

Zoom Instruction for HSJ59

For speakers & audiences

HSJ59 Organization Committee

Installation of Zoom

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

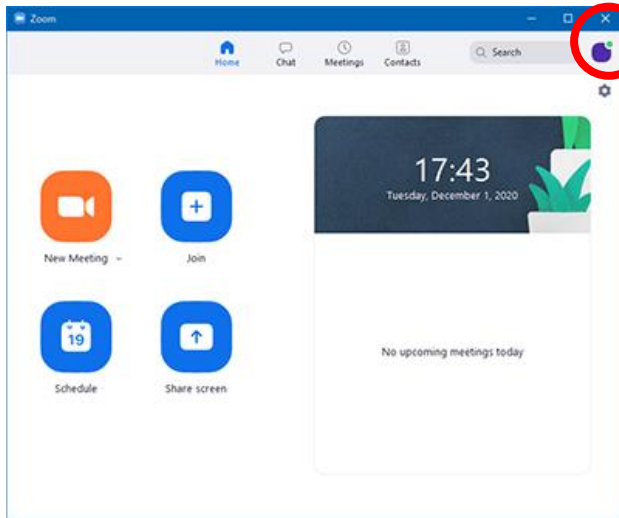
- ◆ Website:

- https://zoom.us/download#client_4meeting

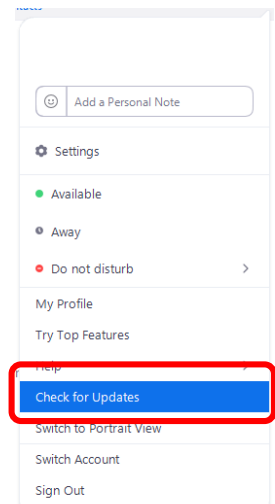
- Set up microphone, speaker, and camera for Zoom prior to HSJ59 meeting.

Update your Zoom

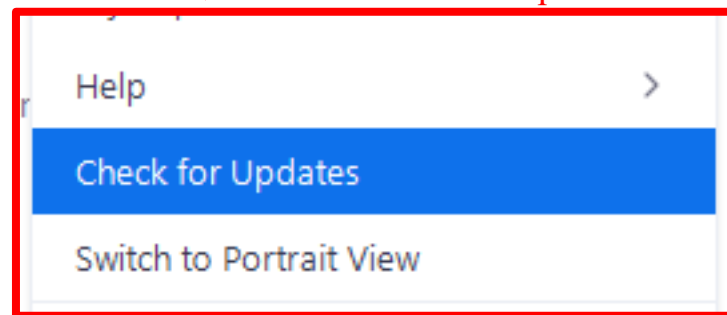
■ Please use the latest version of Zoom



Click / Tap the icon



Click "Check for Updates"



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

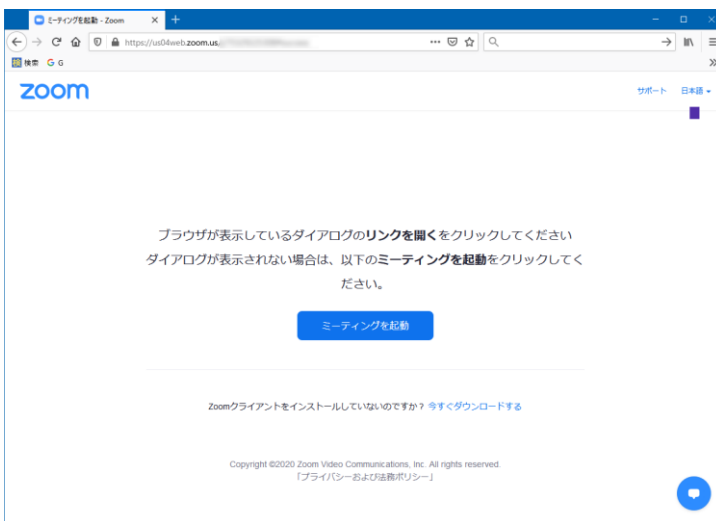
Entering the meeting room

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

Example URL:

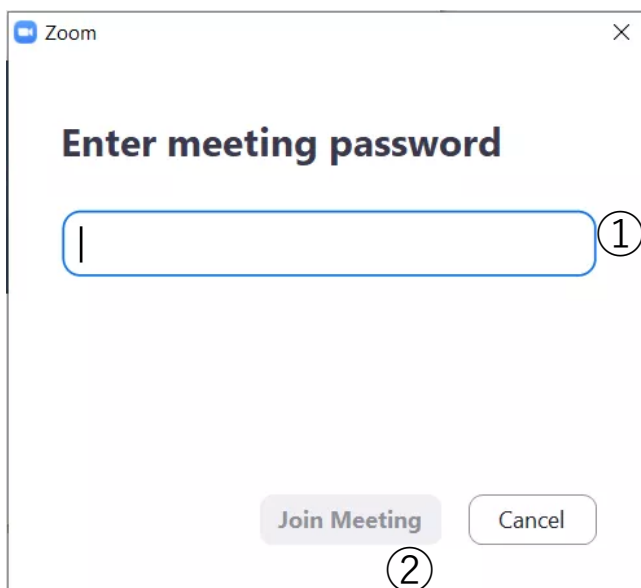
<https://us04web.zoom.us/j/01234567890>

* 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

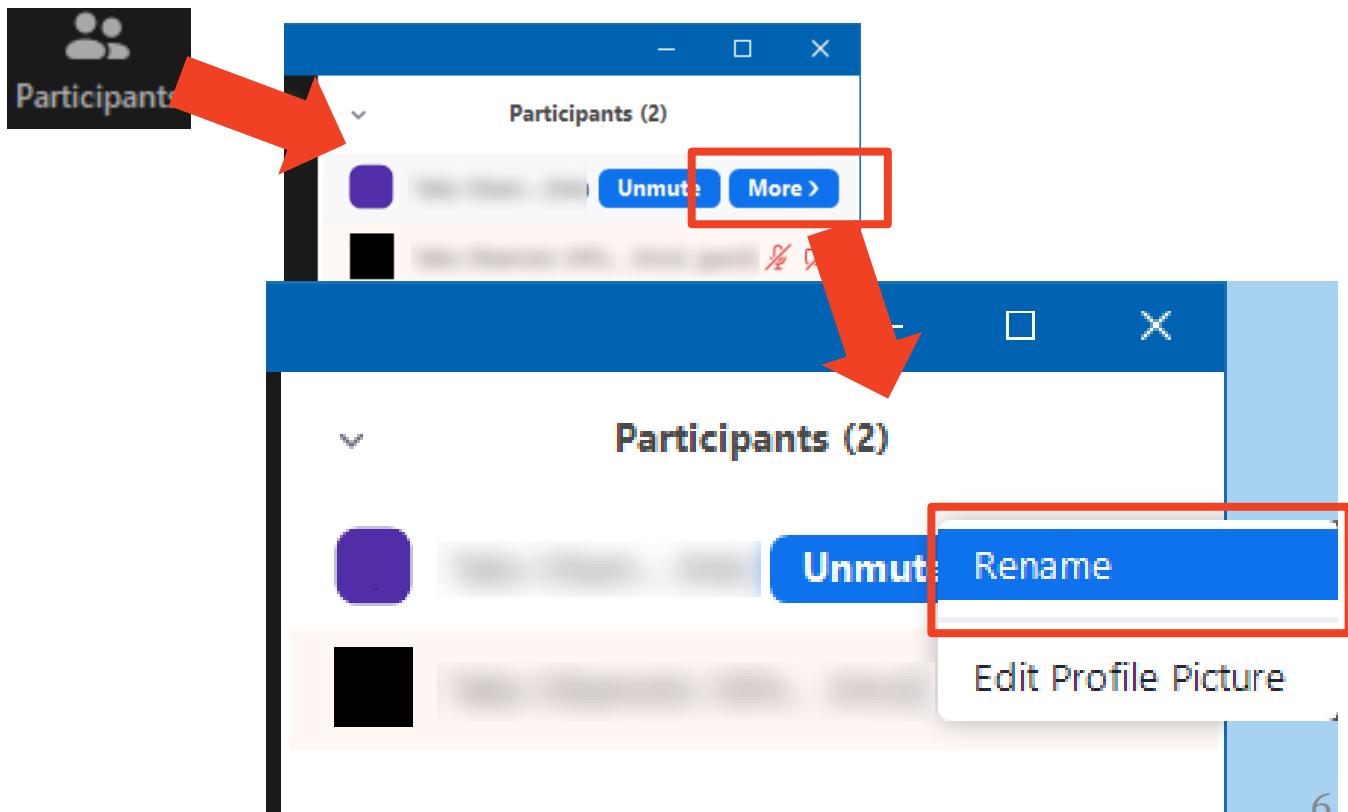
- Please rename your zoom handle name as below
 - ◆ You can rename your handle name after sign-in.
- Oral speakers should presentation number (ex. “O-35”) at the beginning of the handle name, in the session with your own oral presentation
- [Your name]_[Your Affiliation]

In your oral presentation: O-35HanakoKyoto_KyotoUniv

Other sessions: HanakoKyoto_KyotoUniv.

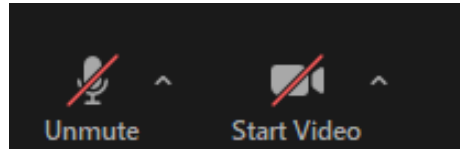
■ How to rename

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

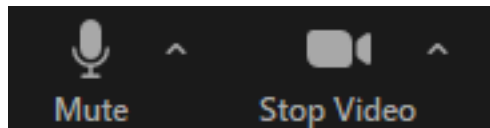


Microphone and camera

- 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”

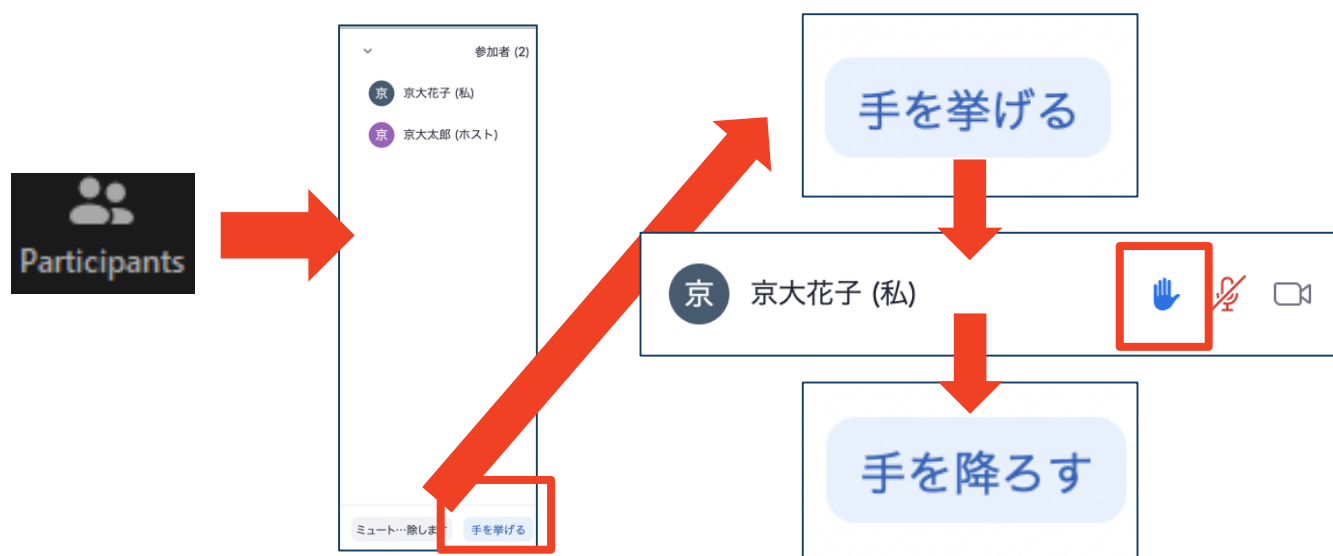


“Raise Hand” for Q&A

■ 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.

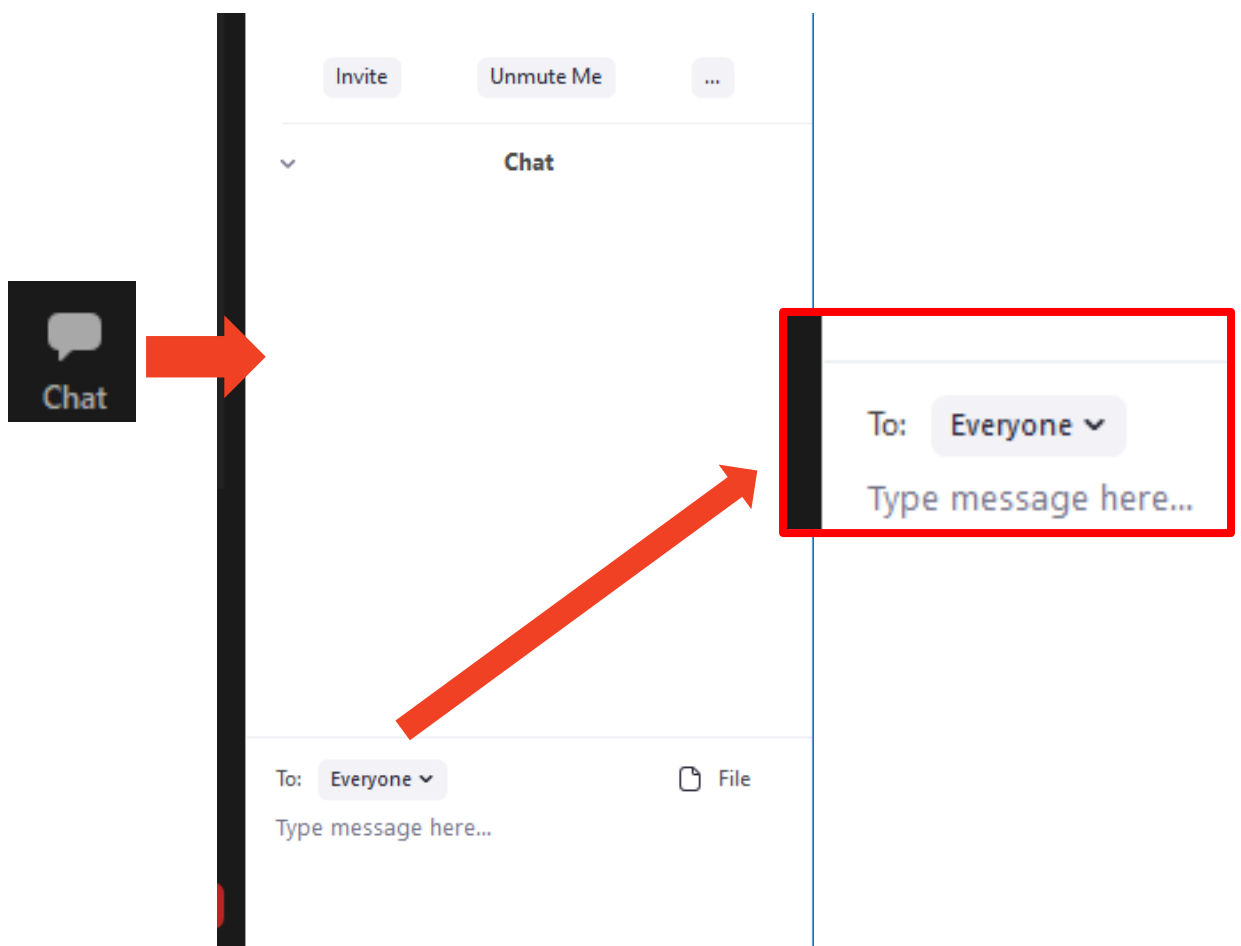
■ “Raise Hand”

- ◆ 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

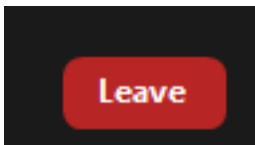
- You can make a question by chat, when your microphone does not work. Input your question by chat “**To Everyone**” after “Raise Hand” and selected by the chair, then the chair will read the question.



How to leave

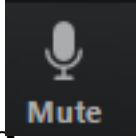
Leave

- 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.



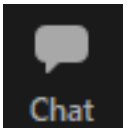
2. **Rename your name in your session :**

[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**.



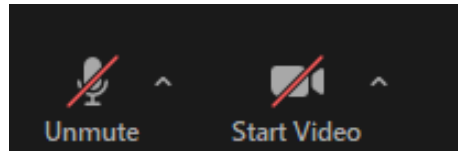
5. After your presentation and Q&A, rename yourself as

[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.

