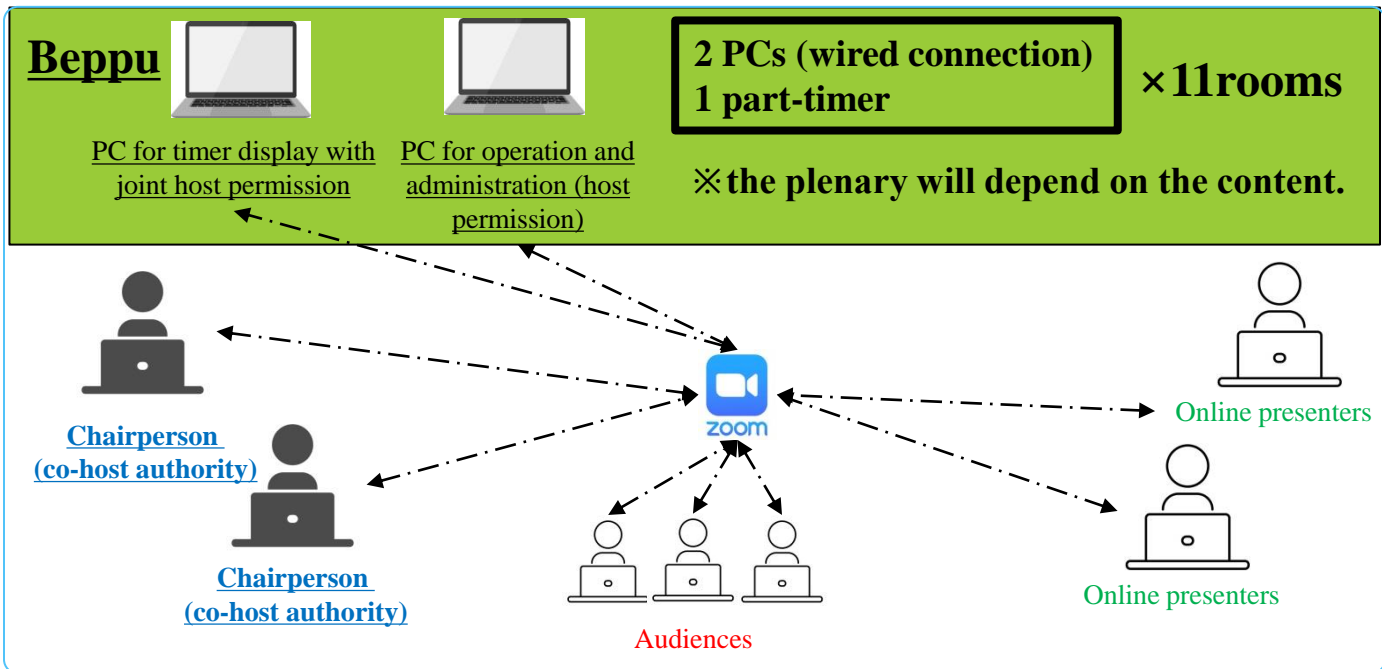




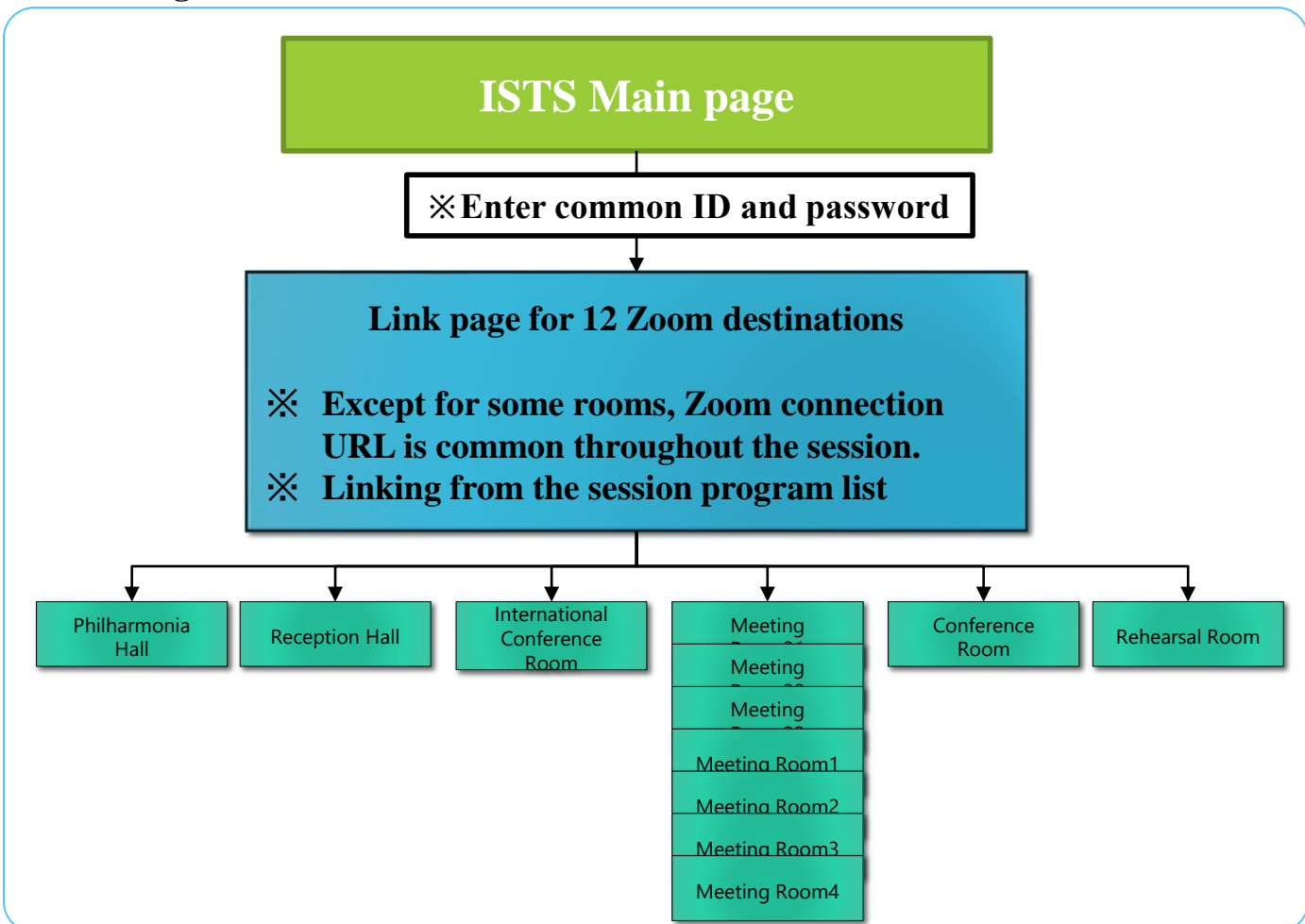
# ISTIS Fully online Instructions for session chairs

# ISTS Online System Diagram



The attendees will be able to connect to their room-only Zoom account using their PC.

## 【 Connecting to each room in Zoom 】



# How to proceed to the session

Each room has a part-timer who provides technical support for Zoom meetings, and Zoom is up before the chair connects.

## ①About Gather

Please make sure to be connected to the dedicated Zoom account for each room at least 15 minutes in advance.

→ After connection, the part-timer will set the chair as co-host.

※ *The presenter will also come 15 minutes ago.*

※ If you are unable to use the Zoom app and need to use your browser to participate, please refer to the attachment "Connecting to Zoom from Browser".

## ②Display name of Zoom

- After entering the room, open the "Chat" and "Participant" screens from the menu bar at the bottom of the screen and "change the name" to make it easier to identify.
- Please write your name in **English**.
  - ① Click "Participants" in the menu bar at the bottom of the screen
  - ② Move the cursor over your name and click "Details".
  - ③ Click "Rename".

Rule) **Chairman: Chairpersons@Taro BEPPU**

**Presenter: Speaker (order of presentation )@Jiro OHITA**

**Audience: Organization Name @Hanako SAGANOSEKI**

## ②Attendance check + Pre-operation check

- Please check the attendance in the Zoom participants window, and request them to check the operation of screen sharing and timer display.

★ **If the presenter was absent**

※ If there is no connection to Zoom by the time the presentation starts, please treat it as absence.

※ Please do not carry up the presentation even if they are absent.

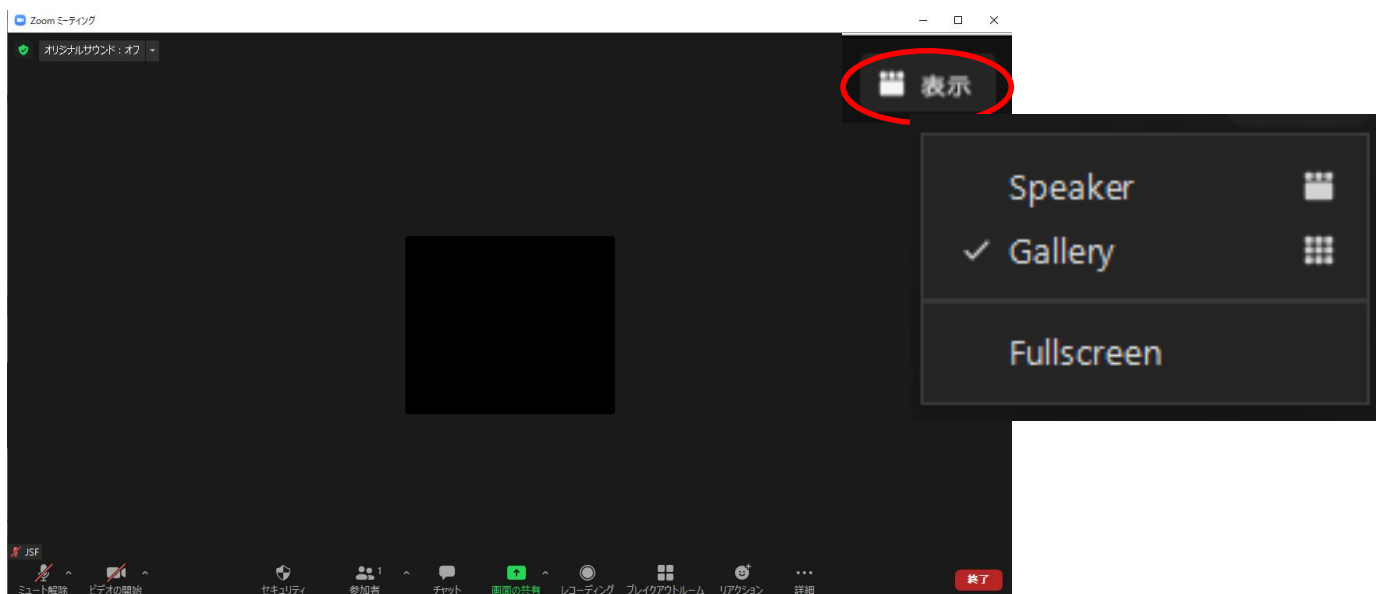
# How to proceed to the session

## ③Starting a Session/Presentation

- The chair is requested to turn on the video and declare the opening as the session starts.
  - Please inform the presenter of his or her name and tell him or her to turn on the microphone and video.
  - Then, ask them to share the presentation materials. After confirming the start of screen sharing, please make a voice that you confirmed screen sharing.
  - Upon completion of these preparations, instruct the presenter to start the presentation.
  - The presentation time is basically 20 minutes per 1 presentation. 15 minutes for presentation and 5 minutes for discussion. Please make it as a total within 20 minutes.
  - As a general rule, even programs in which a 15-minute program exceeds 20 minutes should be based on a 5-minute discussion.
  - In order to keep the time, the part-time staff operates and shows the timer.
  - If the presentation does not finish even after the end time, please tell them to finish the presentation.
- ※ **The part-timer will force the microphone and camera to be turned off if there is anyone other than the speaker.**

# How to show the timer

- ① Please set the screen view of Zoom to Gallery  
→Please click the view in the upper right of the window and select a gallery in the pop-up window.



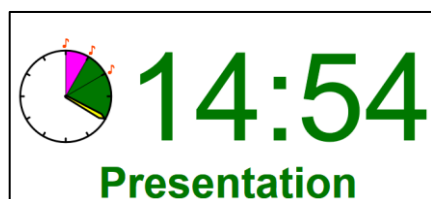
- ②Screen display during presentation



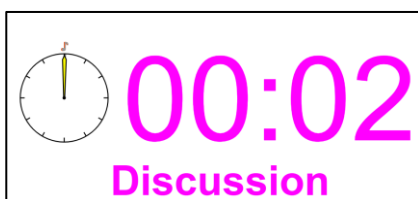
Presenter

Timer

## ★Contents of the timer display



During the presentation



During the discussion



After the end of the time  
※Count-up

# How to proceed to the session

## ④Discussion

- The presenter will continue to share the materials on the screen during the discussion.
- Audience questions and comments on the presentation will be accepted through Zoom's “👏Raise Hand” feature. Comments from the chat are also picked up by the chairman.
- When the discussion is finished, please tell the presenter to stop sharing the screen and turn off the microphone and video.
- Please make sure the presenter's microphone and video are turned off, then call the next presenter.

## ⑤After the assigned session ends

- When the session is over, please let the audience know that by voice.
- After finishing the session in charge, please leave the room from Zoom.
- **Please enter the session number, the number of attendees, number of presenters who presented, and the name of the chair in the result form after the meeting.**
- **The URL of the result form will be announced again**  
**[【FormURL】](https://forms.gle/VqCrk6zaJd1gNiMY7)**  
<https://forms.gle/VqCrk6zaJd1gNiMY7>

# How to hold the plenary

**Set up a separate Zoom webinar for each program.**

## ★Presenters

Each presenter will receive a panelist invitation email from the secretariat and connect to their own URL.

### 【 Display Name Rule 】

affiliation name@Your name 例) JSASS@Taro UCHU

## ★Audiences

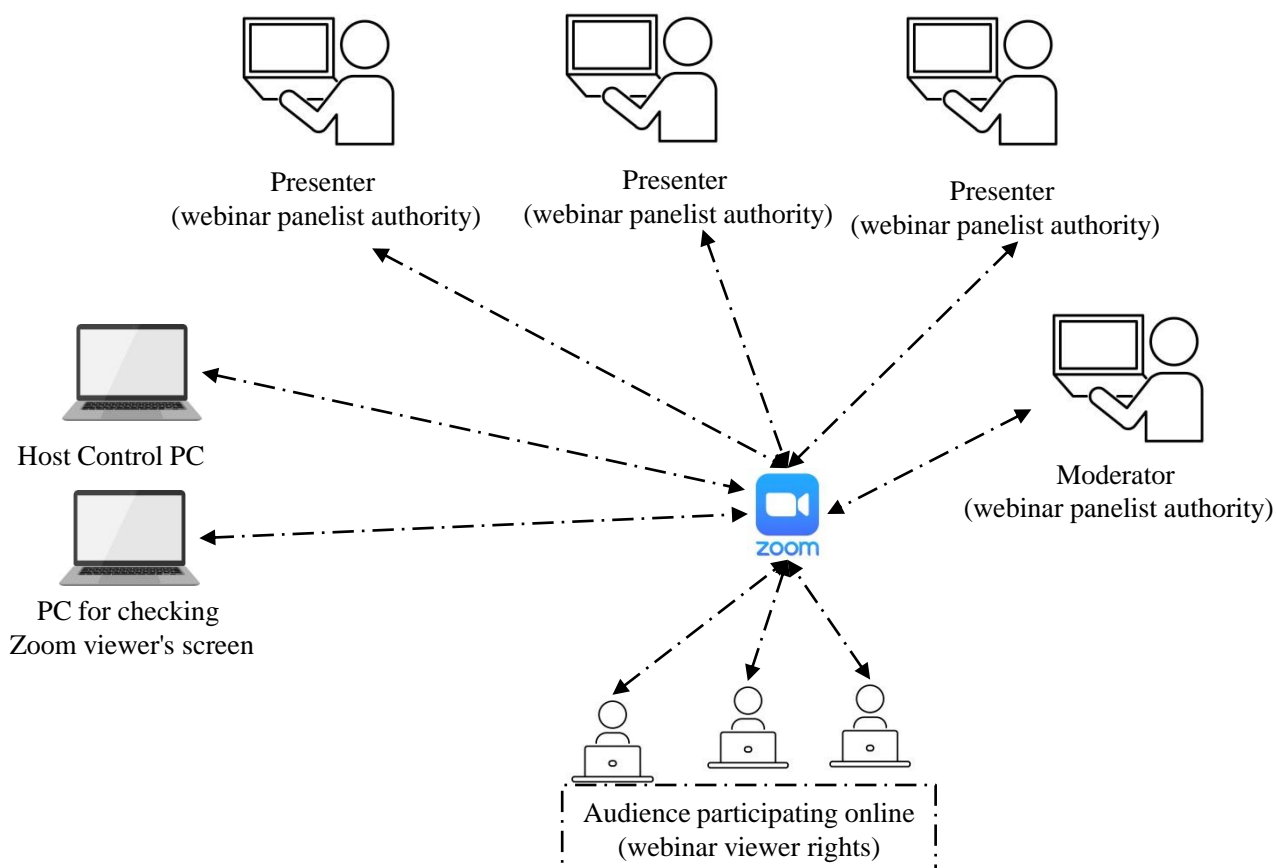
The audience has access through the Zoom links page.

## About Q&A

Take advantage of Zoom's Q & A capabilities.

Those who have panelist rights can view the questions from the audience.

### 【 Plenary diagram 】



# BASIC OPERATION OF ZOOM

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# ① Advance preparation.

## **1.Pre-Installation and Operational Checks**

If you are new to the Zoom video conferencing system, you will need to download and install the application. If the network condition is poor, downloading may take a long time and you may not be able to start the meeting in time, so we recommend that you make sure that it works in advance.

There are some features of Zoom that cannot be used outside of the latest version, so even if you have installed the application, it is recommended that you install the latest version before using it.

●Zoom download center:

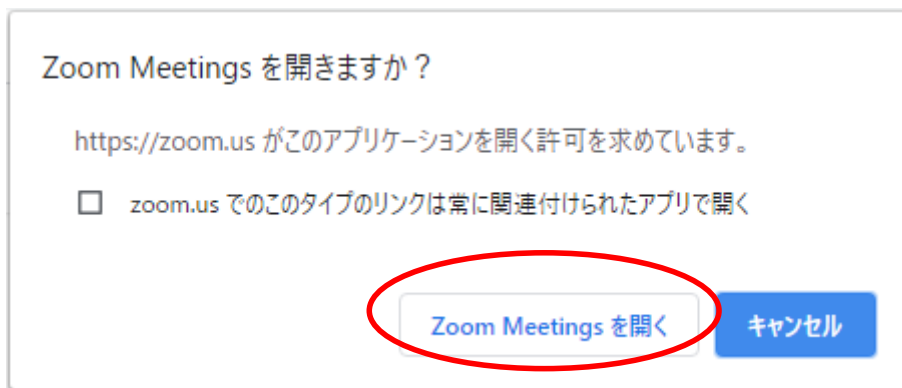
<https://Zoom.us/download>

## **2. Device Recognition Check**

Before connecting an external speaker microphone or webcam, make sure that the installed app correctly recognizes the device you want to use and that there are no problems sending or receiving audio.

# ①Room Entry

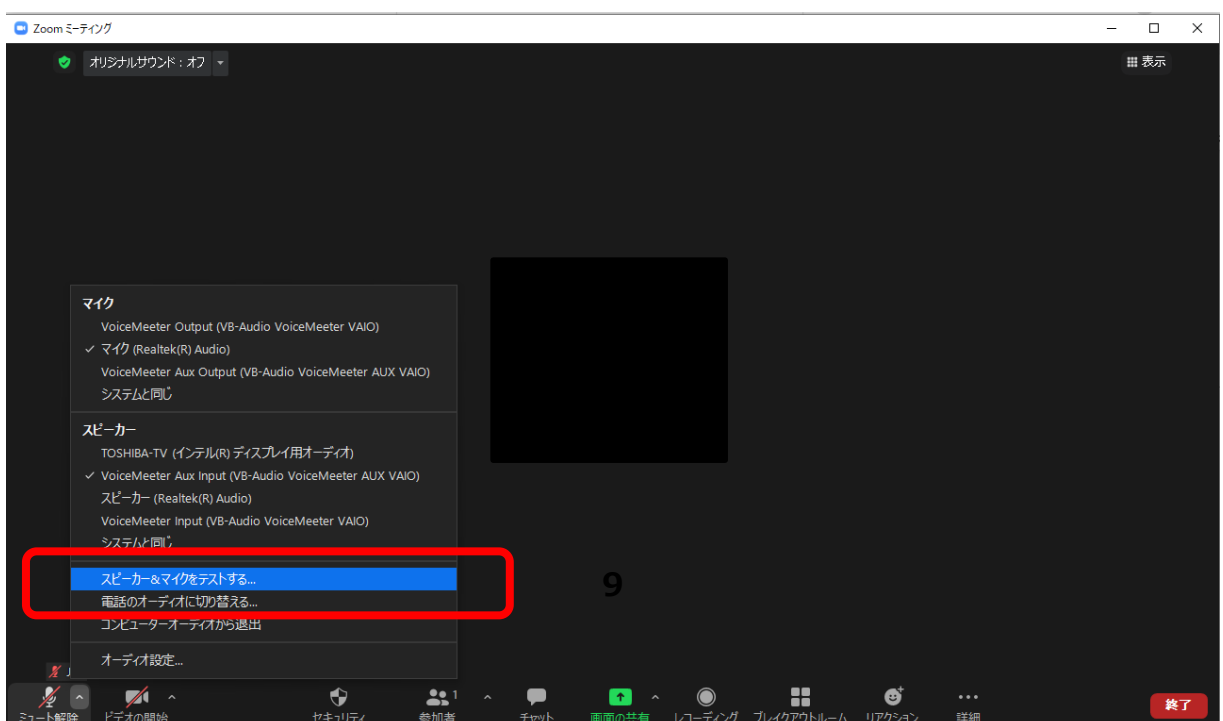
On the Zoom link site, click the link button for the room you want to join, and the following window will appear. Click "Open Zoom Meeting" to launch the application.



Click "Open Zoom Meeting" open the Zoom

# ②Audio Test

Please perform an audio test of the computer when entering the room.



### ③Sound check

- The sound is muted when you enter the room. Please keep it muted until your presentation. Unmute only when you need to speak.
- Turning the speakers or microphones on to multiple computers in the same room causes howling (echo that cannot be canceled). So, we recommend that you use only one PC with speakers or use your own headset.



## ④ Change Name

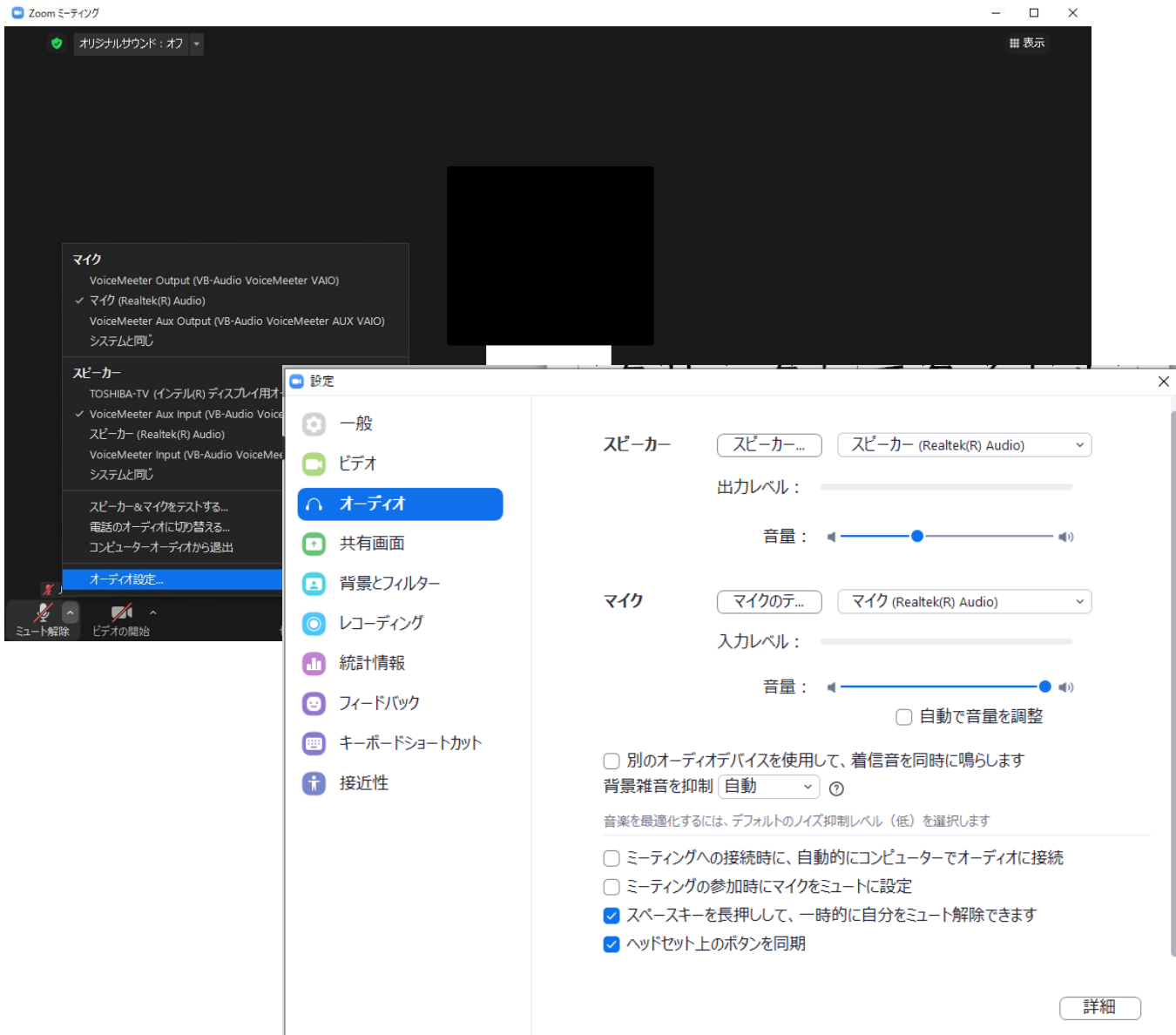
- Click on the “Participants” button at the top of the Zoom window.
- Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.
- ✓ Please state in "Role @ Name (English)".

**E.g) Chairpersons@Taro Beppu**



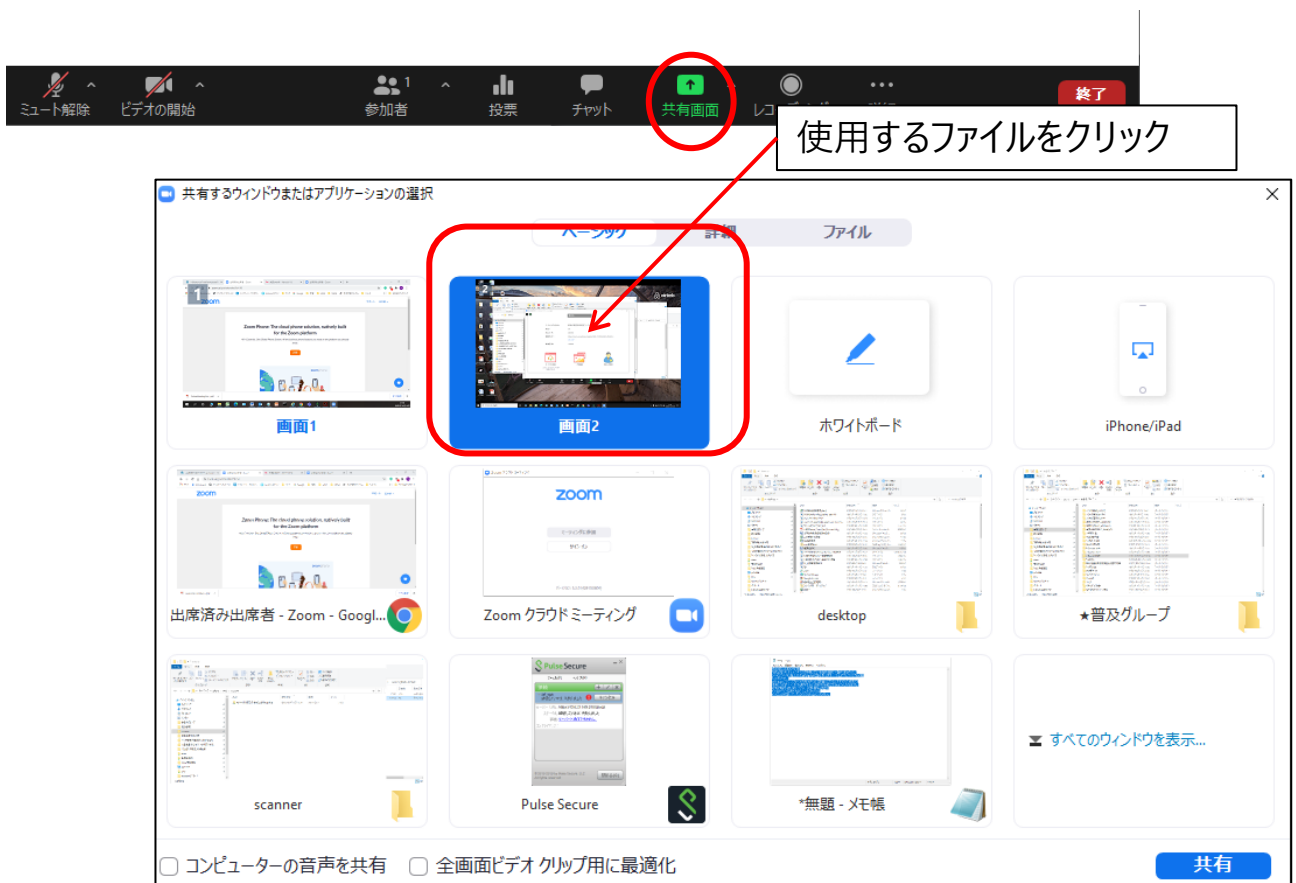
## ⑤Audio Setting

- If you cannot hear the sound or the other person cannot hear the sound, make sure that the appropriate speaker and microphone are selected in the Audio settings.
- If the appropriate setting is correct and the problem is not resolved, please check whether it is muted, or the headset switch is turned off.



## ⑥Screen Sharing

- **Open the file you want to share in advance. In this case, set the display to the normal edit mode.**
  - ※ If you open several screens other than the lecture materials, it may be difficult for the speaker to understand which screen is shared with the audience.
- ① In your meeting, you'll see a selection of meeting controls, including the ability to mute your voice, start and stop video, and more. Select the green Share Screen icon.
  - ② Choose the screen you want to share.
  - ③ Click share.



# ⑦Sharing audio during video playback

## •How to Share Audio

- ① Select "Share computer audio".
- ② Select "Optimize for full-screen video clips" for movie sharing.

※Since the microphone can be used in parallel, it is also possible to explain verbally while playing video and audio.

※Playing movies is easy to cause trouble, so be sure to test it beforehand.

※Because all the voice of the computer is shared, if you set a ring tone for mail, the voice is shared as it is. So, during the presentation, please close other applications.



# CONNECTING ZOOM FROM THE BROWSER

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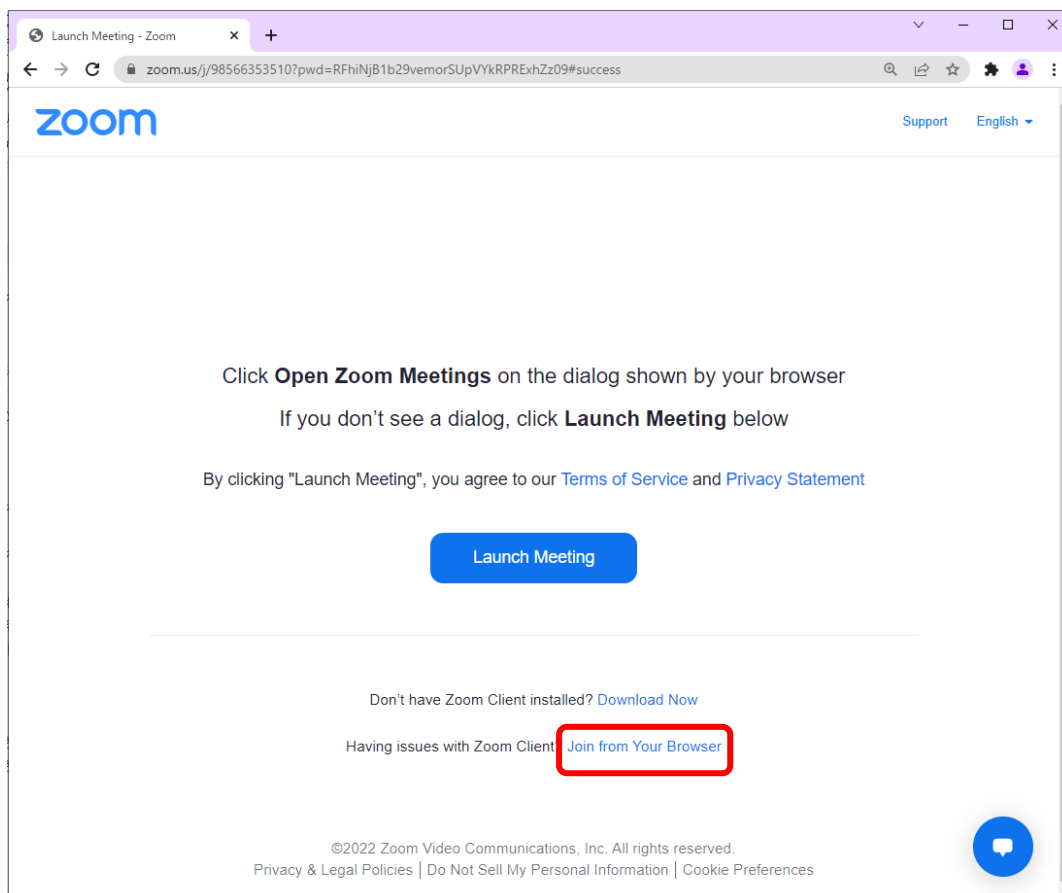
# Instructions for participating with a browser

## Browsers that can connect to ZOOM

- Chromium Edge 80, or later version
- Google Chrome 53.0.2785, or later version
- Safari 10.0.602.1.50, or later version
- Firefox 76, or later version

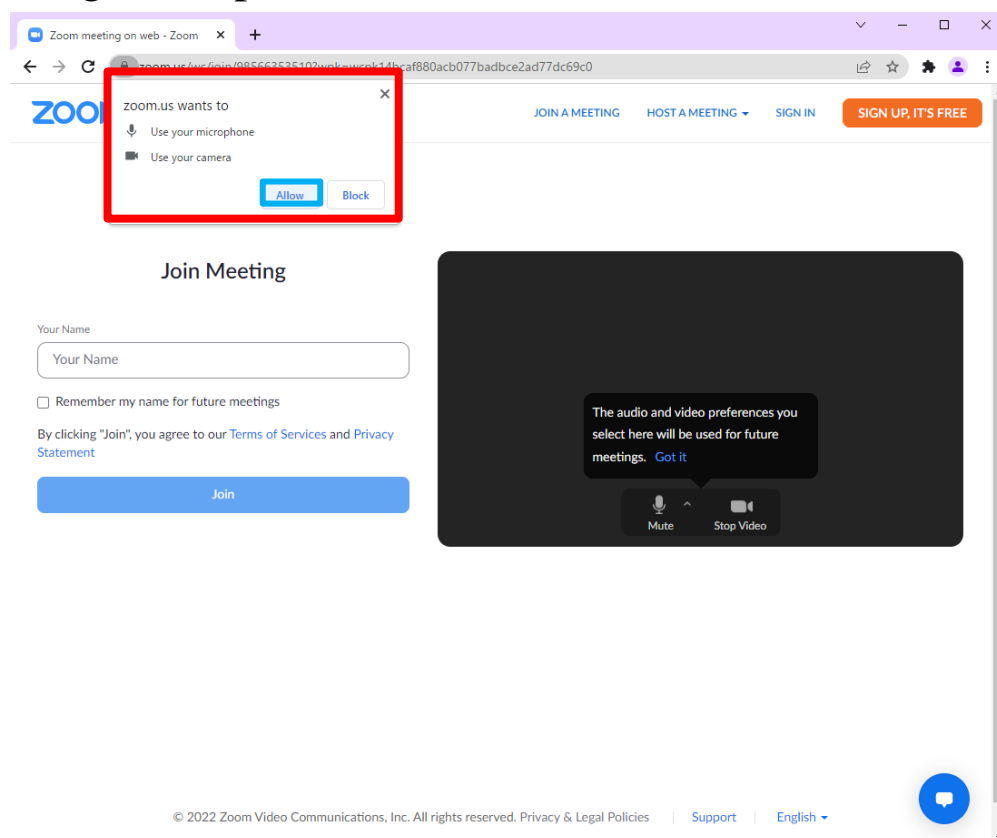
Screen sharing is only available in Chrome.

### ①Choose to participate in the browser

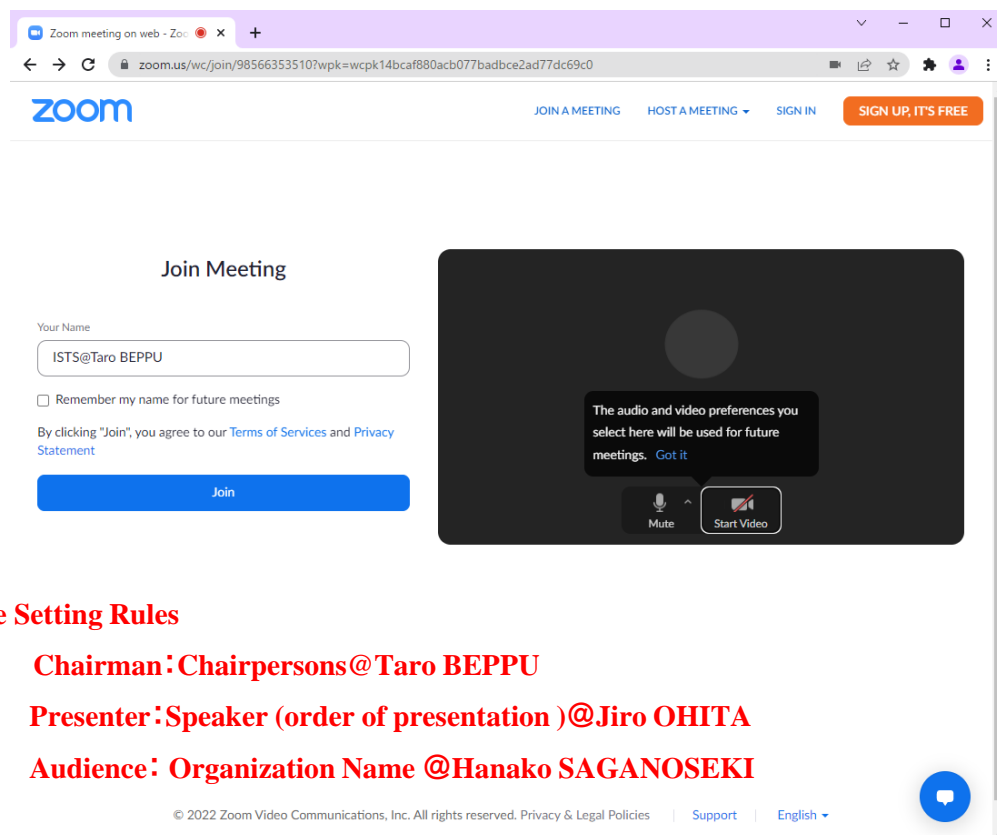


# Instructions for participating with a browser

## ② Setting Microphone Camera Permissions in the Browser



## ③ Log in by entering your name and affiliation



### Name Setting Rules

**Chairman: Chairpersons@Taro BEPPU**

**Presenter: Speaker (order of presentation )@Jiro OHITA**

**Audience: Organization Name @Hanako SAGANOSEKI**

# Instructions for participating with a browser

④ The part-time manager will set you as co-host, so please start "Attendee's window" and "Chat window" and proceed. 。

