

Manual for Chairs and Speakers

The 4th JCS Council Forum on Basic CardioVascular Research

Preparing for Live Streaming:

Preparing the streaming environment

Lectures at this conference will be delivered using the Zoom cloud meeting app. A few days before your presentation, please be sure to check that Zoom can be used on your device by launching the app.

Before using Zoom, please check and prepare the following

Each presenter is responsible for preparing their own environment necessary to stream a Zoom presentation. Please note that lending services, etc. are not available.

◆ Internet connection

- Please use a wired LAN connection wherever possible.

When using a Wi-Fi connection, the connection may be unstable.

◆ Computer plus devices that function as a webcam, microphone, and speaker/headphones

- Most notebook computers are equipped with these functions. Please check they work.
- Many desktop computers do not have these 3 functions built in. Please make the necessary preparations as soon as possible.

◆ Installing the Zoom app (see page 3)

- If you installed Zoom on or before May 31, you may have an old app. Please either launch the app and update it, or reinstall the latest version.

◆ Streaming location

Please choose as quiet a place as possible free from background noise.

Also, please only stream from one computer in the room.

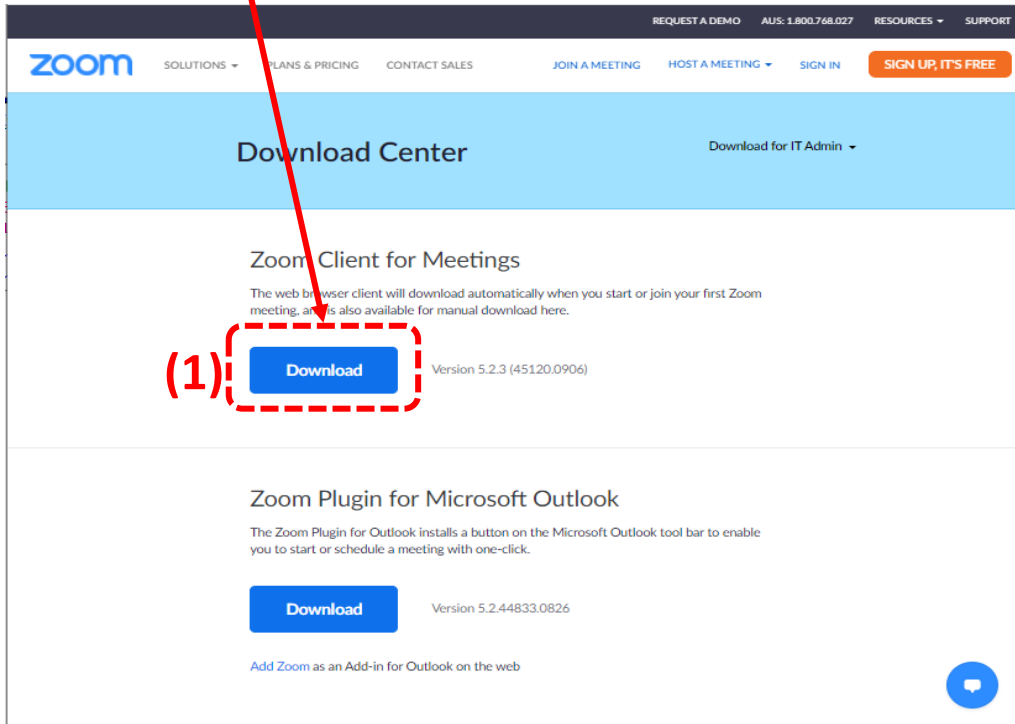
Streaming from two or more computers in the same room may result in voices and sounds reverberating and not being streamed correctly.

Process and Preparation for Live Streaming: Installing the Zoom app

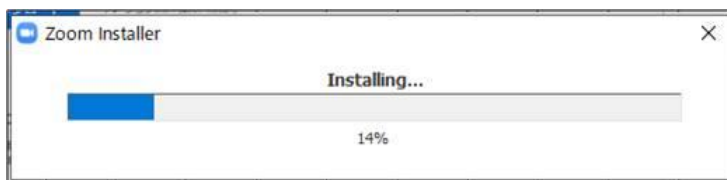
Download the app from the official Zoom website (URL below).

<https://zoom.us/download>

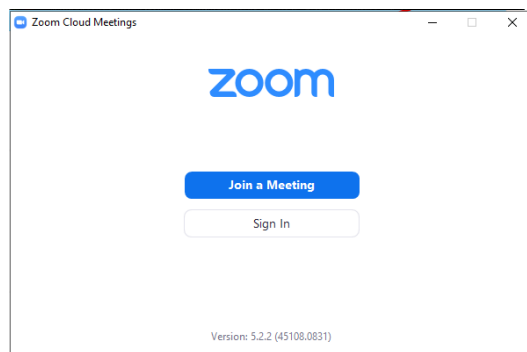
(1) Click the “Download” button under “Zoom Client for Meetings,” and download and install the app.



(2) The following window will appear once installation starts.



(3) Installation is complete once the window shown right appears.



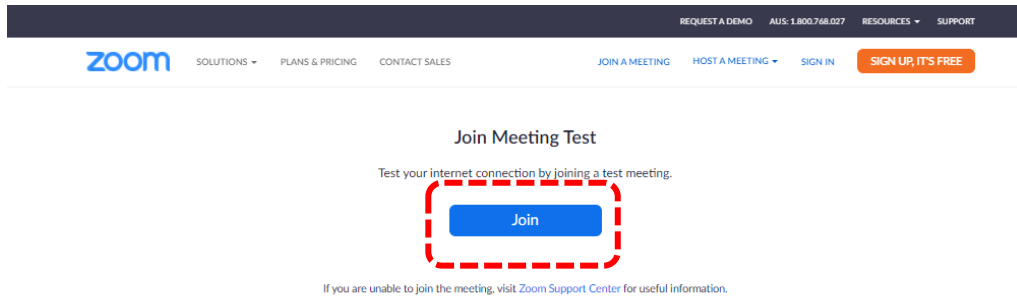
Process and Preparation for Live Streaming: Installing the Zoom app

(4) Use the following URL to check your connection in the Zoom app.

<http://zoom.us/test>

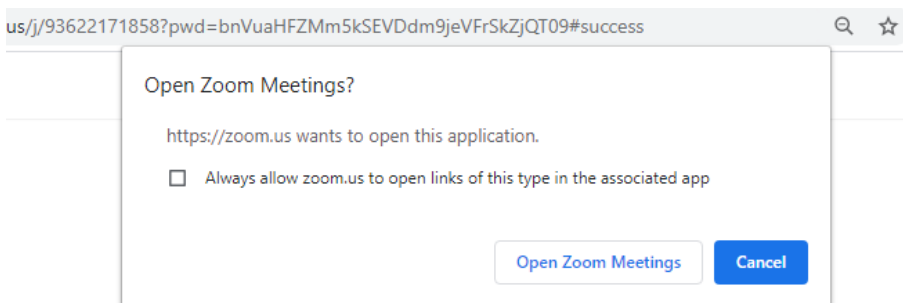
<Procedure>

1. Click the blue “Join” button to start the Zoom app.



2. When you see the dialog in your browser, click “Open Zoom Meetings.”

If Zoom is not installed on your computer, follow the instructions on the screen to download and install it.

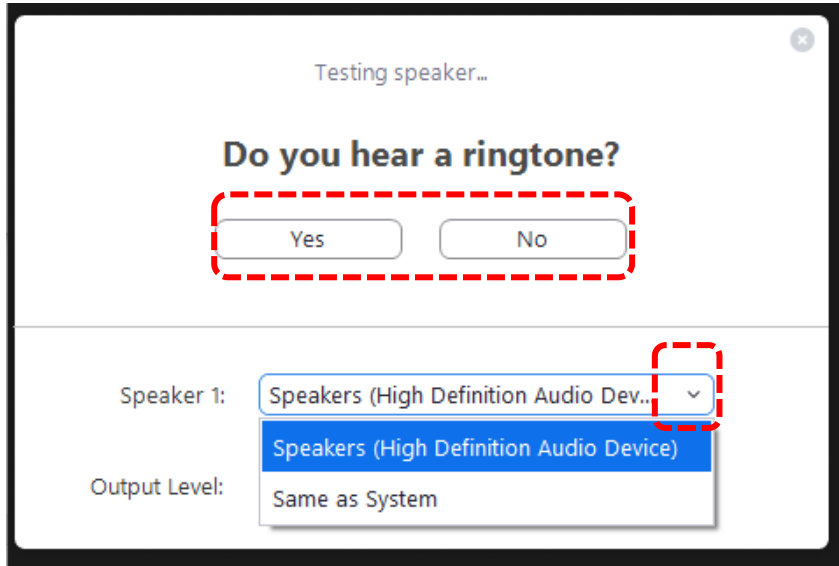


When system dialog prompts, click **Open Zoom Meetings**.

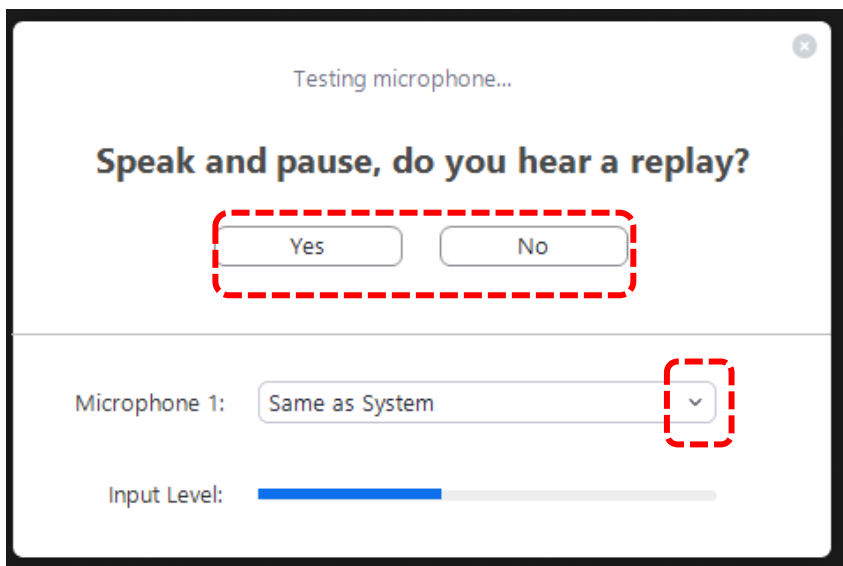
Process and Preparation for Live Streaming:

Installing the Zoom app

3. A separate window will appear in the test meeting where you can run a speaker test. If you cannot hear the ringtone, select a different speaker or click “No” and switch speakers until you hear the ringtone. Click “Yes” to continue to the microphone test.

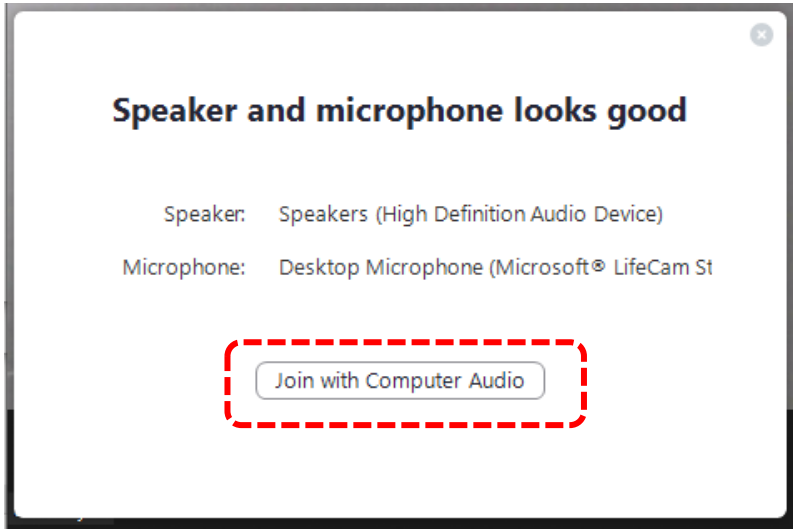


4. If you do not hear an audio response, select a different microphone or click “No” and switch microphones until you hear a response. When you hear a response, click “Yes.”

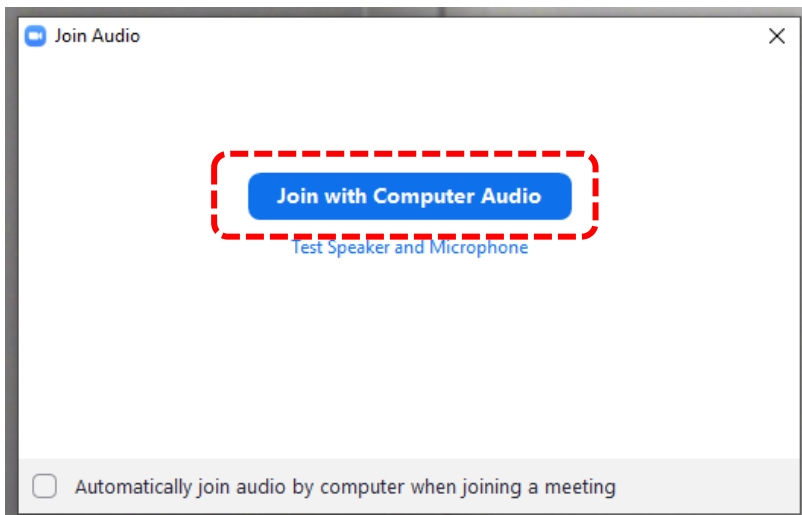


Process and Preparation for Live Streaming: Installing the Zoom app

5. Click “Join with Computer Audio.”

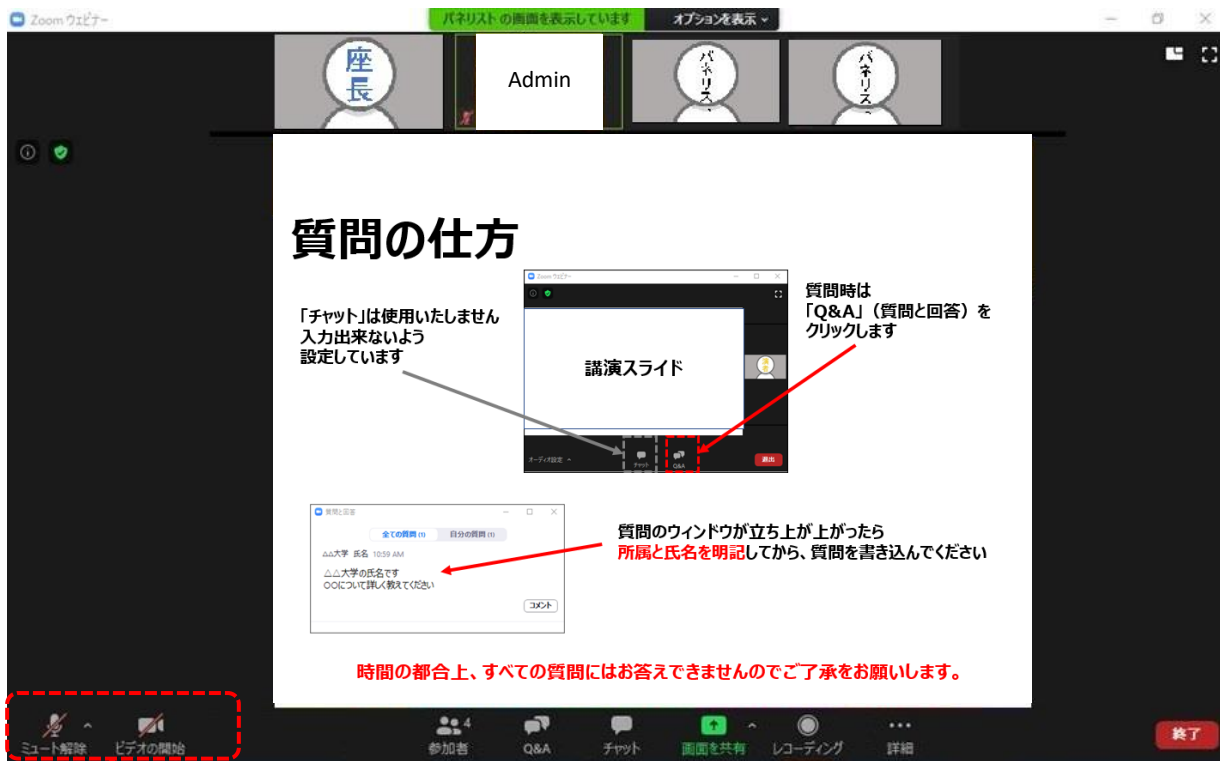


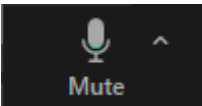
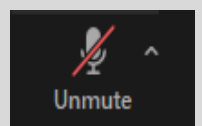
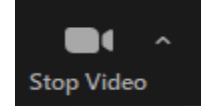
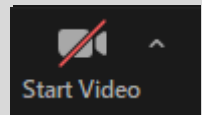
6. Click “Join with Computer Audio” to join the test meeting with your chosen microphone and speakers.



Using Zoom (switching your mic/camera ON and OFF)

You can switch your microphone and camera ON and OFF.
Please switch your mic OFF when you're not presenting.

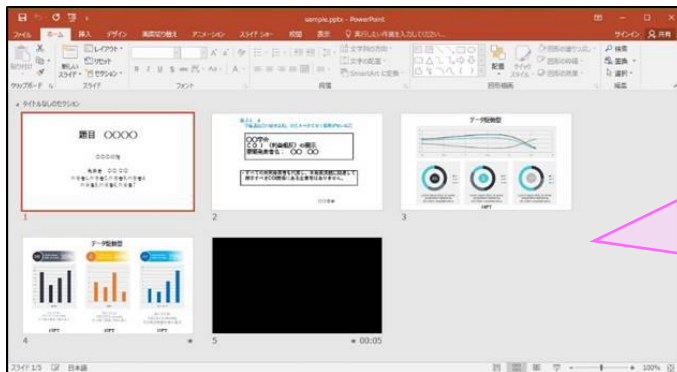


-  **Mic is ON**
* Viewers can hear the presenter's voice.
-  **Mic is OFF**
* Viewers cannot hear the presenter's voice (muted)
-  **Video is ON**
* Video of presenter is being broadcast to viewers.
-  **Video is OFF**
* Video of presenter is not being broadcast to viewers.

Using Zoom (sharing your screen)

The **“Share Screen”** function is a function for showing the presenter’s screen (such as the PowerPoint file you use in your presentation) on the viewers’ screens. It can also be used to show the slides on your screen to the viewers.

(1) Without closing the Zoom app, launch the PowerPoint file you want to use.



Do not start a Slide Show.
You will be sharing this window.

(2) After launching the PowerPoint file, return to the Zoom app window.
You can switch between windows smoothly by using the taskbar at the bottom of the screen.



(3) In the Zoom app window, click “Share Screen.”



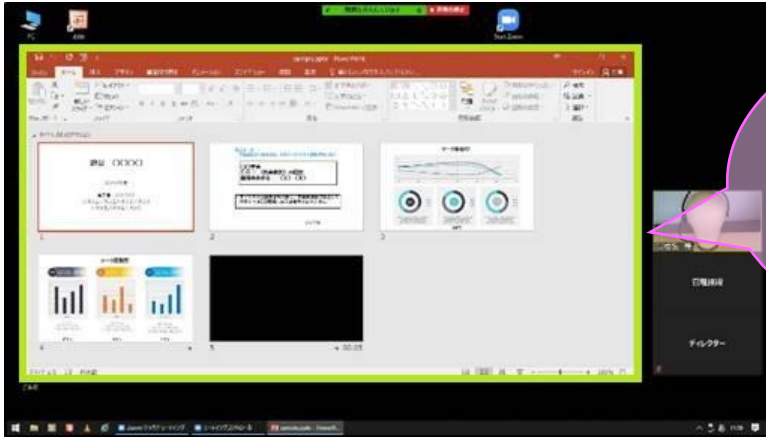
(4) Select the PowerPoint file you launched in (1), and click the “Share” button.



Tick here if your PowerPoint has embedded video and you want to play that audio.

Using Zoom (sharing your screen)

(5) Once you select the PowerPoint file in (4), you will switch screens, and your screen will be shown on the viewers' screens (sharing will begin).



* The shared window is surrounded by an olive-green border.

(6) When you run a PowerPoint Slide Show, the slides will appear on the full screen.



When you want to point to something on the screen, do not use the "Laser Pointer" function in PowerPoint. Just use the mouse cursor.

(7) To end Screen Sharing, click "Stop Share" at the top of your screen.



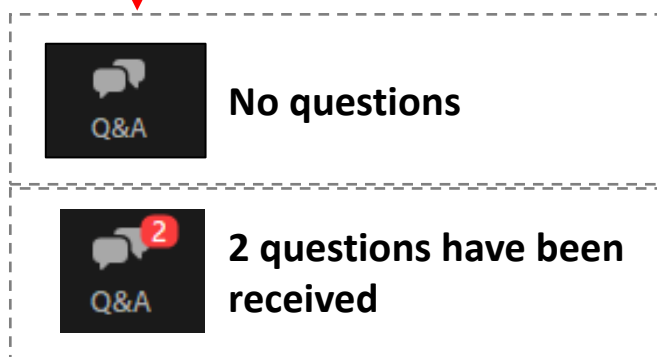
Using Zoom (Q&A)

The “Q&A” function will be available for use in all sessions at the forum.

Please use this function if you want to take questions from viewers.

The “Q&A” function is one whereby questions are received by viewers entering text like in a chat.

- (1) Click [Q&A]. The Q&A window will launch in a separate window.
A red balloon will be displayed when questions are received.



- (2) The Chair should promote discussion by making a selection from the submitted questions.
Please give all answers live (verbally).

* Questions can be written in either Japanese or English. Please respond accordingly.

Procedure on the day of the live stream

30–60 min before presentation: Final check (20–30 min)

- The Secretariat will email you in advance with your appointed time and a URL. Please follow these instructions to join the Zoom meeting.
 - We will check your microphone and camera connections, and provide you advice for the session.
There will be no rehearsals. Please rehearse by yourself or with the Chair beforehand.
Please read through this manual before the day of the presentation.
- * Once the check is complete, it's OK to move away from your desk, but please stay connected to Zoom. Do not log out of Zoom.
- * Before the session starts, a commemorative photo will be taken via a screenshot once everyone is present. The operator will let you know when it is time.

5 min before presentation: Standby

- Please be on standby at least 5 minutes before the start of the session, and wait until the session begins.
- We will let you know just before the session starts.

Start of session

- At the appointed time, the Secretariat will play the opening announcement. Please start the session after this.
- Please adhere to the start and finish times.

End of presentation

- Leaving the presentation venue
Please leave the presentation venue as soon as possible after the end of your presentation as the presenter for the next session will be entering.

Procedure on the day of the live stream:

Invitation email – Entering the online venue

- (1) Click the URL contained in the invitation email sent from the Secretariat.
- (2) On clicking the URL, your default browser will start up, and then the Zoom app will launch automatically.
 - * If the app does not launch, please follow the instructions on your screen.
 - * When logging into Zoom, please enter your name in English in the order of first name then last name.
- (3) When the app launches a window will open.
If there are no problems with the video feed from your camera, click **“Join with Video”** to join the meeting.



- (4) Once you have joined the meeting, we will check your microphone and camera connections, and provide you advice for the session.
- (5) Once everyone has been checked, at the appointed time, the Secretariat will play an opening announcement for the session. Please start the session after this.

Designated Lectures

- (1) At the appointed time for the session, the Secretariat will play an opening announcement for the session.
- (2) After the above announcement, please start the session at the direction of the Chair.
- (3) Presenters are asked to prepare slide data on their own computer. Using the “Share Screen” function (see page 8), please show your slides to the participants.
 - * Please also operate the slide show on your own computer.
- (4) At the end of your presentation, please hold a Q&A session at the direction of the Chair.
 - * The Chair will decide whether or not to hold a Q&A session.
- (5) After a presentation, if the next presenter in the same session is present, the Chair should begin the next presentation.
 - * Repeat steps (3)–(5) until all presenters in the session have finished their presentations.
- (6) End the session once all presentations in the session are complete.
 - * Regarding timekeeping, we will sound a bell at the finish time of your presentation, and notify you via chat if you go significantly over time. The Chair should say something to the presenter.

Contact Information

If you have any questions on how to use Zoom, please contact the Secretariat.

Secretariat of the 4th JCS Council Forum on Basic CardioVascular Research
c/o Convention Linkage, Inc.

Tel: +81-52-262-5070 Fax: +81-52-262-5084

E-mail: bcvr2020@c-linkage.co.jp

[Emergency contact on the day of the streaming]

During the Forum, if you have any urgent questions regarding live streaming,
please contact the following.

Tel: +81-80-7662-7967

Thank you for your cooperation.