

HSI 2020 Zoom Session Guides for Presenters

General Information

Presentation: Up to 15 min.

Q and A: 3 min.

Changing: 2 min.

The URL and Meeting Password of the zoom session can be found in a sent email.

The staff of the session room in Zoom session is labeled "(Host)".

The Screen Name of the Session Chair is labeled "(Co-host)".

e.g.) "Enryo Inoue (Toyo Univ.) (Co-host)"

How to participate in the Zoom session

Please participate in the Zoom session at least 5 minutes before the time of your presentation.

1. Access Zoom Meeting URL.
2. The browser ask you "Open Zoom Meetings?", then Click "Open Zoom Meetings".

Please be advised to install the Zoom application beforehand.

3. Focus your mouse cursor to the window of Zoom Meetings.
4. Click "Participants" button at bottom of the window.
5. Select your Screen name in the "Participants" list.
6. Click "More" button at the right side of your name, and Click "Rename".
7. Enter a new screen name as this format "**Name (Affiliation)**".
The purpose of this step is to easily identify participants each other.
8. Confirm that the microphone is **muted** and **video is stopped**.

Presentation

At the time of your presentation, the session chair introduce you to the audience by voice.

1. **Unmute:** Click the "Unmute" the microphone at the bottom of screen.
2. **Start Video:** Click "Start Video" at the bottom of screen.
3. **Share Screen:**
 - Click green "Share Screen" button at the center of the bottom of the screen.
 - If you have slides with audio, check the "Share computer sound" at the bottom left of the screen.
 - Select the application for your presentation slides and press the blue "Share" button at the bottom right.
4. **Start your presentation.** Presentation time is limited to 15min.
5. **Finish your presentation:** Please finish your presentation as soon as the session chair asks you to finish.

* If you exceed the presentation time, the session chair may force you to mute or stop the video.

During Q and A

If there are questioners, the session chair will designate a questioner one by one. The questioner starts the video, unmutes, and speaks.

1. Keep the screen sharing, or cancel the screen sharing (press the red "Stop Share" button on the top of the screen) and answer the questions.

After Q and A and

1. Stop the Screen Sharing: Press the red "Stop Share" button at the top center of the screen.
2. Mute: Click "Mute" microphone button.
3. Stop Video: Click "Stop Video" button.

Leaving the Session

1. Click "Leave" button at the bottom of the screen.

NOTICE

- **Please do not record or record your talk. There is a "Record" button, but it is not allowed.**
- The chair (co-host) may force you to mute or stop the video. Announcements and questions. Please do not interfere with the presentation or the Q&A.