/sessions/meetings.
2. Timekeeping management of lecture time.
3. Technical support on Zoom operation for the Chairpersons.
4. Asking participants who have not turned off their microphones and/or videos to turn off.
5. If the presenter / chairperson takes a long time to operate Zoom, oral technical advice should be given.

[Preparation]

1. Enter the Zoom meeting room 10 to 20 minutes before the starting time of the session in charge.
2. Change your name to "Venue Staff".
3. Confirm that the Support Desk (host) has designated you as a co-host. If you are not designated as a co-host after entering the room, please contact the Support Desk (host) by Zoom chat.
4. Request the chairperson /presenter holding the name style other than designated to change the name.
5. Request general participants to change their names and turn off the microphone/cameras via Zoom chat.
6. Display the list of participants.

【During session】

- Mute the microphone of the unmuted participants.
- Check the progress time of the presenters.
- Notify the end time of the Q & A Session.

【Trouble shooting】

* If the entire venue lost online network for some reason,
   1) Re-enter the room and see the situation for "about 5 minutes" until the participants return.
   2) Announce "the lecture will be resumed in 5 minutes" by Zoom Chat or actual voice.
   3) Resume the lecture and adjust the lost time by the break time.

* In case of the presenter having lost the online network, wait for his/her re-entry, and restart the lecture if he/she enter the room within 5 minutes. The time lost is adjusted by the break time. If the presenter can't be back, move on to the next presentation when it's time.

* If the chairperson's online network is lost, ask the vice chairperson to take over the role to proceed. When the chairperson returns, ask him to proceed again.

*For problems unable to be recovered or not to be solved manually, please contact the secretariat (atc-16@primatours.co.jp) and ask for further instructions.