The 35th Annual Meeting of The Japanese Society for AIDS Research

Zoom user manual

Table of Contents

Preparations

Lectures at this congress will be delivered using the Zoom cloud meeting app.

◆ Internet connection
Broadband wired (LAN cable) connection is preferred.

◆ Make sure you join the session from a quiet environment that has minimal background noise.

◆ Please check that your computer is equipped with webcam, microphone, and speaker/earphones. We strongly advise you to use earphones with a microphone or a headset.

◆ **Shut down all background applications** (e.g., Skype) on your PC to ensure that Zoom operates smoothly and there are no pop-up notifications during the session.

Installing Zoom

◆ Download the app from the official Zoom website (URL below).

https://zoom.us/download
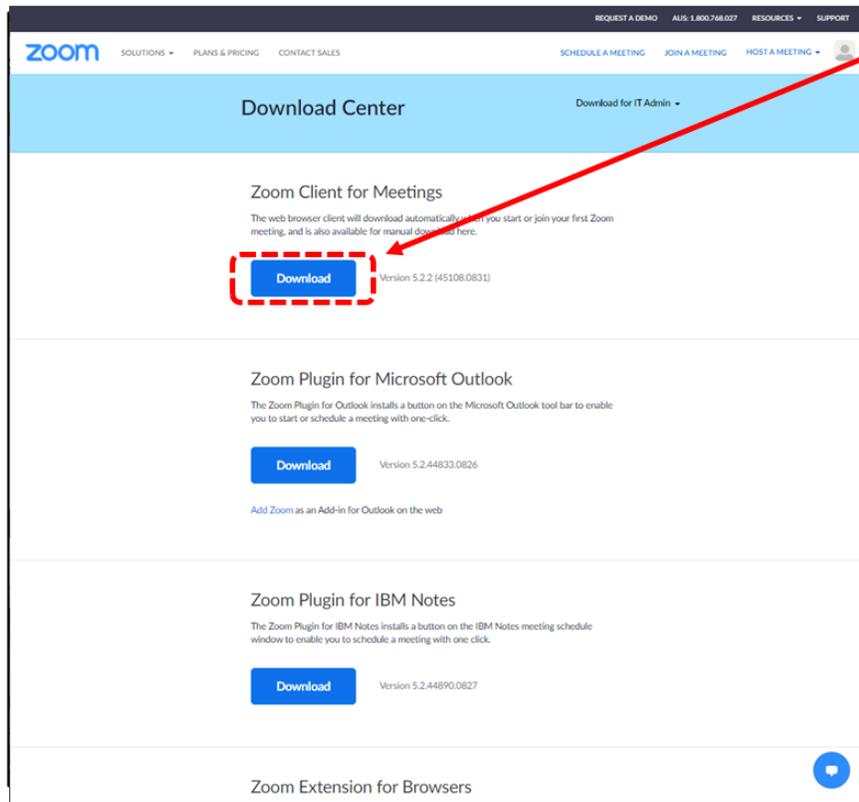
◆ Click here to download and install the app

The following window will appear during installation
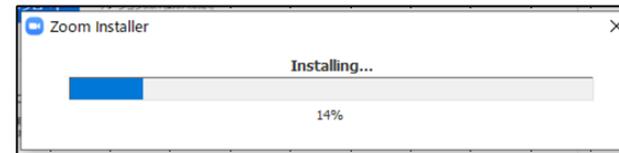
Installation is complete once the following window appears
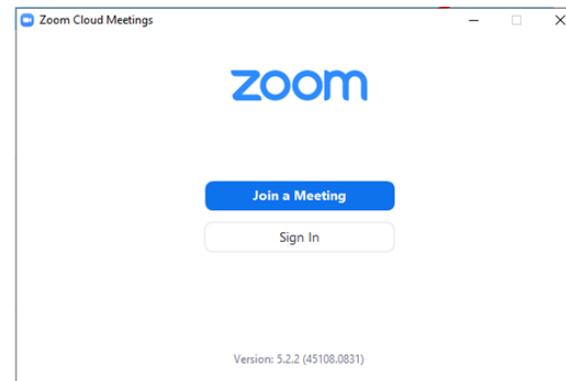
◆Please test your camera and microphones from the following website.

https://zoom.us/test

3

Using Zoom (joining an online meeting)

◆ Before the congress, the Congress Secretariat will email you an invitation with a special URL for presenters.

◆ Please log-in by clicking the URL **30 mins before the session starts**.

◆ Note: Please do not click the URL other than the designated date/time since other sessions may be held.

How to Log-in to Zoom
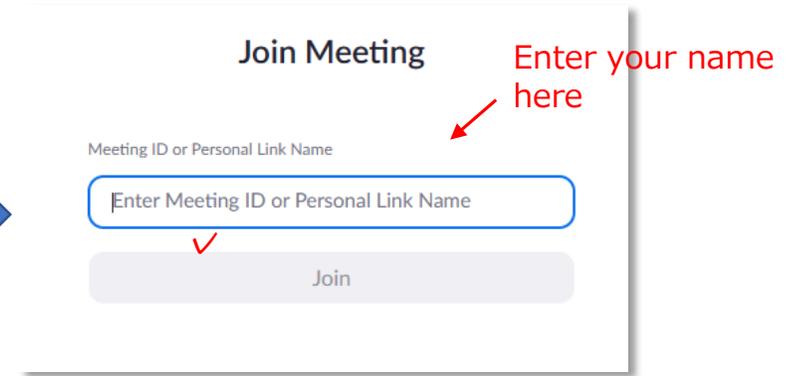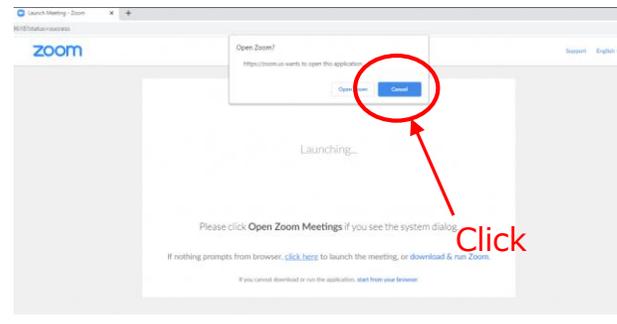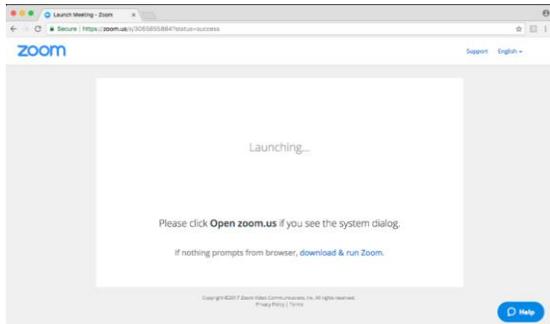
1. Click the URL for your Session

2. Click "Start Zoom Meeting"

Click

Join Meeting

Enter your name here

3. Enter you name and Click "I am not a Robot"
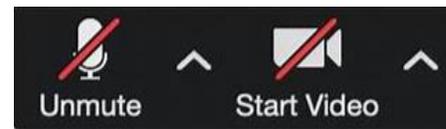
4. When the above screen appears, Click "Join with Video" to join the meeting.

5. Switch the Camera and Microphone "ON"

Microphone/Camera OFF

Microphone/Camera ON

5

Log-in Setting

After logged-in, please check the following.

A. Your Name
B. View Setting

Log-in Setting   A. Your Name

Check and change your name from the participants list.

* i.e. 「Role : Name 」

Click Details

Rename

Click for Participants' List
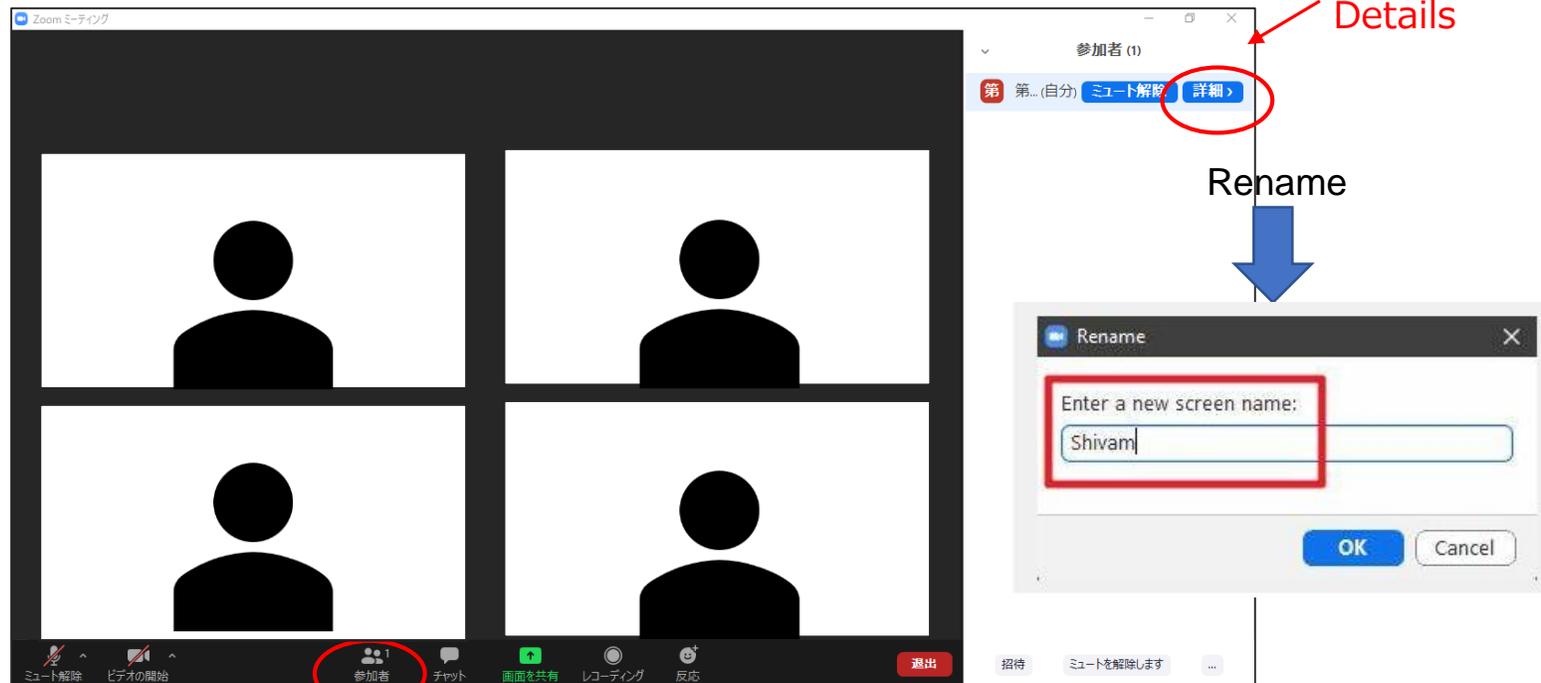
«How to rename your name with a role»

Chair: Mary Jones

Speaker: Mary Jones

Chair: Mary Jones

Log-in Setting　B. View

There are two settings by either setting is fine.

A. Gallery View: Shows participants in equal size.

B. Active Speaker View: Active Speaker View displays a large view

of the person currently speaking, with a smaller thumbnail of

the previous speaker as a picture-within-picture.

Click View in the top-right corner, and then select Speaker or Gallery.
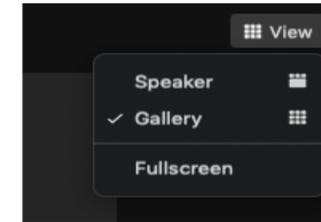
You can switch the view by clicking here.

A. Gallery View

B. Active Speaker View
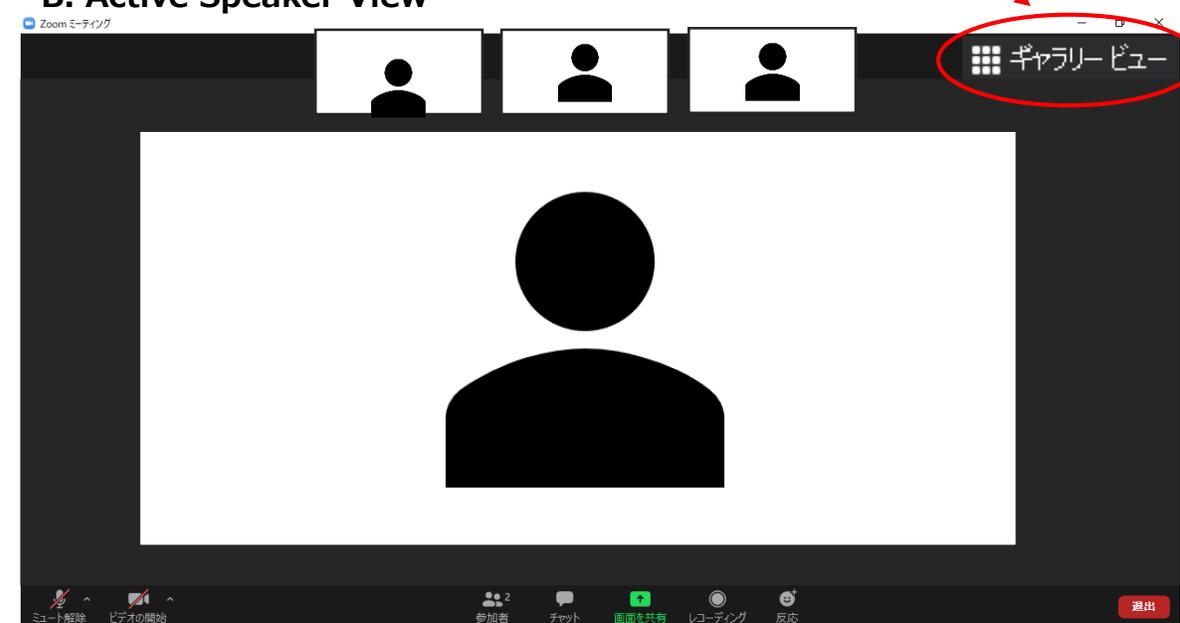
Flow of the day

1. **30 mins** before the Session Starts　　　→　　Zoom Log-in
　・An orientation of the Zoom operation and flow of the session will be given by the Director/Tech.
　・Pre-meeting with chairs and speakers.

2. **5 mins** before the Session Starts　　　　→　　Stand-by

3. **Few seconds** before the Session Starts →　　Call for session start
　・Staff will inform the chairs, so please start the Session.