

# 1. Common Instructions

## 1.1. ISOM'20 Event list

Oral session	Presentations and Q & A will be held using Zoom Webinar
Poster session	Not carry out
Get together	Not carry out
Banquet	Virtual exchange meeting on the WEB will be prepared
Awards ceremony	Virtual awards ceremony will be held using Zoom Webinar

## 1.2. What is Zoom

### Zoom web page

<https://zoom.us/>

### Zoom help center held

<https://support.zoom.us/hc/en-us>

### Zoom Webinar

<https://support.zoom.us/hc/en-us/articles/115005474943>

### Test service

<http://zoom.us/test>

### Zoom Support site (in Japanese)

<https://zoom-support.nissho-ele.co.jp/hc/ja>

## 1.3. Roles in Zoom Webinar

### Participant

• Includes the following hosts and co-hosts, panelists and attendees.

### Host and co-host

• Zoom Webinar administrators. The ISOM technical staffs are in charge.

## **Panelists**

•Presiders and presenters will participate as panelists. Panelists can send audio / video, share screens, chat, etc.

## **Attendees**

•Audience will participate as attendees. Attendees are basically unable to send audio / video or share screens. Attendees can interact with panelists, hosts, and co-hosts through raise hand, Q & A and chat. If the Presider allows for Q & A, participants will be able to turn on the microphone and ask questions by voice.

## **1.4. Environment for using Zoom**

### **Terminal**

•Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.) and iOS (iPad, iPhone, etc.). Please check the supported terminals (OS version, etc.). Also, if the CPU performance is low, video / audio may be interrupted or the operation may take time. You can use Zoom with a web browser without installing the Zoom software on your computer, but some web browsers may have limited functionality. When using Zoom with a web browser, we recommend using Google Chrome, which has no functional restrictions. For details, please see the following page.

<https://support.zoom.us/hc/en-us/articles/360027397692>

<https://support.zoom.us/hc/ja/articles/201362023>

### **Network**

•A wired connection or a high-speed Wi-Fi connection is desirable for stable use. If it is stable, it can also be used with mobile phone lines (3G / 4G). However, if there is a web proxy in the middle of your network or if the use of streaming services is restricted, you may not be able to connect, so please check the operation in advance.

### **Speaker / Microphone.**

•If you are attending a video conference, we recommend using a headset or an external video conference speaker / microphone. By using a headset etc., it becomes easier to hear the other party's voice, and troubles such as howling due to echo are less likely to occur. The built-in microphone / speaker can be used for the lowest quality conversations, but external speakers / speakers for video conferencing (USB connections are common) allow for more comfortable

conversations. For tablets and smartphones, we recommend using speakers and microphones that can be connected via Bluetooth.

## Camera

- In principle, it is recommended that the presenter and presider use the camera to send the video. Attendees who only attend the lecture cannot send images with the camera.
- If you have a camera built into your computer, you can easily send video. If you want to project a wider angle or change the direction of the camera freely, it is desirable to prepare an external USB camera. Please pay attention to the background when sending the video. Zoom has a function to change the background, so please use it if you have a problem with the background.

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

## 1.5. Pre-work

### Zoom installation and operation check

- The first time you use Zoom, you need to download and install the application. If you plan to use the video conference on the go, it may take a long time to download and it may not be in time for the start of the conference if the network condition is bad, so please download and check the operation in advance. It is also desirable to confirm in advance that there is no problem in sending and receiving voice. Note that Zoom has some functions that can only be used with the latest version, so even if you have already installed the application, it is desirable to reinstall the latest version before using it.
- Where to get the latest version

<https://support.zoom.us/hc/en-us/articles/201362233>

### Audio and Video Check

- When connecting an external speaker / microphone or webcam, make sure that the installed application correctly recognizes the device you want to use and that there are no problems with sending or receiving audio. Even if you cannot check the operation of the video conferencing system in advance, it is good to check the operation individually on the control panel. You can also use the zoom test service (<http://zoom.us/test>) to check the operation.

•We will provide time to the presiders and presenters to connect to Zoom Webinar in advance and check the operation. We will inform you by e-mail about the time when this operation can be confirmed and the connection destination.

## User name

•The user name should be in the following format so that the presider can easily identify it. It can be changed even after joining to Zoom Webinar.

Role	Format	Example
Presider	Session number:role:your name (affiliation)	Mo-B:presider:John Smith (ABC univ.)
Presenter	Presentation number:your name (affiliation)	Su-A-01:John Smith (ABC univ.)
Attendees	Registration ID:your name (affiliation)	123456:John Smith (ABC univ.)

•As for the presider, the user name is automatically set when joining to Zoom Webinar as shown in the table above.

•Presenters should change their username to the audience's format except for the session they present.

•If the user name is incorrect, the administrator may rewrite the user name without permission.

•When you join to Zoom Webinar with your registration ID, please do not connect using multiple devices at the same time