

# 1. Instructions for presiders

## 1.1. Main tasks of the Presiders

- Session moderator
- Manage sessions from start to finish. Introduce a presenter.
- Q & A session
- Manage questions and answers using Zoom Webinar's "Q & A" 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:

Currently under construction.

**Note: This URL is for you only.**

- 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.

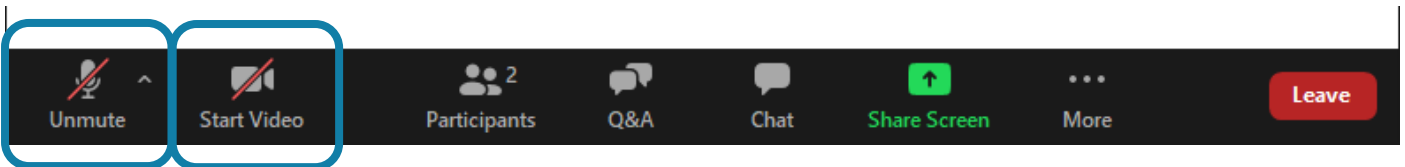
### 1.3.5. Audio Mute

- 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

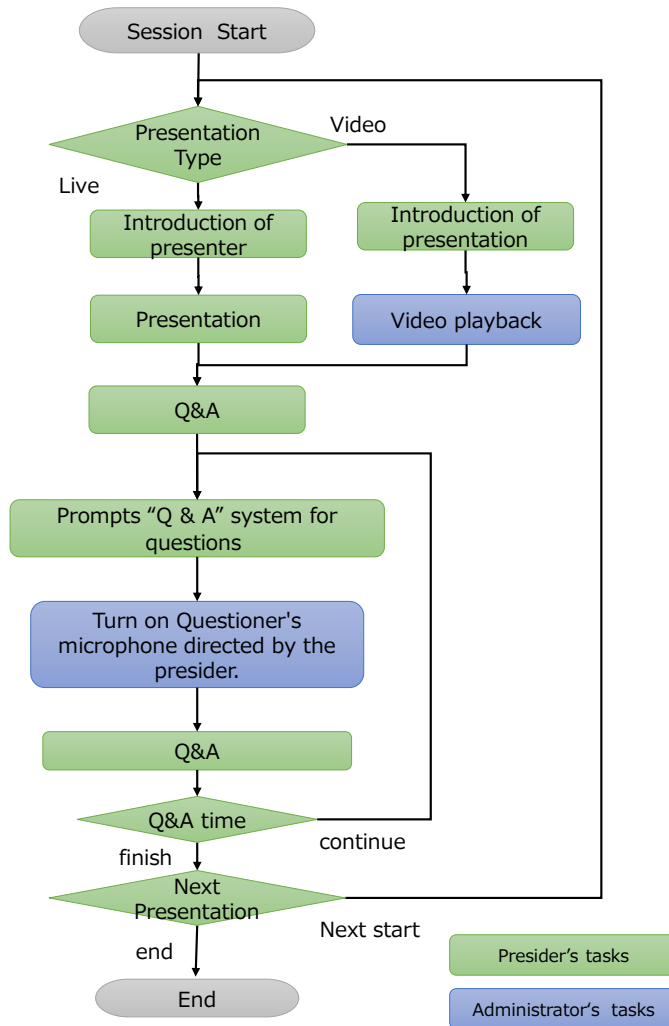
- Before your session, the presiders should turn on the microphone.
- It is also possible to turn on the camera (The administrator switches between the presentation screen and the camera screen).

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 ring the bell.

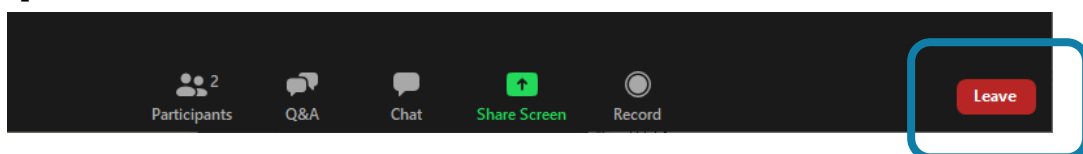


### 1.3.8. Notes

- 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](mailto:secretary@isom.jp)