1. Instructions for presenters

1.1. Pre-work (Pre-recorded Video Presenter only)

1.1.1.Recording and posting Pre-recorded Video

·See the following documents on the ISOM website:

https://isom.jp/ISOM20_video_upload.pdf

1.2. Pre-work

1.2.1.Testing of Your Zoom Webinar Connection

·Be sure to test the connection referring to Common Instructions.

1.3. Procedure for the day
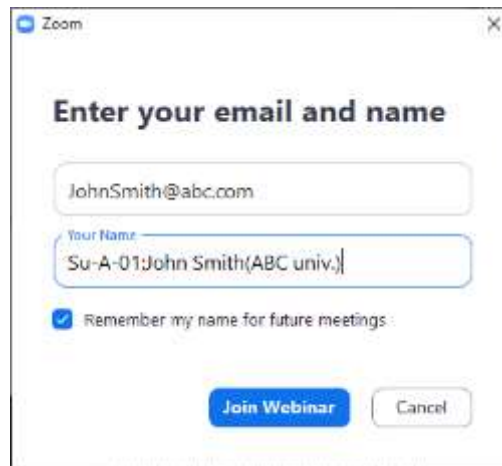
1.3.1. Joining a Zoom webinar

·Click the webinar URL in the email sent by ISOM to enter a Zoom webinar. You will receive an
 email similar to the following:

Hi there,

You are invited to a Zoom webinar.
When: Nov 29, 2020 11:00 AM Osaka, Sapporo, Tokyo
Topic: ISOM'20 Zoom Webinar

Please click the link below to join the webinar:
https://Zoom.us/j/xxxxxxxxxxx?pwd=yyyyyyy
Passcode: yyyyyy
Webinar ID: xxxxxxxxxxx

·When you enter the Zoom webinar, you need to set your email address and name.

   In ISOM, presenter should set the presentation number, your name and affiliation.

    For example, if your presentation number is **Su-A-01**, change your name as follows:.

     Su-A-01 John Smith (ABC univ.)

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- Join the Zoom webinar at latest 15 minutes before your session.
- Presenter will be joined as "attendees" to the Zoom webinar. The administrator will then promote you to "panelist".

1.3.2.　　Testing Audio and Camera

- When entering the Zoom webinar, test your computer's audio and camera.
- For more information, see Common Instructions.

1.3.3.　　Audio Settings

- If the other party points out that they cannot hear you, make sure that the appropriate speaker and microphone are selected in the Audio settings.
- If the settings are correct but it doesn't work, make sure that it's not muted or that the headset switch is turned on.
- If you have any problem with your audio, use chat and be careful not to disturb the presentation.

1.3.4.　　Audio Mute

- When joining the Zoom webinar, microphone input is muted. Stay mute until your presentation starts. We recommend using a headset in order to prevent howling (Echo that cannot be canceled).
- Unmute only from the beginning of the presentation to the end of the Q & A session.

1.3.5.　　Promotion to panelist

- The administrator will promote you to a panelist for zoom, 15 minutes before the presentation session starts.

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1.3.6.　　Starting Camera and Microphone

·The presenter turn on the microphone, when your presentation starts.

·It is also possible to turn on the camera (The administrator switches between the presentation screen and the camera screen).

· Presenter can unmute only from the start of the presentation to the end of the question and answer session.
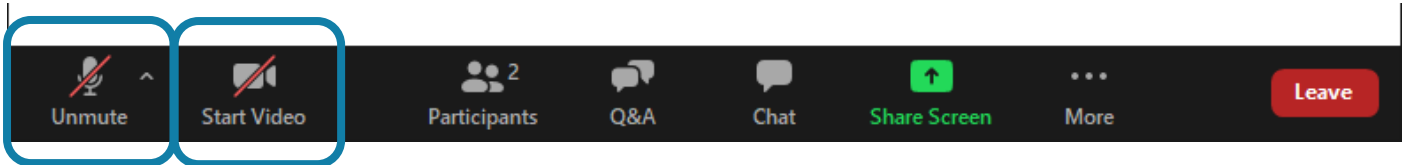
1.3.7.　　Sharing the screen

·After you have been instructed by the presiders to start the presentation, you share the screen. Don't share the screen until your turn comes. Otherwise, the screen sharing of other presenter will be stopped.
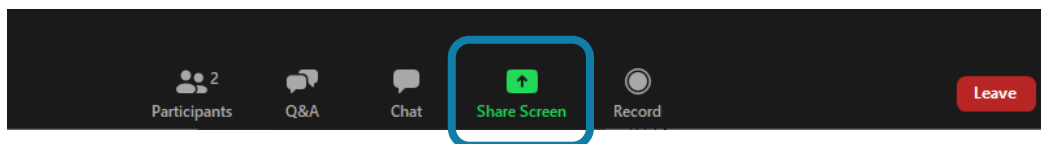
·Please make sure that the materials such as PowerPoint are in full screen mode so that the participants can see them easily. Please stop sharing after the presentation.

·Note: Bell timing that the administrator rings during a live presentation

	Keynote	Special Invited	Invited Paper	Contributed Paper	Post deadline Paper
1st	None	None	15 min.	10 min.	10 min.
2nd	None	None	20 min.	12 min.	12 min.
Last	35 min.	30 min.	25 min.	15 min.	15 min.

1.3.8.(References) Voice sharing during movie playback

*Playing movies tends to cause trouble, so please test it beforehand. There are many cases such that you cannot hear the sound or see the images.

·If you want participants to hear the audio from the video and the microphone at the same time. You select both of the following,

☐Share Computer Sound

☐Optimize Screen Sharing for Video Clip

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https://support.Zoom.us/hc/en-us/articles/201362643

https://support.Zoom.us/hc/en-us/articles/202954249

☐ Share computer sound　☐ Optimize Screen Sharing for Video Clip　　　　　　　Share

・Please make sure **to confirm beforehand**.

1.3.9. 　　Presentation Complete

・Stop sharing the screen after the presentation and Q & A.

・When the session ends, you will be changed from "panelist" to "attendee". You can continue to attend ISOM as "attendee".

1.3.10. 　　Exit the Zoom Webinar

・Click [Leave] to exit.
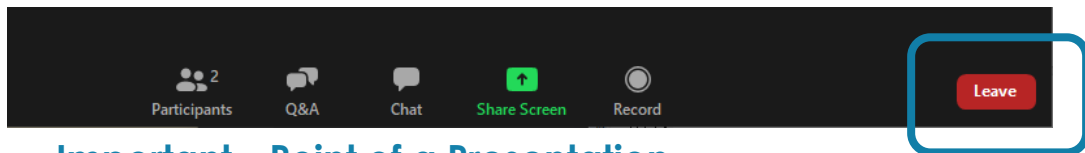
1.3.11. 　　Important　Point of a Presentation

a) Securing a place

・Make sure that the place is quiet in order not to hear other's voice. Zoom Webinar consumes a lot of power, so be careful not to run out of battery power when using mobile devices.

b) Regular check of progress

・If you are speaking for a long time in a row, it is best to check your chat regularly to make sure that you are not losing your voice due to network problems. In addition, if the network bandwidth is narrow, the switching of the image may be greatly delayed when the screen is shared, and the content of the screen may not match the description in the voice on the receiver side.

c) Video transmission quality

・It's better to use a video to convey the appearance of the speaker. However, if you have troubles with your network, turn off the video.

d) Consideration for shared materials, etc.

・To prevent unauthorized use of another person's work, it is necessary to clarify the source as a quotation. You will be asked to confirm the content in advance based on the fact that online

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presentations at academic conferences are considered retransmissions via automatic public transmission.

・Reconfirm in advance whether the permission from a company or a university for the format of presentation, audience range, etc. in advance for contract research, joint research, etc., because the format of presentation is switched.

・Please note that online distribution may not be allowed, especially if the content violates the Export Trade Control Order.

e) Screen sharing

・Depending on your environment, you can choose to share a specific application full-screen or window, depending on your situation.

・Learn how to use the mouse cursor as a "laser pointer" in PowerPoint.・
https://support.microsoft.com/en-us/office/turn-your-mouse-into-a-laser-pointer-77367b36-d25b-4ed2-8c87-358bc216a1e0

1.4. Contact information

・If you would like to contact the administrator, please use Zoom's chat function or send an email to the address below.
secretary@isom.jp

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