

# **Zoom Instruction for HSJ59**

## **For speakers & audiences**

HSJ59 Organization Committee

# Installation of Zoom

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- Download and install zoom app, and sign-up your zoom account, if you have not yet installed it in your computer.

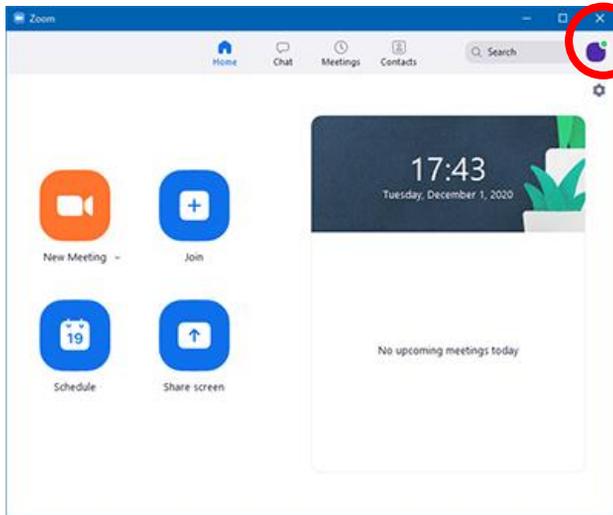
- ◆ Website:

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

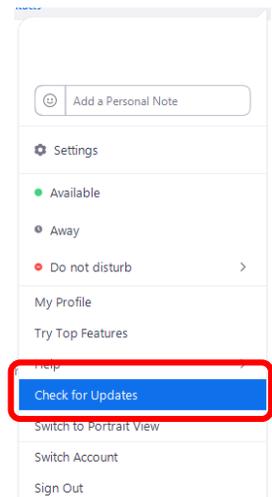
- Set up microphone, speaker, and camera for Zoom prior to HSJ59 meeting.

# Update your Zoom

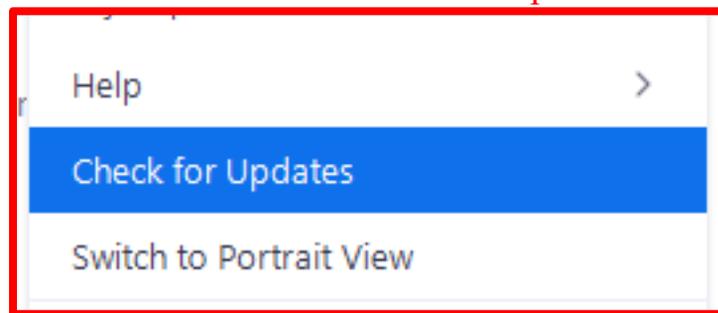
■ Please use the latest version of Zoom



Click / Tap the icon



Click "Check for Updates"



If your zoom is not the latest version, update will be automatically started.

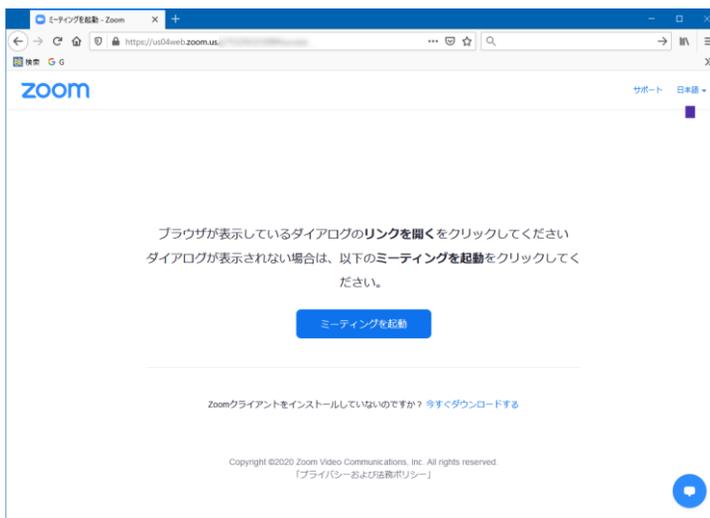
# Entering the meeting room

- ❑ Access to the URL for oral presentation / business meeting  
Zoom room

Example URL:

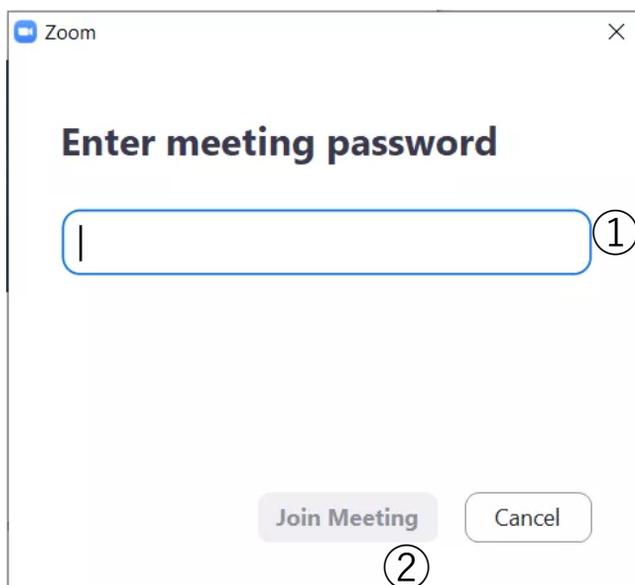
**https://us04web.zoom.us/j/01234567890**

\* The correct URL will be informed to the participants later



- ❑ Input the passcode.

The passcode will be informed only to the participants



- ① Input the passcode
- ② Click/tap “Join Meeting”

# **Preparation for speakers and audiences**

# Rename

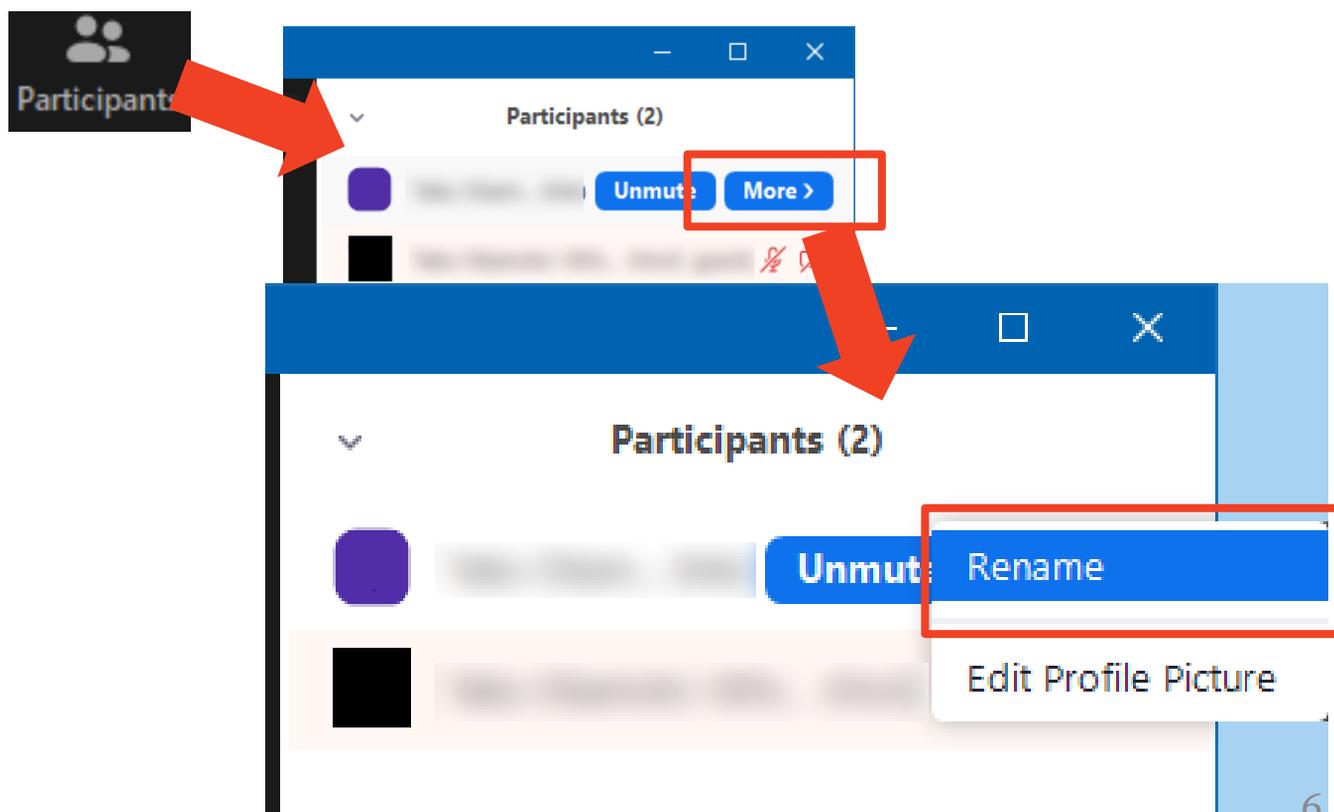
- Please rename your zoom handle name as below
  - ◆ You can rename your handle name after sign-in.
- Oral speakers should presentation number (ex. “O-35”) at the beginning of the handle name, in the session with your own oral presentation
- [Your name]\_[Your Affiliation]

In your oral presentation: O-35HanakoKyoto\_KyotoUniv

Other sessions: HanakoKyoto\_KyotoUniv.

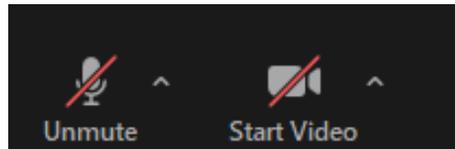
## ■ How to rename

- ◆ Call the participants list
- ◆ Mouseover yourself, click “More,” and “Rename”

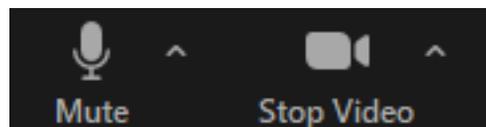


# Microphone and camera

- Please **turn off** your microphone and camera when you are an audience.



- When you make a question (after selected by the chair of the session), unmute yourself. Also you can turn on your camera.



# Share screen

■ Oral speakers can show their own slides by “Share Screen”

## Beginning of your talk :

- ① Click/tap “Share Screen”
- ② Select your powerpoint window
- ③ Click/tap “Share” at the right bottom

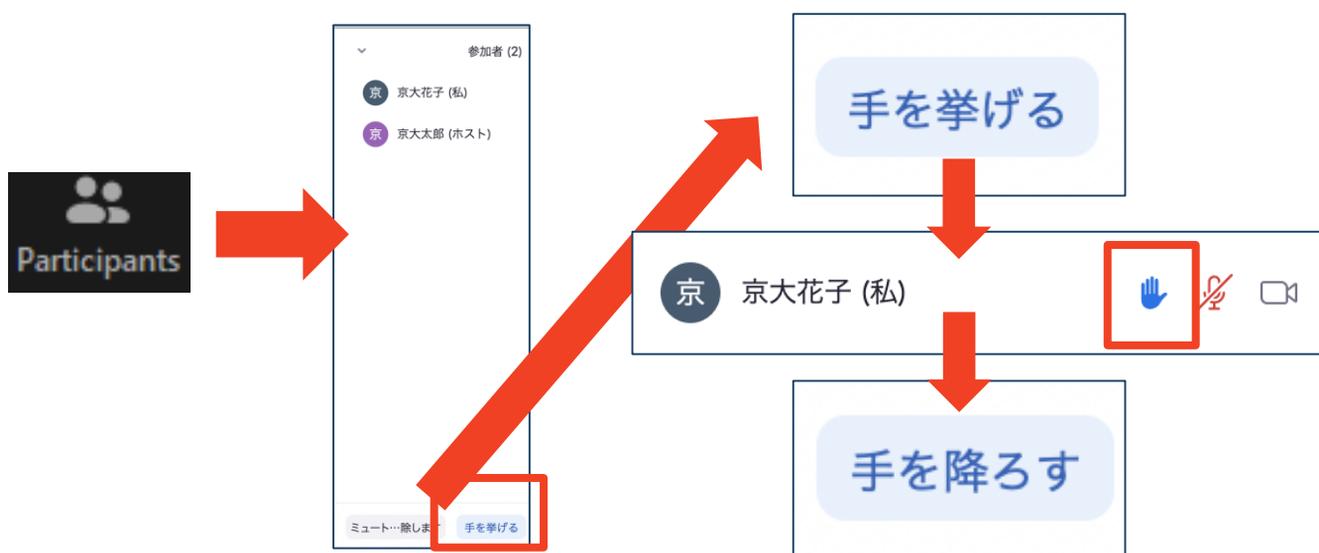
## End of your talk :

- ④ Click/tap “Stop Share”



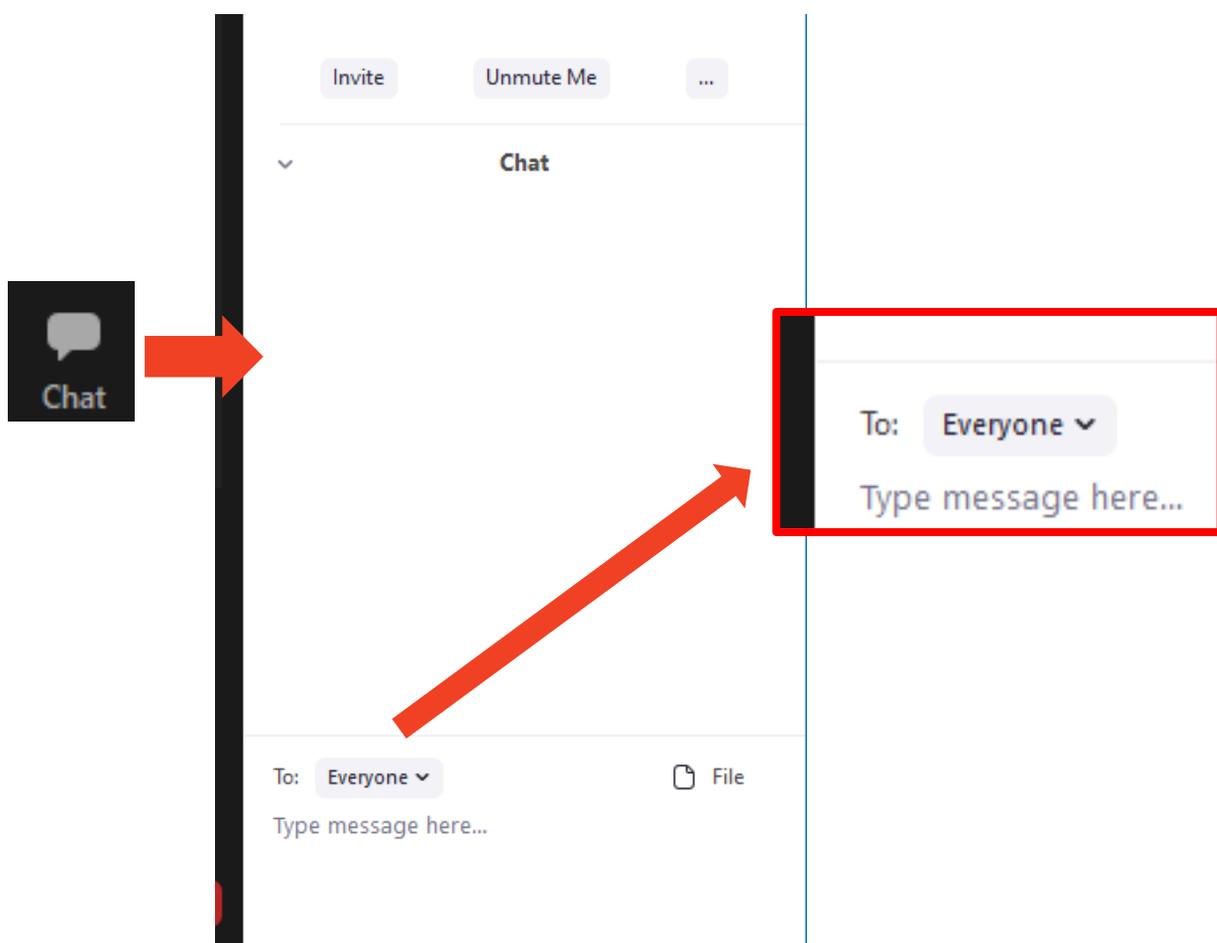
# “Raise Hand” for Q&A

- When you have a question on Q&A after each oral presentation, please use “**Raise Hand.**” When the chair select you , you can unmute (the chair will permit your unmute) and tell your question.
- “Raise Hand”
  - ◆ Click “Raise Hand” at the bottom of the participants list.
  - ◆ Then a hand icon will be appear beside your name.
  - ◆ You can stop raising your hand by “Lower Hand”



# Chat

- You can make a question by chat, when your microphone does not work. Input your question by chat “**To Everyone**” after “Raise Hand” and selected by the chair, then the chair will read the question.

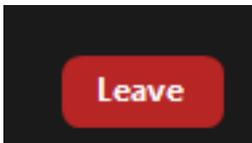


# How to leave

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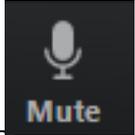
## Leave

- You can leave the meeting by clicking/tapping “Leave” icon
- You can enter the meeting room again by accessing the URL and input the passcode.



# Instruction for oral speakers

1. On your own presentation, **unmute yourself** and **turn off your camera**. You can turn on your camera on Q&A.



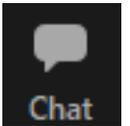
2. **Rename your name in your session :**

**[Presentation number] [Name]\_[Affiliation]**

(ex, O-31HanakoKyoto\_KyotoUniv)

3. Unmute your self (the chair will permit your unmute), “Share” your slide, and start

4. Q&A is after your presentation. Please open your **chat window**.



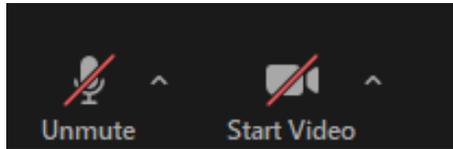
5. After your presentation and Q&A, rename yourself as

**[Name]\_[Affiliation]**

6. Presentation: 12 min and Q&A 2.5 min.

# Instruction for audiences

## 1. Mute yourself and turn off your camera



## 2. Rename your self as [Name]\_[Affiliation]

## 3. Q&A

- 1) **Person who want to make a question (you): “Raise Hand”**
- 2) **Chair:** Ocassionally assign you as the **Questioner**, and permit your **unmute**.
- 3) **Questioner:** **Unmute yourself** and make a question. If your microphone does not work, you can make a question by **chat**. After your Q&A, mute your self again.

