



34th ISTTS hybrid symposium

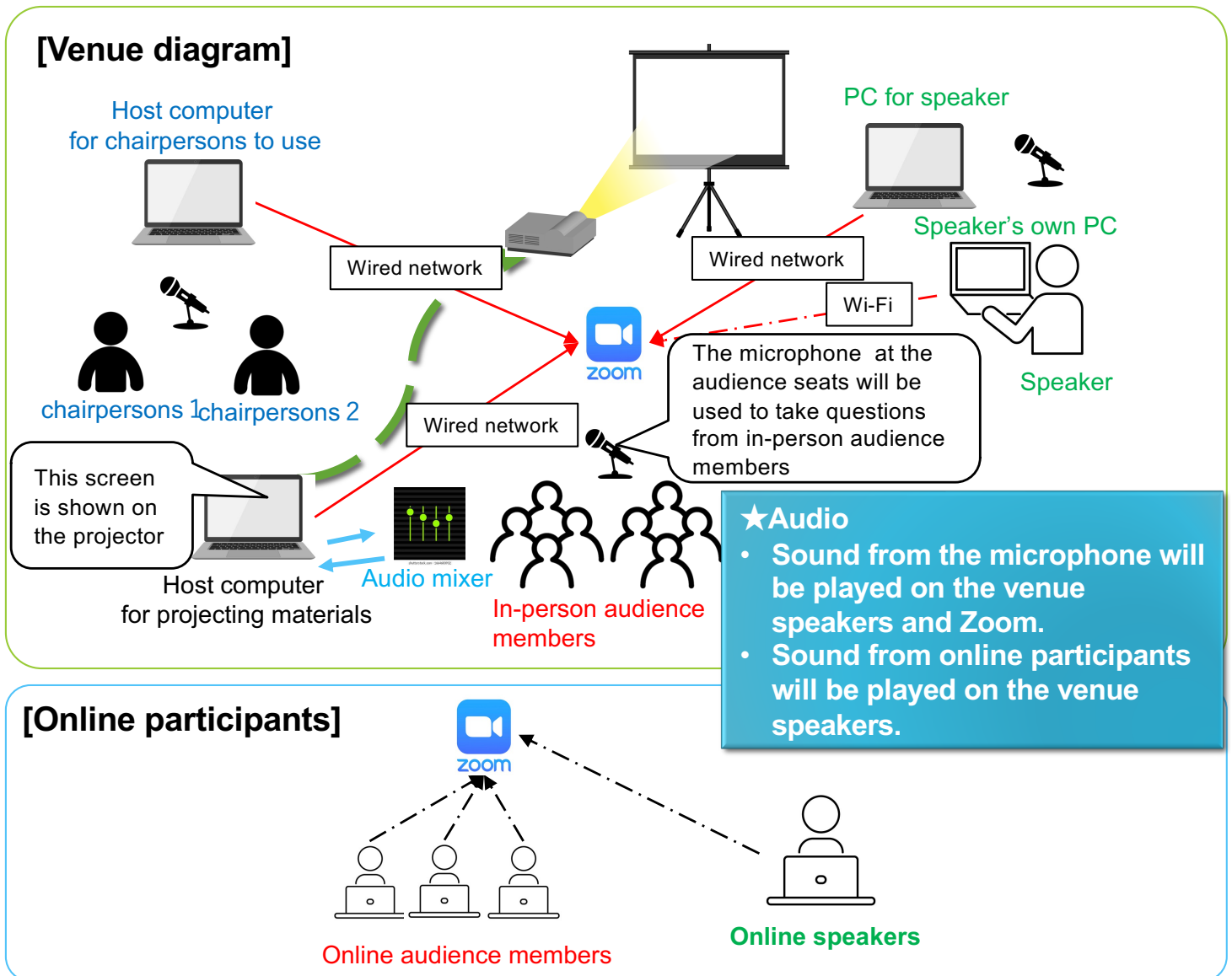
Information for chairpersons

The academic sessions will be held in a hybrid format with in-person and online speakers.

***Request to chairpersons**
You must be wearing a badge to enter the session venue.

May 31st, 2023

ISTS hybrid symposium diagram



In-person chairpersons

There is one host computer in the venue for one of the chairpersons to use.
You cannot connect your own computer to Zoom.

In-person speakers

Speakers will connect to Zoom while presenting at the venue.
Speakers will use their computer at the venue or their own computer.
If a speaker is using their own computer, they should connect to the Wi-Fi and Zoom in advance.

In-person audience members

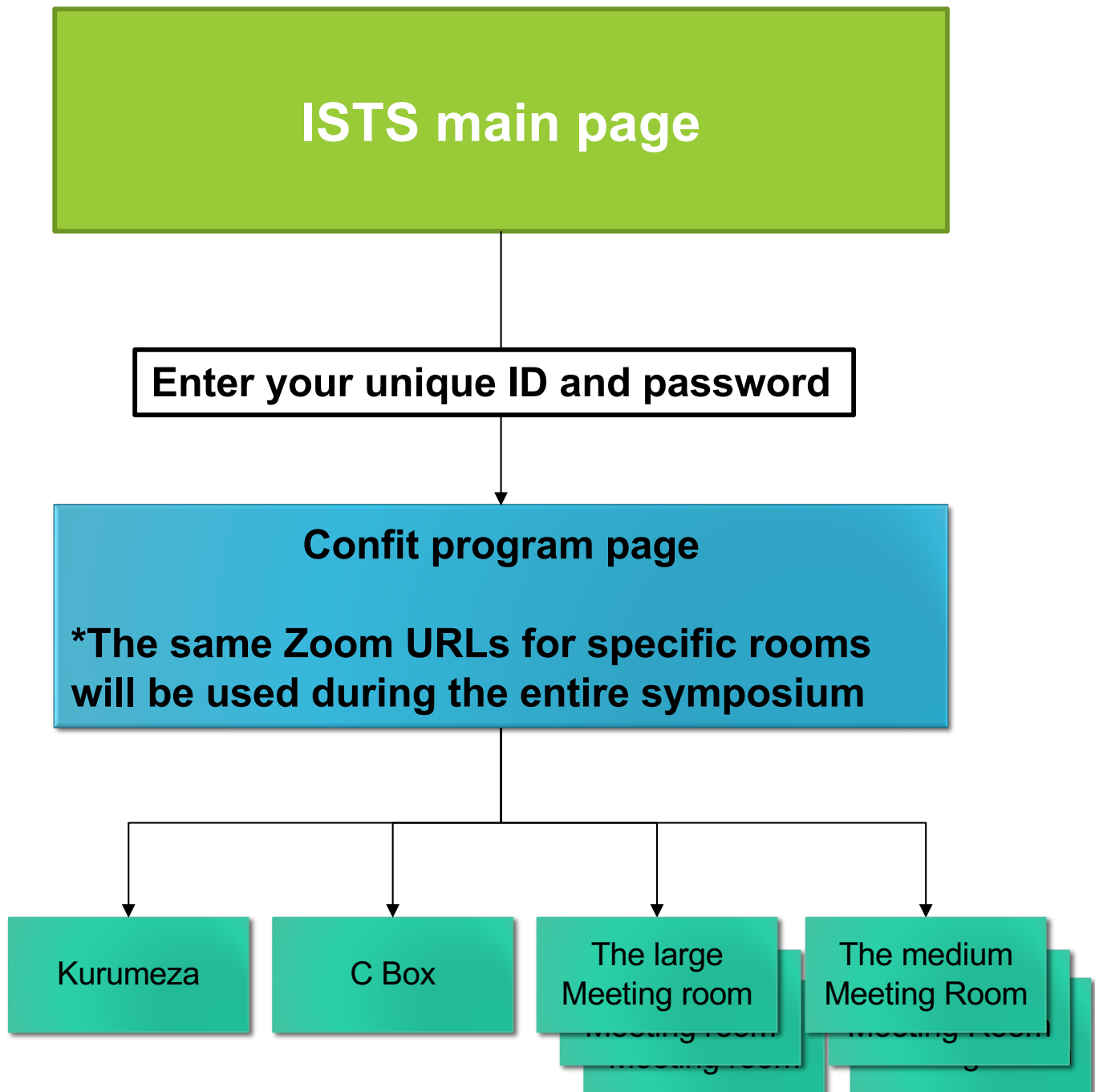
Connecting to Zoom at the venue is prohibited due to insufficient network capacity and to prevent audio feedback.

Online participants (all)

Participants will connect to the room's Zoom meeting on their own computer.

Accessing Zoom meetings for specific rooms

* From the Confit website, paste the link into Zoom.



Session process

To hold this hybrid symposium, part-time staff members will be stationed at the venues to provide technical support for Zoom meetings. They will connect the chairperson computer to Zoom before the chairpersons arrive.

1.Meeting time

- In-person chairpersons should be at the venue 15 minutes before the session begins. Please sit in the chairperson seats.

2.Division of roles

- One computer will be available for chairpersons at the venue.
- The two chairpersons should decide who will be the moderator and who will be in charge of Zoom.

3.Confirming attendance and preparing for presentations

***Speakers come to the venue 15 minutes before the session starts**

- Please confirm which speakers are in attendance at the venue and online.
- For in-person speakers

1) If the speaker is using the computer at the venue, tell them to confirm their data on the computer

***If the speaker brought their own data, it will be installed using a USB flash drive**

2) If the speaker is using their own computer to present, tell them to connect it to the venue Wi-Fi and the venue's Zoom account

Each venue has its own Wi-Fi ID and password. You can find the password on the piece of paper at the chairperson seats. Give this password only to speakers using their own computers.

Tell speakers to disconnect their computer from the Wi-Fi when their presentation is finished.

- For online speakers

Check who is attending on Zoom's Participants window and tell them to confirm whether they can share their screen.

4.Changing names

- After entering the room, click on "Chat" and "Participants" on the menu at the bottom of the screen. Change the names to clearly indicate who is a chairperson, speaker, or audience member. Names should be written in English.

1)Click on "Participants" on the menu bar at the bottom of the screen

2)Hover the cursor on your name and click on "More."

3)Choose "Rename"

Format)

Chairperson: Chairperson @ Taro Fukuoka

Speaker: Speaker (session number) @ Jiro Kurum

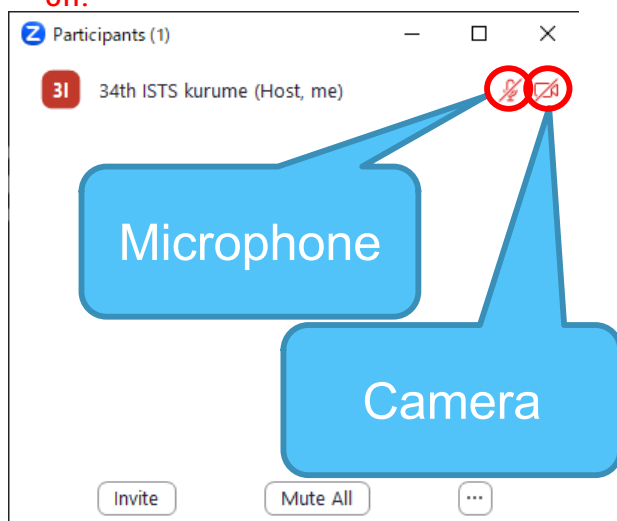
Audience member: Affiliated organization @ Hanako Kurume

Session process

5. Starting the session/presentations

- In principle, presentations and questions will be in English.
- At the beginning of the session, turn on your camera and announce that the session is starting.
- Announce the speaker's information (affiliation, name and so on). Each speaker's information is either sent to the chairpersons via e-mail or handed in the session room. Tell them to turn on their microphone and camera.
- Next, instruct them to share their screen with their presentation materials. For online speakers, after visually confirming that they have started sharing their screen, tell them that you have confirmed they are sharing their screen.
- When these preparations are complete, tell the speaker to start their presentation.
- In principle, each presentation lasts 20 minutes (roughly 15 minutes for the presentation and five minutes for the discussion). Make sure that the time for each speaker totals 20 minutes or less.
- *** For the student session , the presentation is 10 minutes and the discussion is five minutes.**
- Please help the timekeeper. Because Zoom cannot pick up the bell sound, use the Zoom Timer app as necessary. (* See the following page)
- If the speaker continues even after their time is up, tell them to conclude their presentation.
- Make sure you have a watch or timer.

*** The chairperson in charge of Zoom should confirm the Participants window to see if any non-speakers have their microphones or cameras turned on. If so, the chairperson should turn them off.**



If any Zoom errors occur, close Zoom and visit the URL in the memo on the computer desktop.

How to display the timer

The timer uses the Zoom camera. You cannot simultaneously use your computer camera and the timer.

Display the Chrome and OBS windows that are hidden behind Zoom, then complete the following process to display the timer.

The screenshot shows a Zoom meeting window with a timer displayed. The timer shows 20:00 and 15:00 + 5:00. The OBS interface is overlaid on the Zoom window, showing the 'Select a Camera' menu with 'OBS Virtual Camera' selected. The 'Start Virtual Camera' button is highlighted. The Zoom interface also shows the 'Video ON' button highlighted.

① Chrome

② OBS

③ Click on Start Virtual Camera

④ Under "Select a Camera," choose "OBS Virtual Camera"

⑤ Video ON

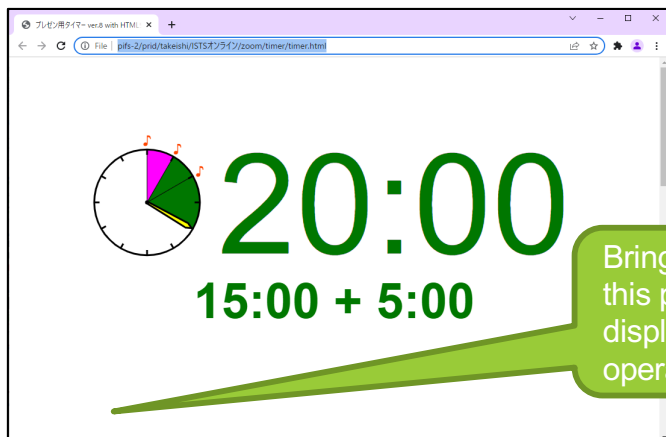
When you are done with the timer, go back and select your computer camera.

OBS can be hidden behind Zoom, but make sure the Chrome timer is displayed in front. If the timer is hidden, it may not work properly in the speaker's window, although the timer continues counting. When you return the window to the front, the speaker's timer will start counting again.

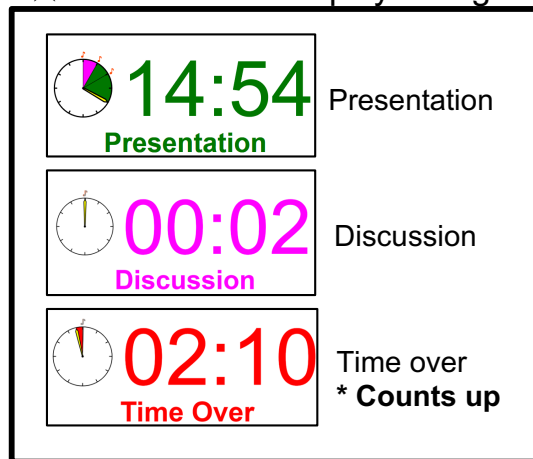
You can find the timer HTML file and OBS icon on the desktop. Use these if you accidentally close the timer.

* See the next page for timer instructions

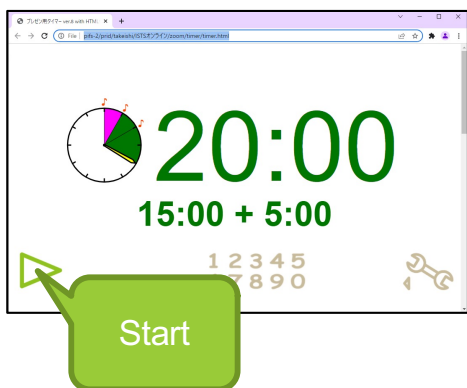
Timer instructions



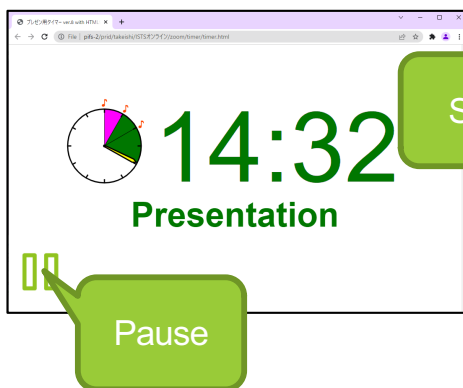
★ How the timer display changes



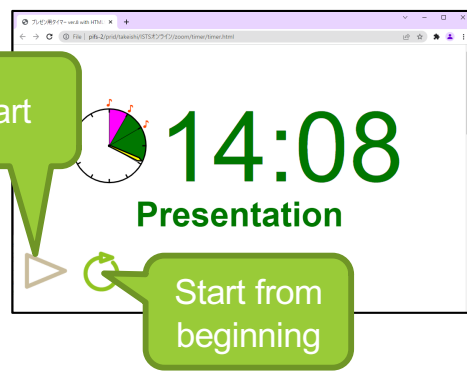
Before starting



While operating the timer



After pausing



★ What the speaker sees while sharing their screen



If the speaker cannot see the timer, tell them to choose "Gallery" under the View settings.

Session process

6. Discussion

- The speaker will continue sharing their onscreen materials during the discussion.
- For presentation-related questions or comments from the audience, in-person audience members should raise their hand. Online audience members should click on “Raise Hand” in Zoom.
- The chairperson should also bring up comments from the chat as necessary.
- The chairperson will say the name of the audience member (either in-person or online) to take their question.
- When the discussion is finished, verbally tell the speaker to stop sharing their screen and to turn off their microphone and camera .
- For speakers using the Wi-Fi connection, instruct them to disconnect from the room’s Wi-Fi.
- When the next speaker is ready, tell them to begin presenting. (This is repeated until the end of the session.)

7. Closing the session

- Verbally tell audience members when the session is finished.
- Leave the computer in the room when departing.

* If you have any questions, please ask a staff member at the venue.