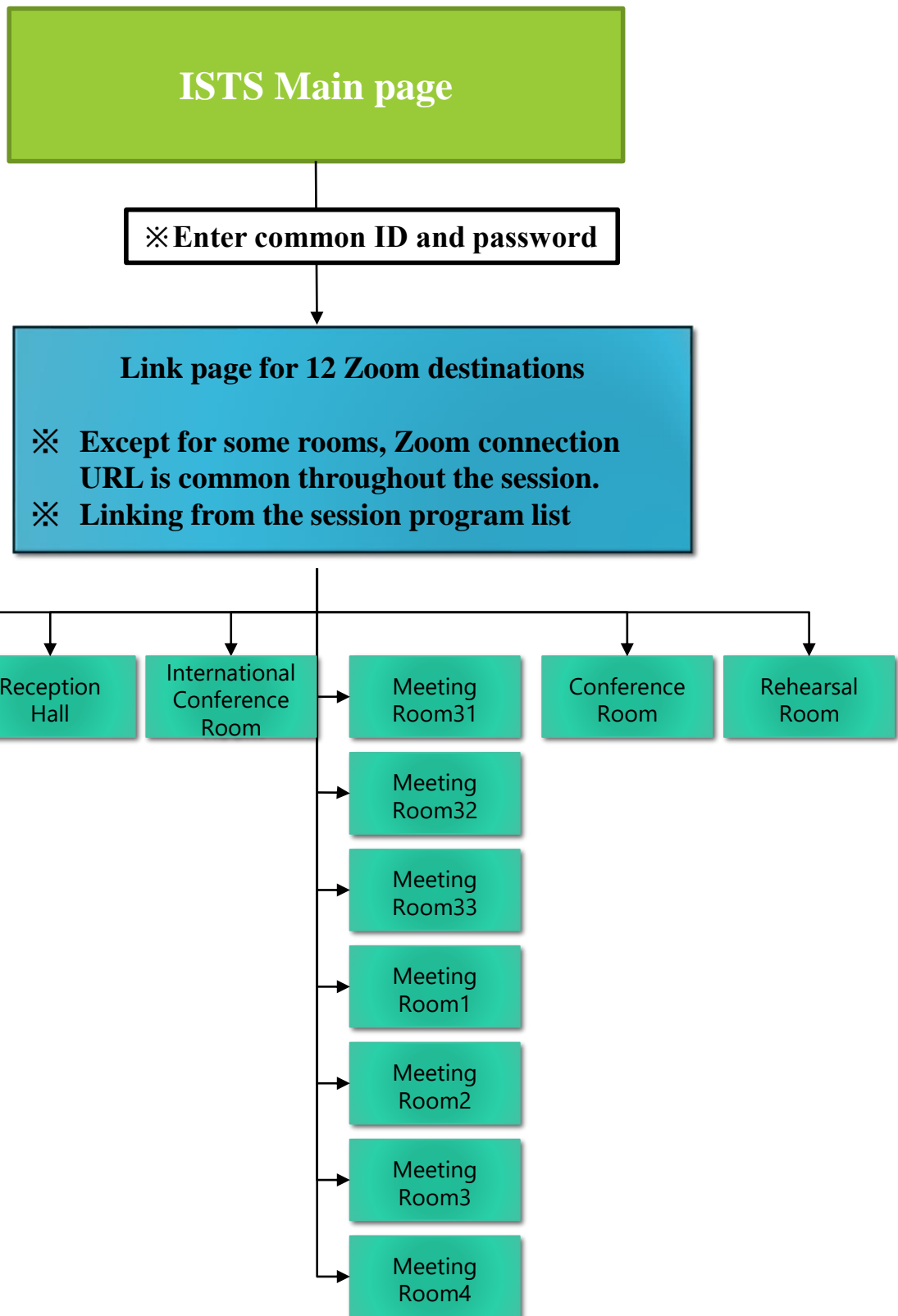




ISTE Fully online Instructions for Speakers at Oral Session

ISTS Online: Sign-in methods for Zoom

【 Connecting to each Zoom session】



The plenary presenter at Philharmonia will individually invite you to connect.

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

The presenter should connect to Zoom for the session to be presented up to 15 minutes in advance.

②About Display Name

- 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

③Pre-operation Check

- Please follow the instructions of the chair and check the microphone, camera, screen sharing and timer display.
- After the preparation is finished, please keep connected until your turn.

④Starting a Session/Presentation

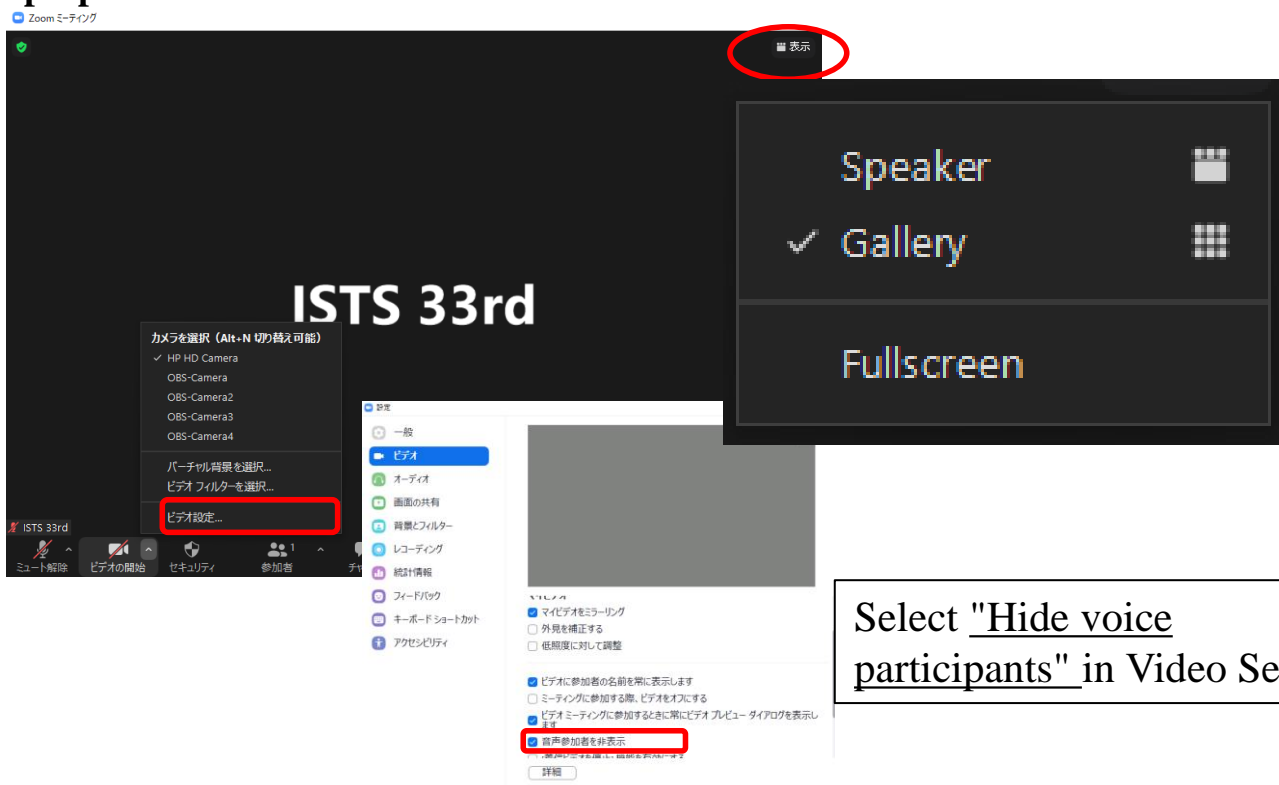
- When your turn comes, please turn on the camera and microphone according to the chairman's call, start sharing the presentation materials on the screen, and then start the presentation according to the chairman's instructions.
- Presentation time is based on a 15-minute program and a 5-minute discussion. If the program is 15 minutes long or more than 20 minutes long, there will be 5 minutes of discussion time.
- Check the timer and be sure to finish it in time.
- If you do not finish it in time, the chair may give you an instruction to finish.

⑤Discussion

- Continue to share your materials on the screen during the discussion.
- When the discussion ends, the chair will call you to stop sharing the screen, turn off the microphone and video, and then your time will end.

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.



Select "Hide voice participants" in Video Settings

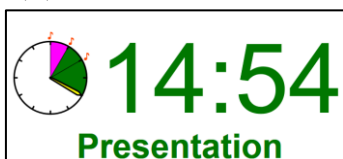
- ② Screen display during presentation



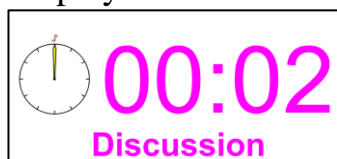
Presenter

Timer

★Contents of the timer display



During the presentation



During the discussion



After the end of the time
※ Count-up

BASIC OPERATION OF ZOOM

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

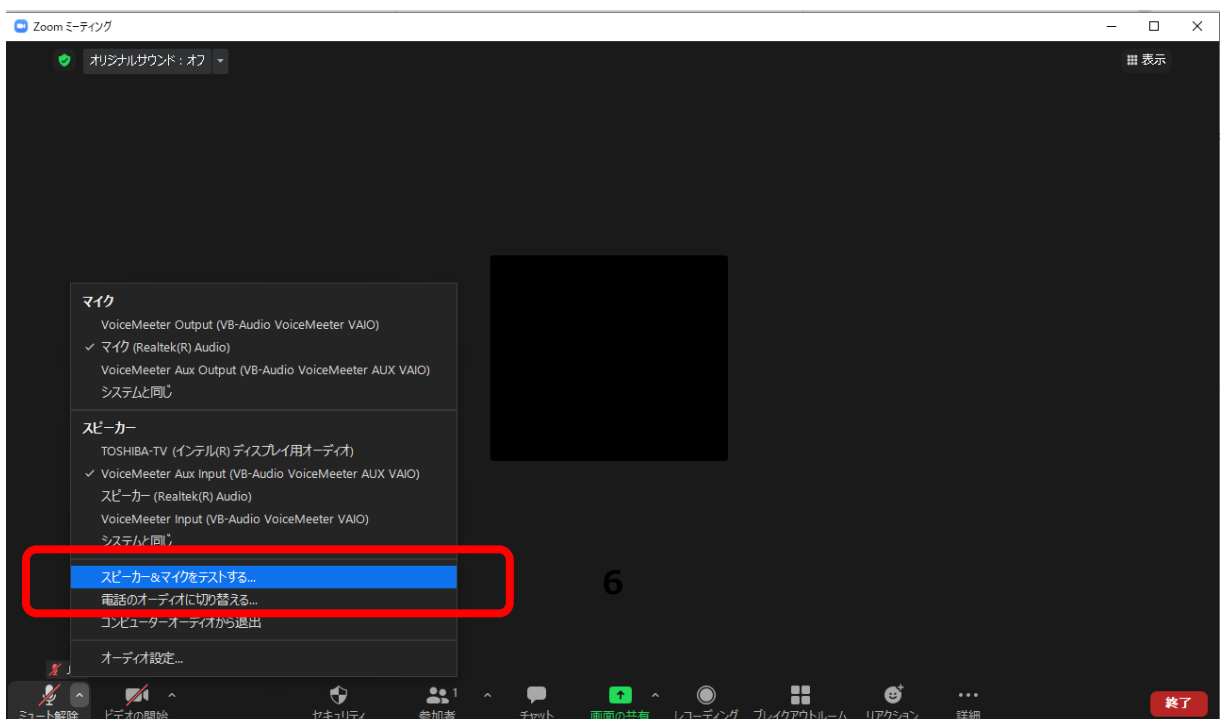
On the Zoom link site, click the link button for the room you want to join, and the following window will appear. Click "Open Zoom Meeting" to launch the application.



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

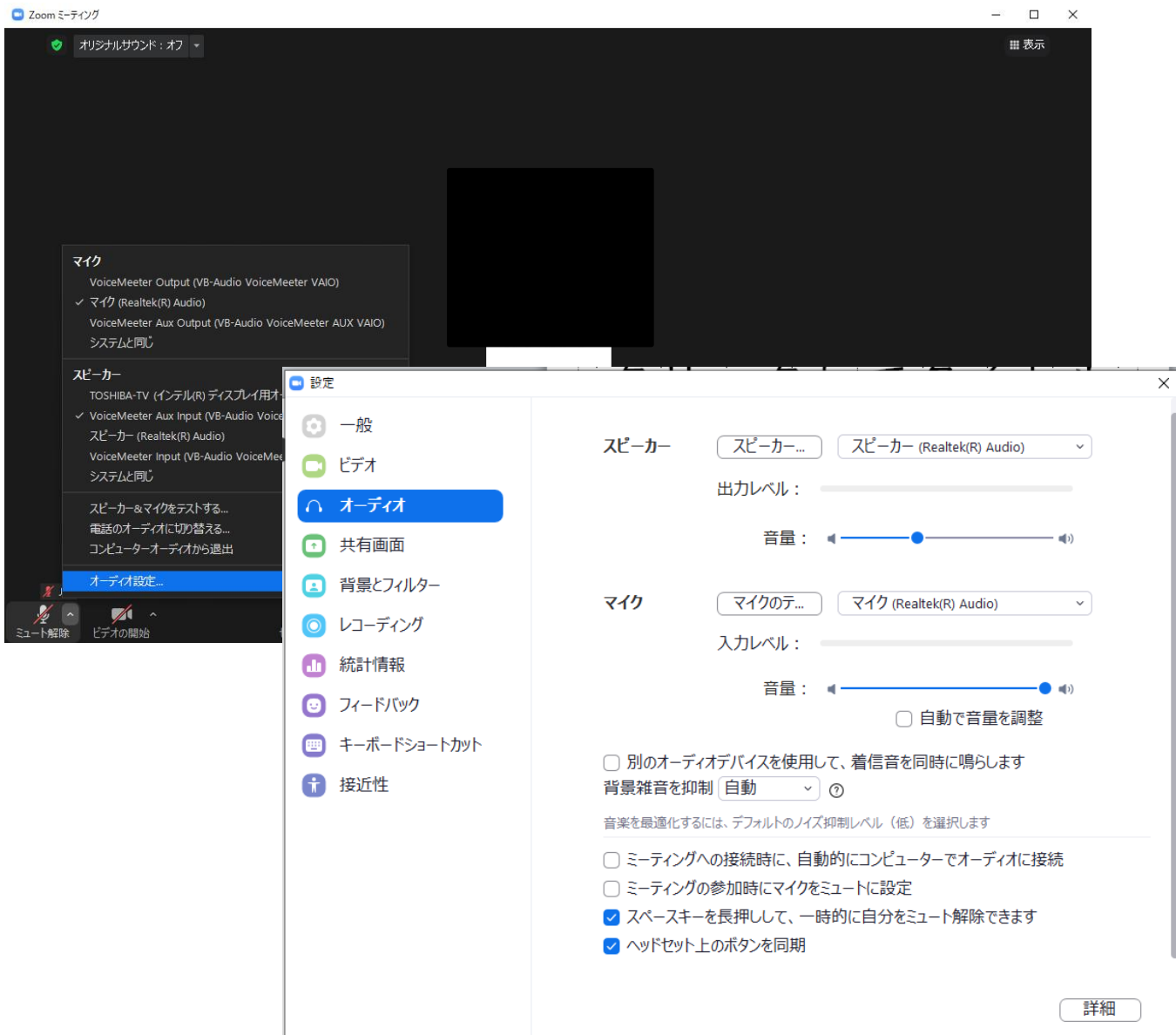
- Click on the “Participants” button at the top of the Zoom window.
- Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.
- ✓ Please state in "Role @ Name (English)".

E.g) Chairpersons@Taro Beppu



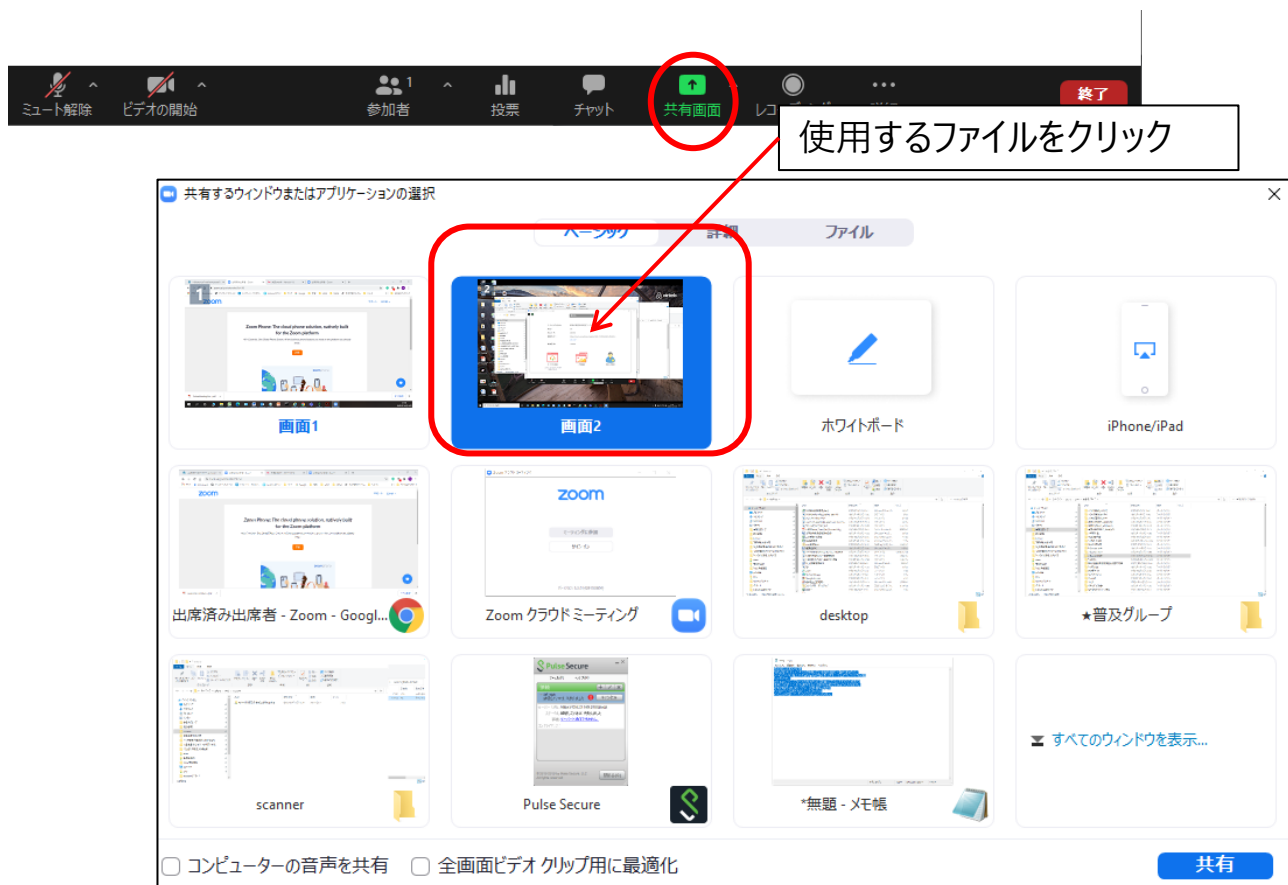
⑤Audio Setting

- 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

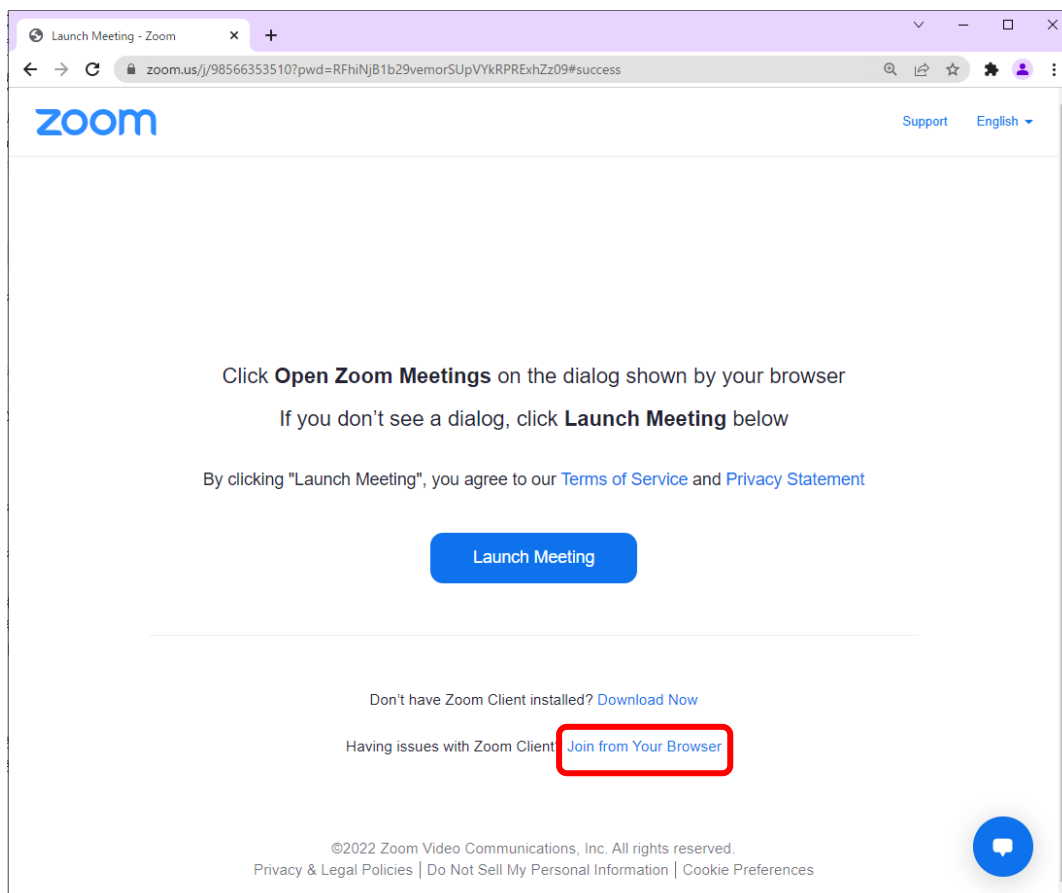
Instructions for participating with a browser

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

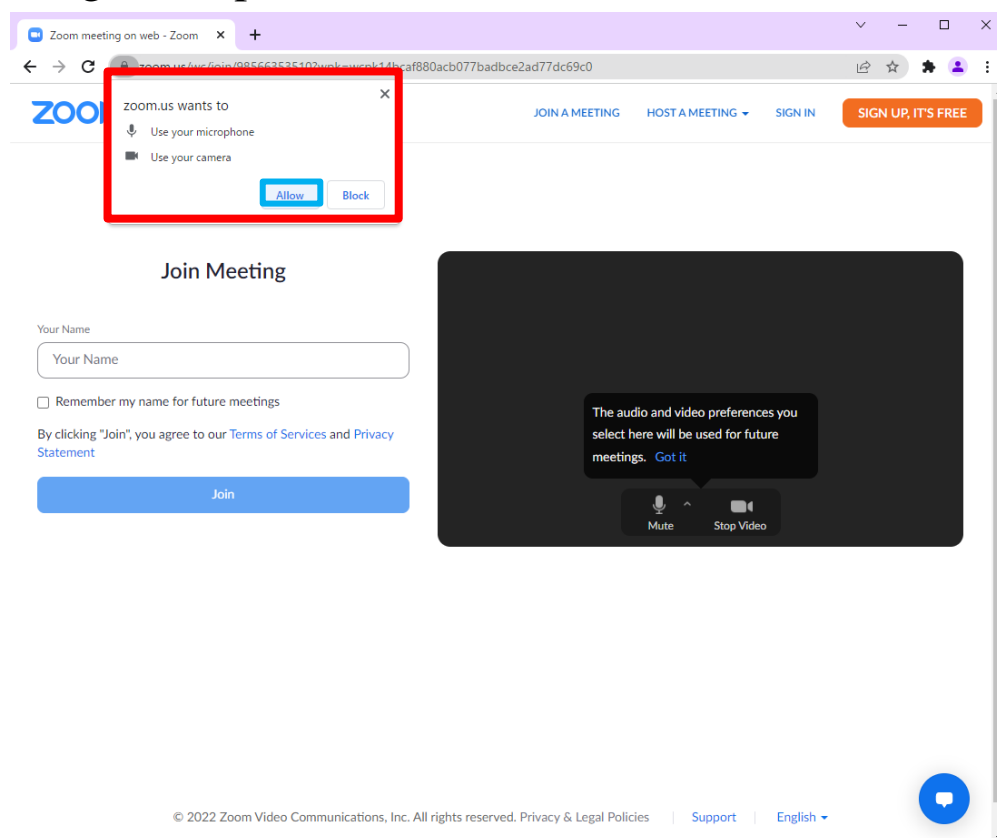
Screen sharing is only available in Chrome.

①Choose to participate in the browser

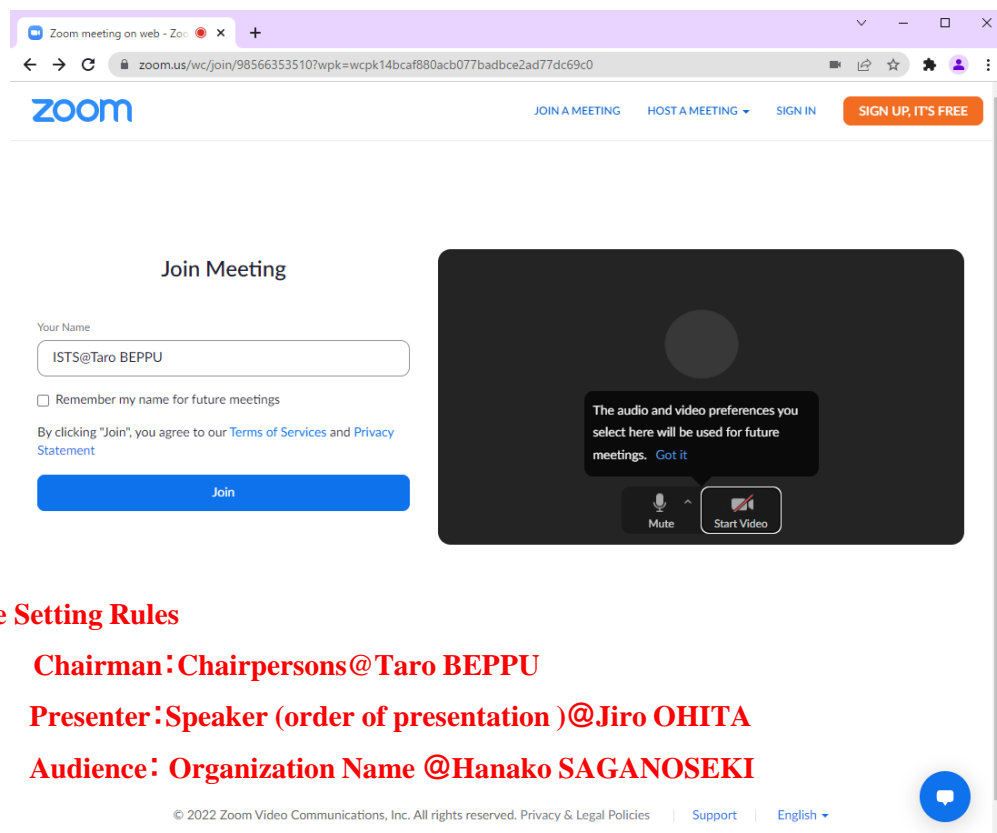


Instructions for participating with a browser

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

ブラウザで参加する場合のご案内

- ④座長の指示でカメラ、マイクをオンにし、画面共有でプレゼン資料を選び発表を行ってください。

