

POINTS TO REMEMBER

when preparing for your online LIVE session

(please make sure you confirm this document in advance)

- (1) **When entering the Zoom session, please set up your account name in accordance to the following rule: Session ID + hyphen + Presenting order number* + Surname**

*Presenting order numbers are listed in the Abstracts, which can be downloaded from the Faculty System.

We will be checking participants' names before they are allowed proceed from the waiting room to the actual session. Make sure you join the Zoom session with a correctly set up account name, or you may not be allowed in.

Example:

- ✓ Chair: SS01-C Smith
- ✓ Presenter: SS01-1 Williams, SS01-2 Smith, SS01-3 Hirata

- (2) **Make sure you use a stable high-speed connection. Broadband wired (LAN cable) connection is preferred instead of WiFi in order to avoid network/connection problems.**

- (3) **Before your session, please confirm/prepare the following:**

1) Your Environment

- Make sure you join the session from a quiet environment that has minimal background noise.
- Check that your PC is connected to a power source before connecting to Zoom as your battery might not last throughout the session.
- 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.
- To confirm Operation Systems and internet browsers that support Zoom, please check the following website:

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

2) Installing/Updating Zoom

- Please download and install the latest Zoom application version by accessing the official Zoom website: <https://zoom.us/download>

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- If you already have a Zoom client installed, make sure it is updated to the latest available version.

3) Connecting to Zoom

- Please do not use Zoom virtual backgrounds, PowerPoint Presenter View or share videos that have embedded sound as these options can cause connection lags, interruptions and drop in video quality.
- Refrain from using built-in speakers and microphone. We strongly advise you to use earphones with a microphone or a headset.
- If there are other participants joining the session from the same room that you are in, make sure that everyone including you is using a headset; otherwise, you might trigger an audio feedback loop (continuing echo).

(4) For detailed tutorials on how to use Zoom, please visit Zoom Help Center:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>