EWALT2022

Zoom Manual

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Getting Started

Please use your own computer to log into Zoom Meetings and participate in the session. The Zoom URL for your session will be sent in an email from the Secretariat. If you are participating in multiple sessions, please make sure to access the correct link for each session.

＊Please join from an environment with a stable internet connection.
　 Please use a wired connection over a wireless one, if possible.

＊If possible, please join from a quiet place. Background noise may disrupt your presentation.

＊Please make sure that your computer has a camera, speakers (or earphones), and a microphone.
　 Laptop/notebook computers are typically equipped with these functions. Please check that they work.
　 Desktop computers may not have these functions built in, so please check ahead of time.
　 If possible, please use a headset with a built-in microphone.

＊To avoid interruptions, please close any unnecessary programs or tabs during the session.

Zoom setup

1. If it is your first time using Zoom, please download and install the Zoom Client for Meetings ahead of time from https://zoom.us/download

Installation is complete when this window appears
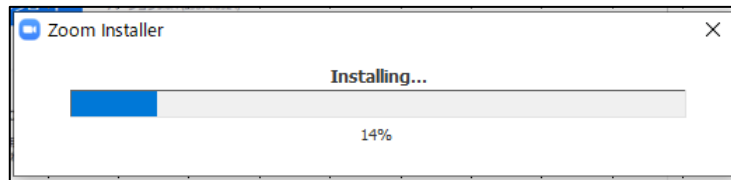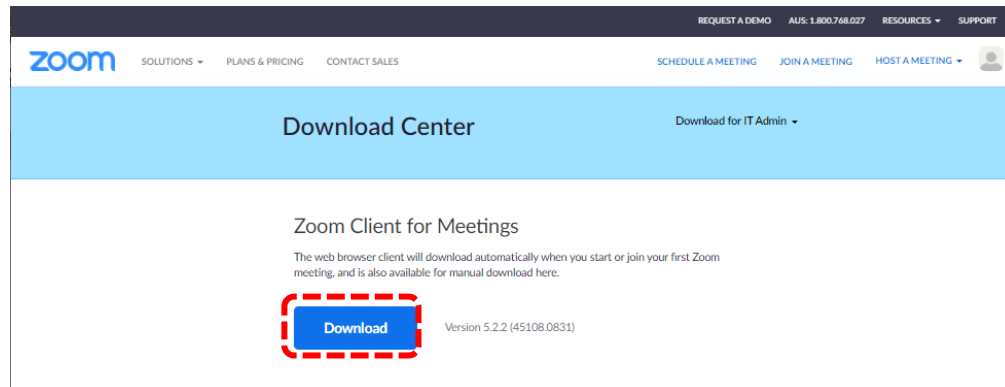
This window will show during installation

2. Please visit https://zoom.us/test to join a test meeting and make sure your camera, microphone, and speakers are working.

Logging in to Zoom - When to log in

The Secretariat will send each speaker and chair their individual Zoom link and meeting login information via email.

Please click on the link to join the meeting **60 minutes before the session start time**.

Even if you are not the first speaker, please make sure to join the Zoom meeting at the designated time. We will give a short orientation and perform a connection test before the session starts.

Once the session starts we are unable to perform a connection test, so please do not be late.

To ensure a smooth session, please join the meeting **60 minutes before the session start time**.
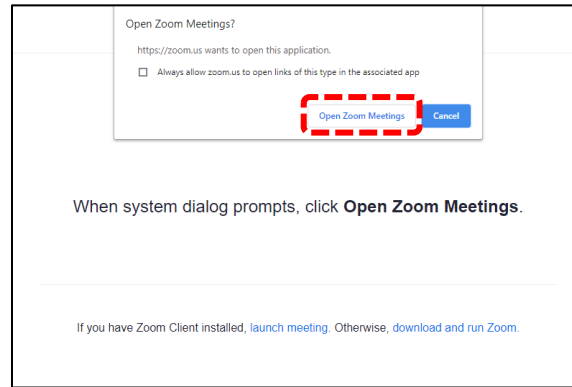
＊Please do not join the Zoom meeting any earlier than 60 minutes before your session start time, as another session may be in progress
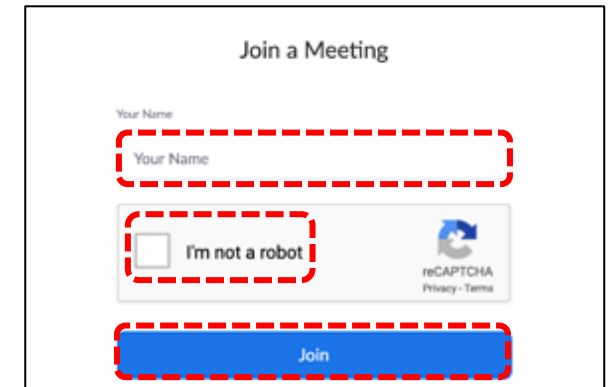
Logging in to Zoom - Joining the Meeting

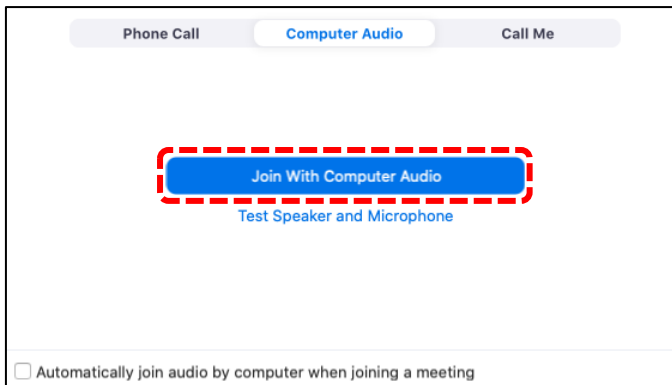1. Please click on the URL sent by the Secretariat, this will open a page in your browser.
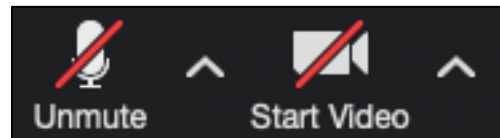
2. Click "Open Zoom Meetings".

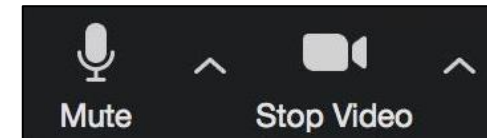3. Enter your full name, click "I'm not a robot", and then "Join".

4. Click "Join with computer audio".

5. Unmute your microphone and turn your camera on from the bottom left of the screen.

Microphone muted and video off
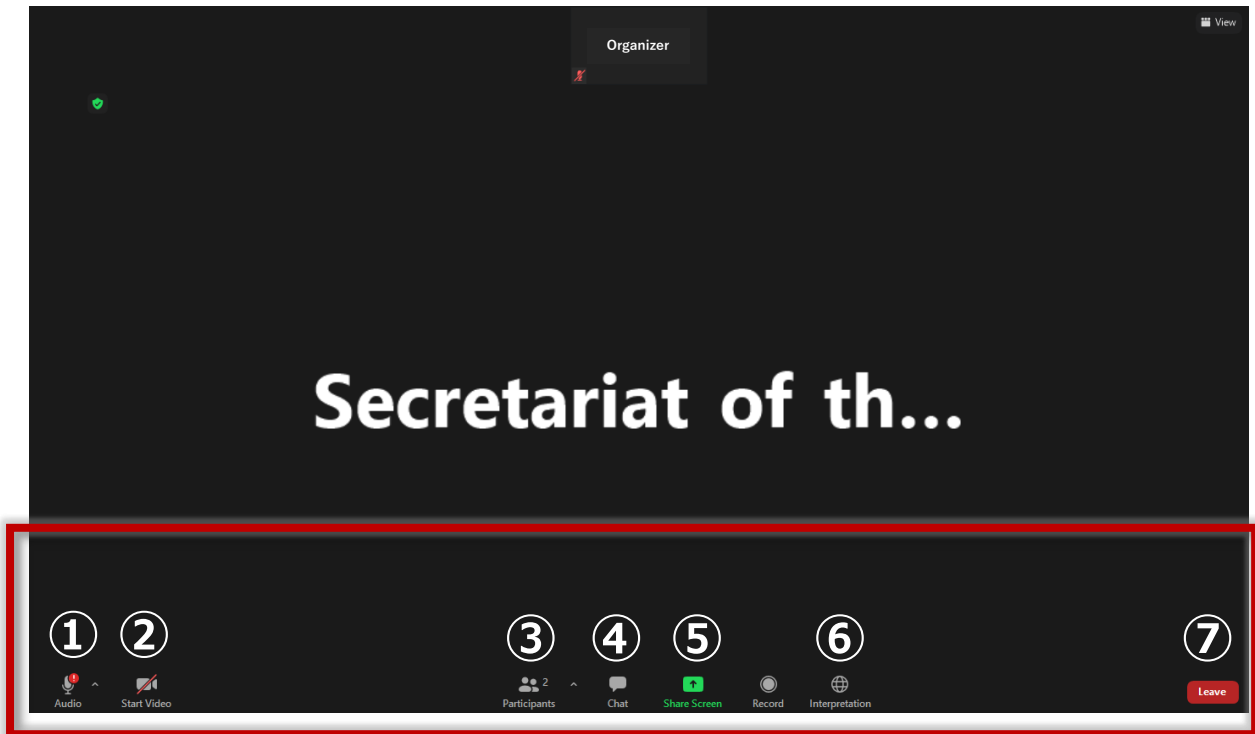
Microphone unmuted and video on

Settings

Please check the following once you have joined the Zoom Meeting.

1. Name display settings (please set to your full name)

2. Screen display settings (Speaker View or Gallery View)

Instructions on how to change these settings are on pages 7 and 8.

Settings - Zoom Navigation Buttons

① **Mute/Unmute**

Mute and unmute your microphone. **Please make sure to keep your microphone muted except when you are speaking. When you speak, please unmute your microphone.**

② **Start Video / Stop Video**

Turn your camera on or off. **Please leave the camera "on" for the duration of the session.**

③ **Participants & "Raise Hand" button**

Click this button to see the participants list. You can edit your screen name by clicking on "Details" next to your name in the participants list. You can find the **"Raise Hand" button here.**

④ **Chat**

Click this button when you would like to send a message to the Secretariat or other participants.

⑤ **Share Screen**

Click this button to share your screen. A new window with a list of shareable files/screens will open and you will be able to select the window or display you would like to share.

⑥ **Interpretation**

We will provide English-Japanese, Japanese-English simultaneous interpretation. To choose English, please click this button and select "English".
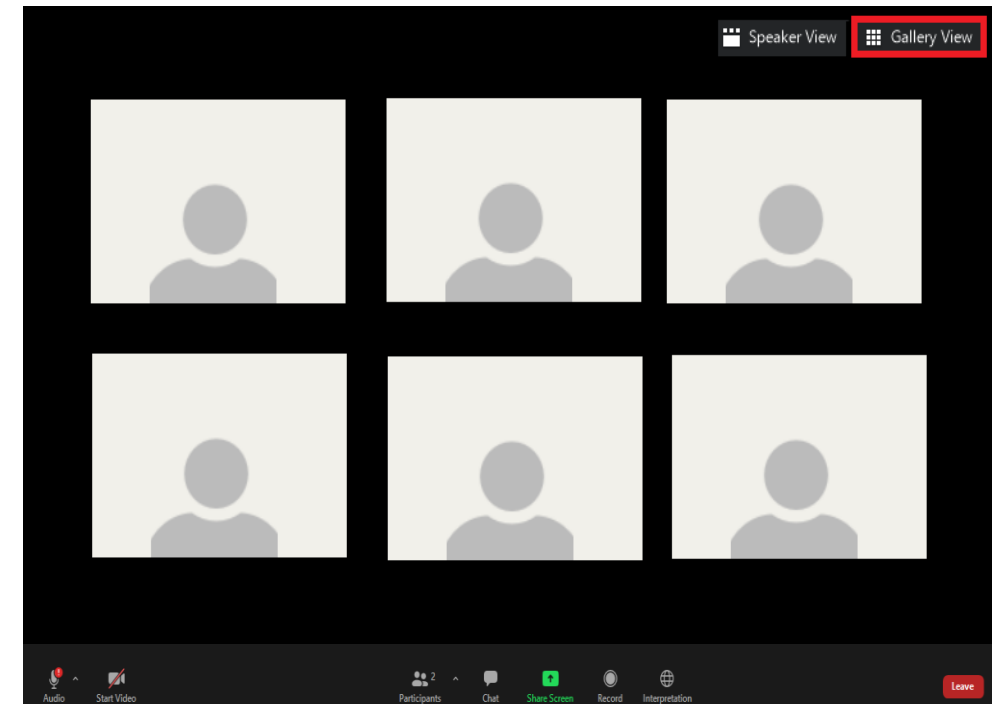
⑦ **Leave**

Click this button to leave the meeting.

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Settings - Gallery View and Speaker View

Please click the "Speaker View" and "Gallery View" buttons to change your viewing settings. This will only change the view on your screen, the livestream will not be affected.
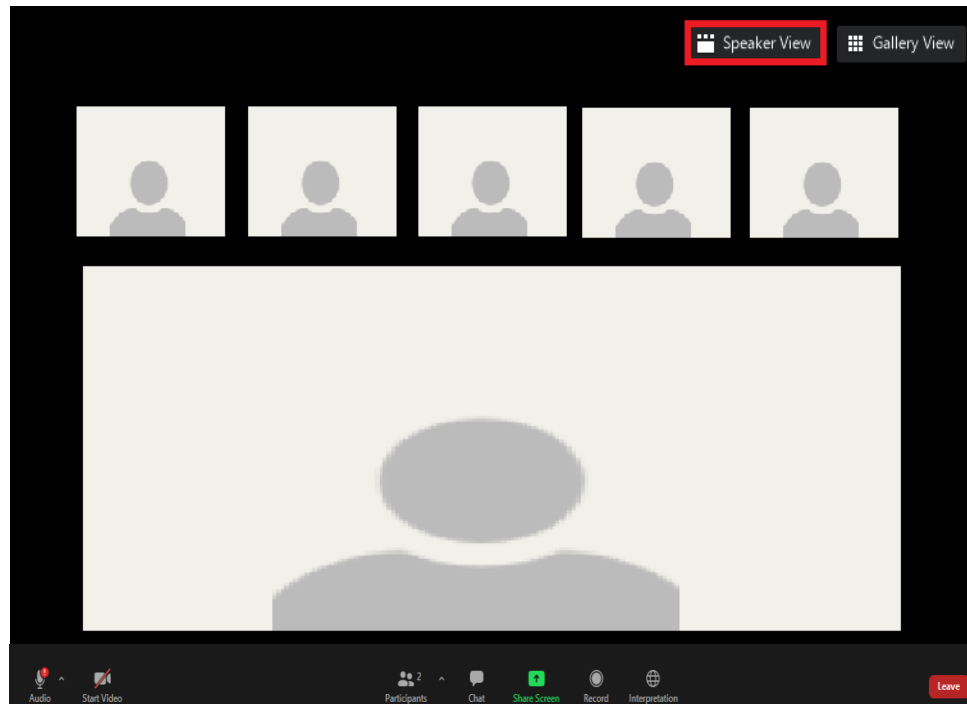
Speaker View: the current speaker's video or screen is shown larger

Gallery View: all participants' video is the same size

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Day-of flow

1. **60 minutes before** session start time – **Log in to Zoom**

    The Secretariat will give a short orientation and perform a connection test (about 15 minutes)

    Session chairs and speakers will have a meeting and confirm session flow (about 45 minutes)

2. **5 minutes before** session start time – **Standby**

    Please mute your microphone and wait for the session to begin.

3. **A few seconds before** session start time – **Session starting announcement**

    After the starting announcement, please begin the session.

Session flow

(Session flow may vary at the discretion of the chair)

① Chair gives opening remarks/greetings

② Chair introduces speaker

③ Speaker gives presentation using the Screen Share Function

④ Q&A (questions will be selected from the comment section on the streaming site)

Repeat ② - ④ for each speaker

⑤ Chair gives closing remarks/greetings

Session flow – At session start time

Chairs

Please make sure your microphone and video are **ON**.

Speakers

Please make sure your microphone and video are **OFF**.

Session flow – For Speakers

1. When the chair calls on you, please turn your microphone and video **ON**.

2. Please briefly introduce yourself (name, affiliation, etc.)
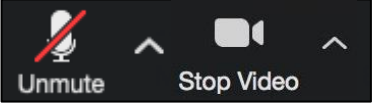
When you are ready to begin your presentation, please share your slides using the screen share function.

3. Please control the slides yourself while speaking.

Please leave both your microphone and video **ON**.
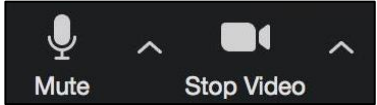
*Although your video is on, viewers will only be able to see your slides while screen sharing is active.

During Speakers' Greeting

Chairs: Mic **OFF**/Video **ON**
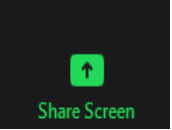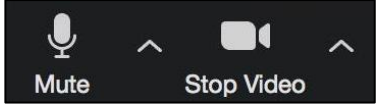
Speaker: Mic And Video **ON**

During Presentation

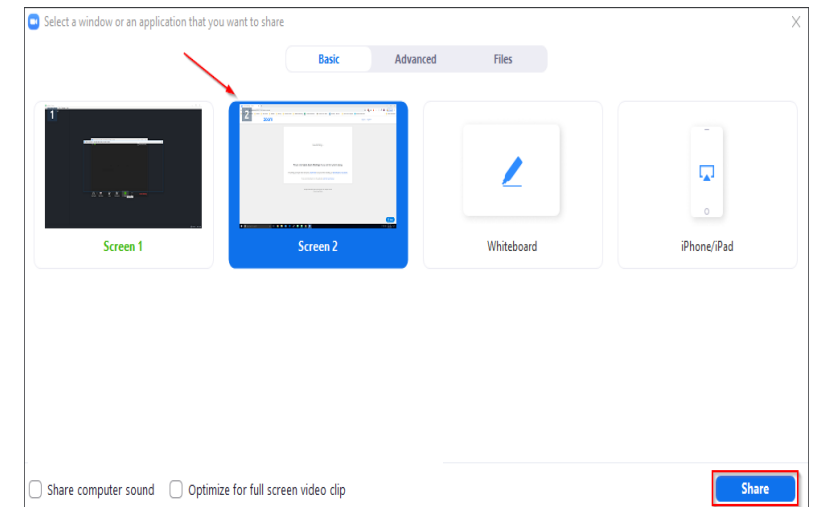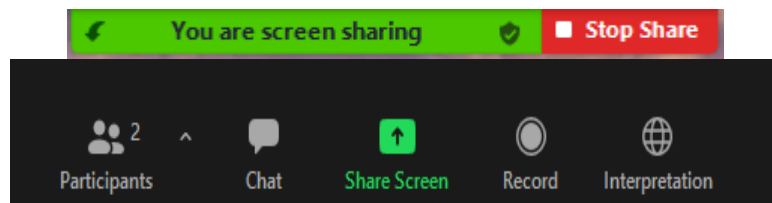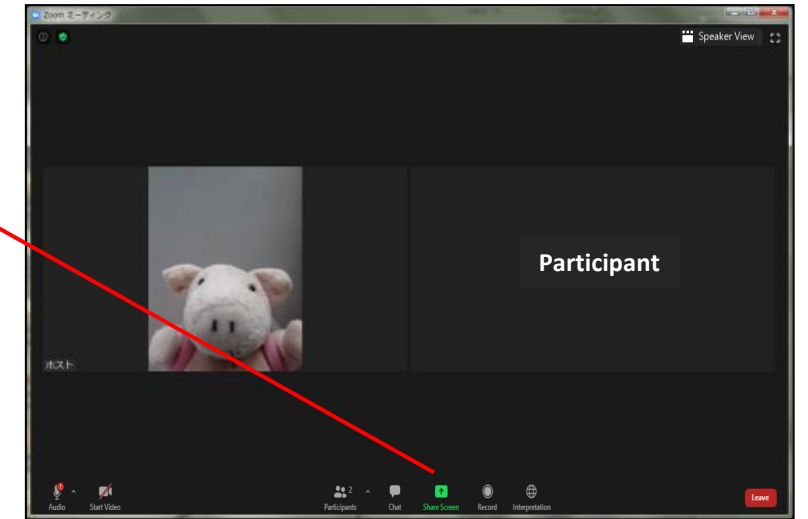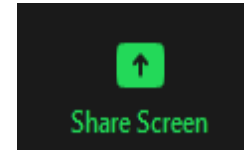Speaker: Mic And Video **ON**

Session flow – Sharing your screen

1. Please open your presentation ahead of time.

2. Click **"Share Screen"**.

3. Select the application window to share, then click **"Share"** on the bottom right of the screen.

4. Switch to slideshow mode and begin your presentation.

5. When your presentation is finished, please click **"Stop Share"**

Session flow – Q&A

1. When your presentation is finished, stop screen share and move on to the Q&A session. Chairs and speakers participating in the Q&A, please turn your microphone and video ON.

2. When the Q&A session is over, speakers turn OFF microphone and camera .

Chairs should remain with their microphone and camera ON and proceed with the session.

If there is no Q&A:

After the presentation has ended, the speaker should turn their microphone and camera OFF and chairs should move on to the next speaker.

During Q&A

Chair and Speaker: Mic And Video **ON**

After Q&A Ends

Last Speaker: Mic And Video **OFF**

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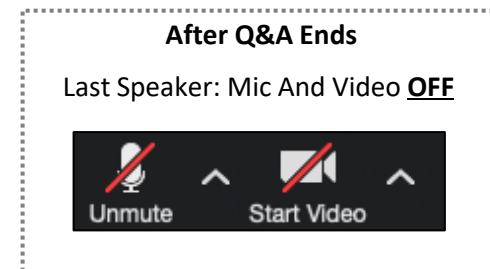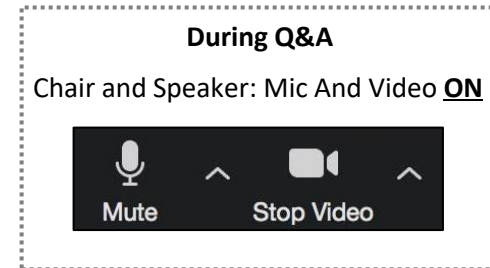
Session flow – Q&A – For Chairs

1. Chairs will be able to see questions for the speakers in the comment section on the streaming site.

Please log in to the streaming site before entering Zoom and keep the tab open during the session.

2. Please read the questions to the speakers. If there are a lot of questions, please choose the ones you think are most relevant.

<u>If there is no Q&A:</u>

After the presentation has ended, the speaker should turn their microphone and camera OFF and chairs should move on to the next speaker.

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Session flow – Ending the session

After all the speakers have finished their presentations, chairs should give closing remarks/greetings and end the session.

When the chair has given the signal to end the session, please click **"Leave Meeting"** on the bottom right of the screen to exit the Zoom meeting.

Session End Time

Chair: Mic And Video **ON**

Speakers: Mic And Video **OFF**

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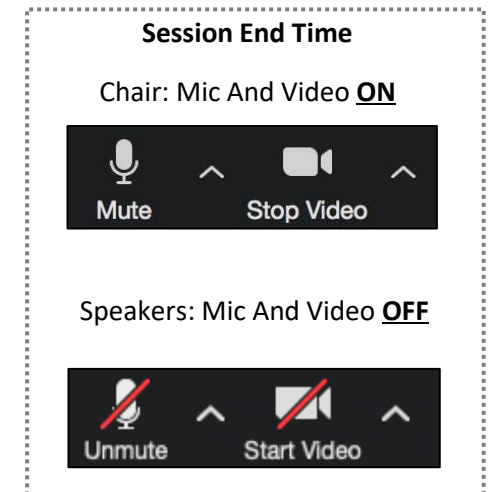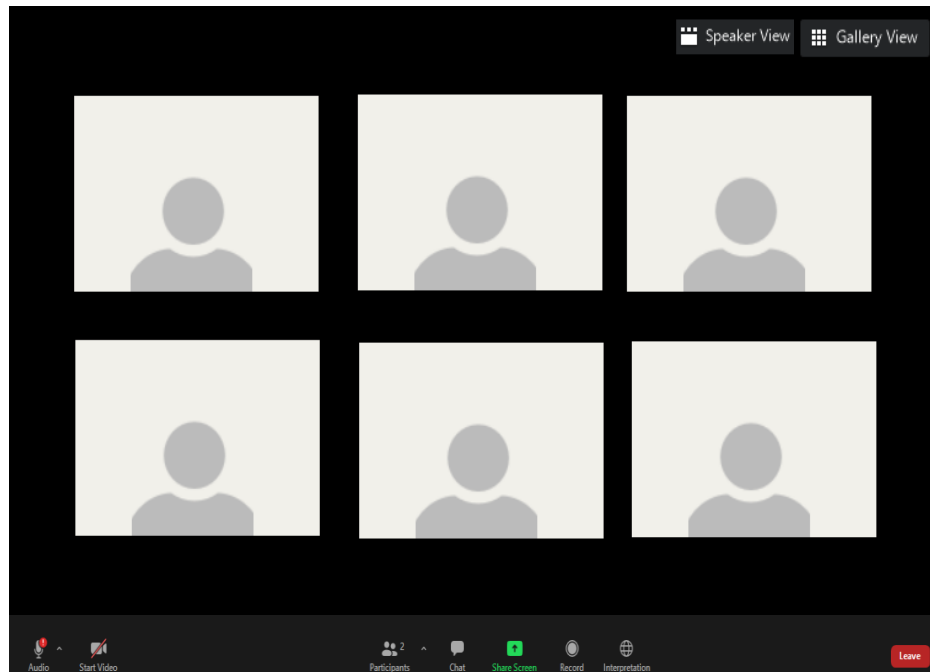
Important Notes

① **In case of connection problems**

If a chair has a connection problem:

The session organizer should appoint a substitute chair.

If a speaker has a connection problem:

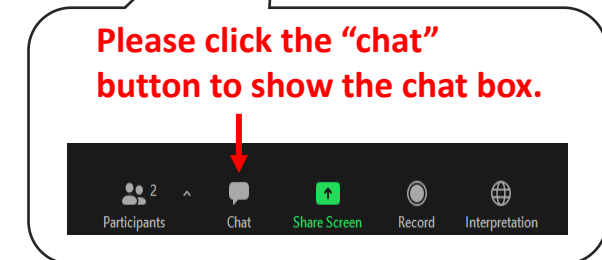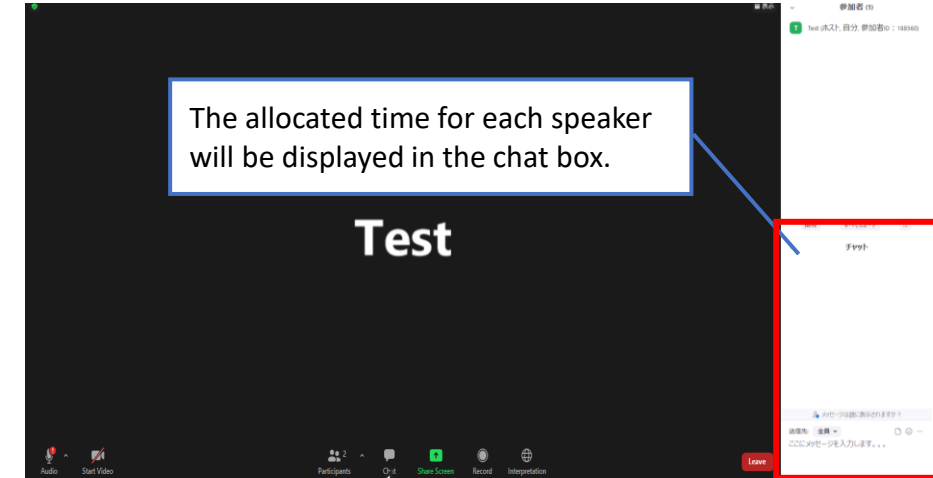If the connection is not restored after a few seconds, please move on to the next speaker.

② **In case of bad picture quality**

Please note that connection or system issues may affect the image quality of the slides viewed on the streaming site. We apologize for any inconvenience.

③ **Session ending time**

We ask chairs for their cooperation in assuring that the session ends on time.

Please be aware that a reminder message will be sent to chairs in the Zoom chat 5 minutes and 1 minute before the scheduled session ending time.

The allocated time for each speaker will be displayed in the chat box.

Please click the "chat" button to show the chat box.

Please contact the Secretariat at the email address below if you have any questions.

For Inquiries:

Secretariat of EWALT2022

c/o Convention Linkage, Inc.

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