



Note: Changes from previous releases (November 13, 2020) are underlined in red.

1. Instructions for presiders

1.1. Main tasks of the Presiders

- Session presider
- Manage sessions from start to finish. Introduce a presenter.
- Q & A session
- Manage questions and answers using Zoom Webinar's raise hand features.

*Note: The administrator will ring the pre-bell, and manage the screen and the audio of the Zoom Webinar.

1.2. Pre-work

1.2.1. Testing of Your Zoom Webinar Connection

- Be sure to test the connection referring to [Common Instructions](#).

1.2.2. Replacement of Presiders

- If you are unable to act as a presider due to circumstances, contact the Technical Program Committee and let the Secretariat know a substitute presider. If it is just before the assigned session, please make sure to call the ISOM office.

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:

Note: This URL is for you only.

Hi ~~~~,

You are invited to a Zoom webinar.

Date Time: Nov 29, 2020 12:30 PM Osaka, Sapporo, Tokyo
Nov 29, 2020 12:30 PM

(omission)

Topic: ISOM'20: About a meeting of ISOM on ZOOM

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

- Join a Zoom webinar 15 minutes prior to the start of the assigned session.
- If it is difficult to enter the room 15 minutes prior to the start due to connection trouble, etc., be sure to call the ISOM office.
- The presiders will be in the room as "panelist".

1.3.2. Your name in Zoom webinar

- For example, if your session name is Mo-B, your name is set as follows:. Please make sure to click the URL of the email you received and join a Zoom Webinar.

Mo-B_presider JohnSmith

1.3.3. Testing Audio and Camera

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

1.3.4. 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 off.
- It depends on the case if you can't hear the audio or you can hear it, but please use chat and be careful not to disturb the presentation.

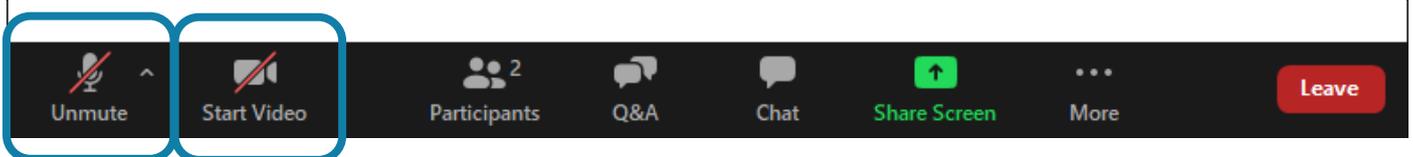
1.3.5. Audio Mute

- When joining the Zoom webinar, microphone input is muted. Please mute it until your session starts. We recommend using a headset to prevent howling (Echo that cannot be canceled).
- Please mute the microphone during each presentation.

1.3.6. Starting Camera and Microphone

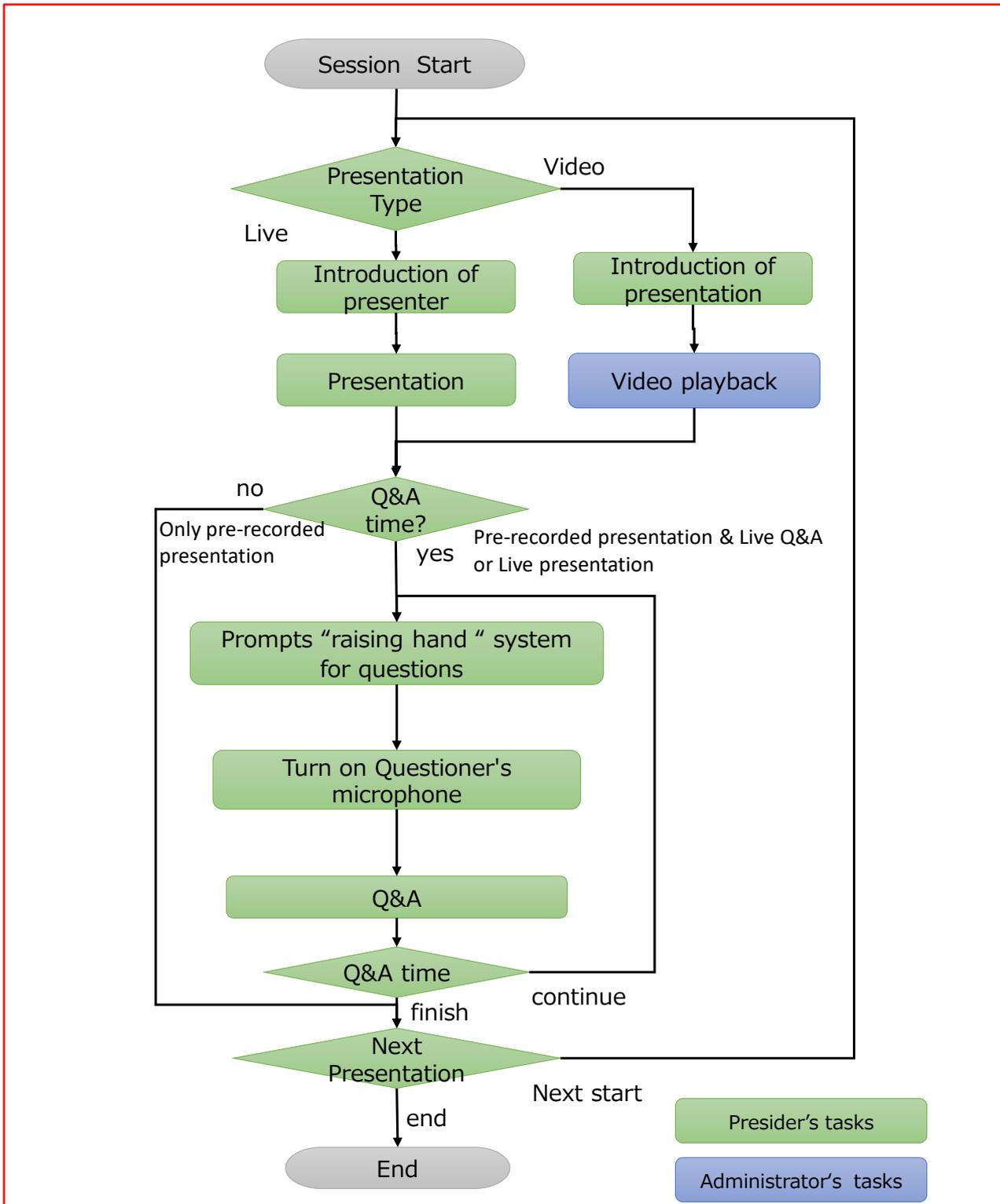
- Before your session, the presiders should turn on the microphone.
- It is also possible to turn on the camera (The administrator switches between the presentation screen and the camera screen).

While the presenter is presenting, the presiders should mute the microphone.

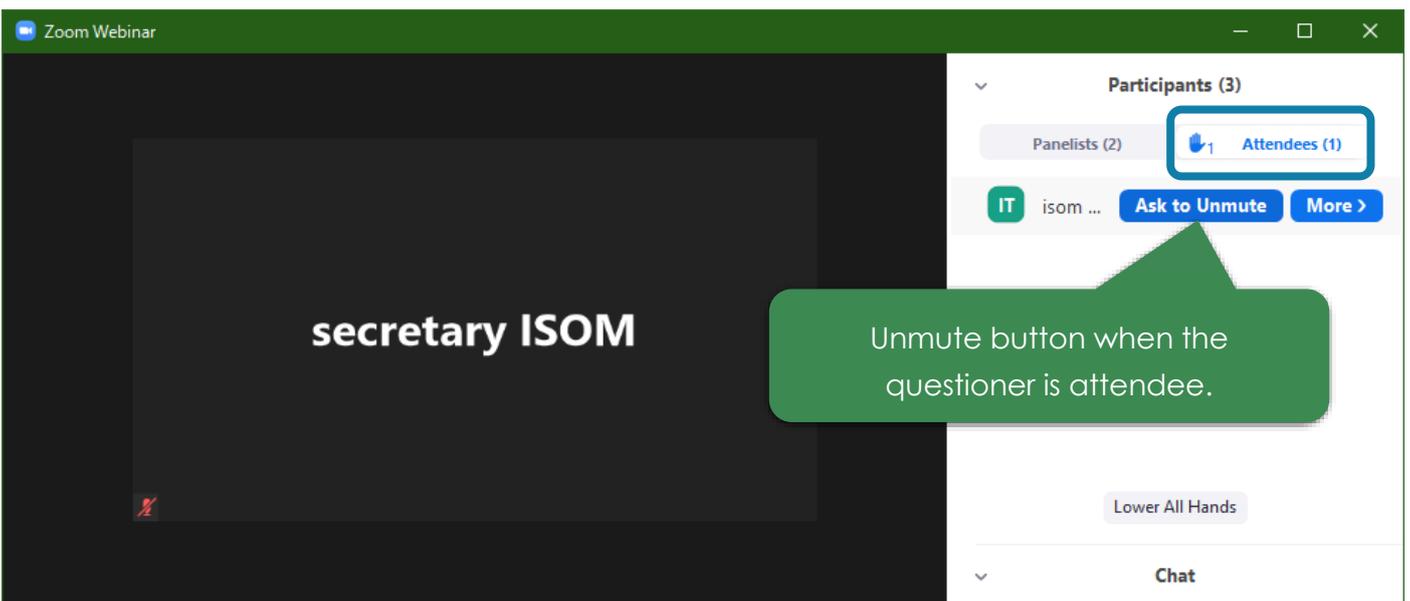
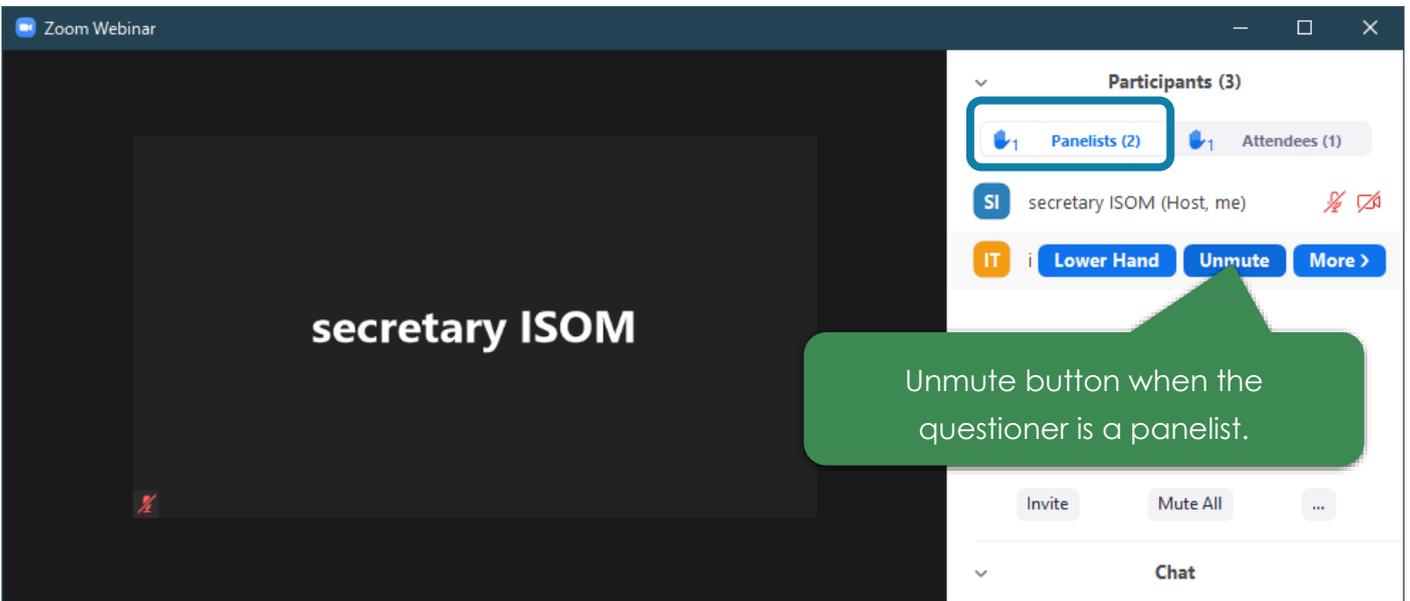
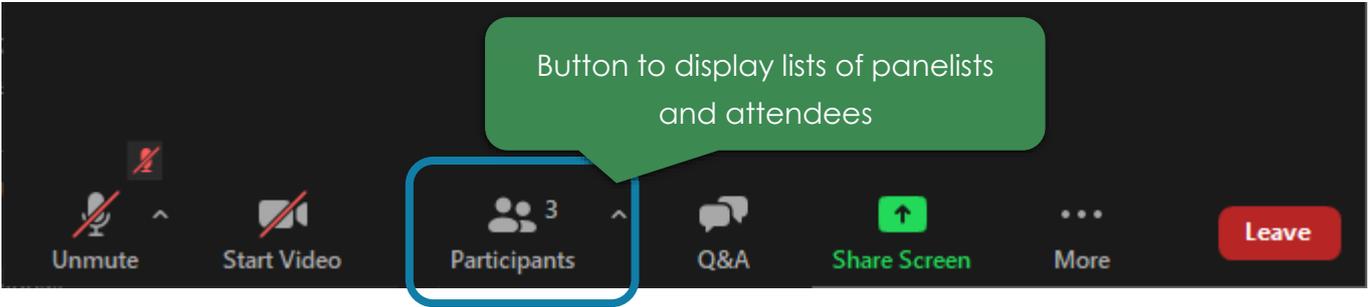


1.3.7. Presider's work procedure

- The basic procedure is shown below.
- The administrator will deliver the format of each presentation to the Zoom screen at the beginning of the session.
- The administrator will ring the bell.



• To start a Q & A, the president prompts the audience to press the raise hand button. The president then nominates the questioner from the audience who raised their hands. At the same time, the president needs to allow the questioner to turn on the microphone.



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

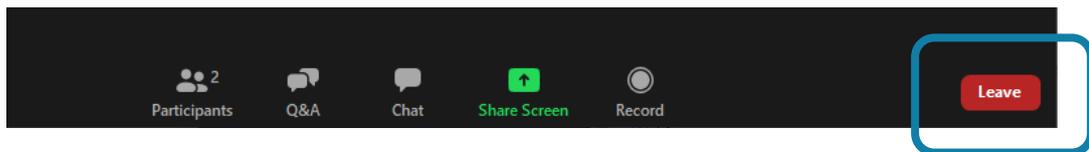
	<u>Keynote</u>	<u>Special Invited</u>	<u>Invited Paper</u>	<u>Contributed Paper</u>	<u>Post deadline Paper</u>
<u>1st</u>	<u>None</u>	<u>None</u>	<u>15 min.</u>	<u>10 min.</u>	<u>10 min.</u>
<u>2nd</u>	<u>None</u>	<u>None</u>	<u>20 min.</u>	<u>12 min.</u>	<u>12 min.</u>
<u>Last</u>	<u>35 min.</u>	<u>30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

1.3.8. Notes

- In the session that you are in charge of, turn on the video and microphone. However, Presider turns off the video and microphone during the presentation.
- The Zoom delivery screen is switched by the administrator.
- The absentee's next lecture should begin on time as stated in the program, without closing the session.

1.3.9. Exit the Zoom Webinar

- Click [Leave] to exit.



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