1. Instructions for presenters

1.1. Procedure for the day

1.1.1. Joining Zoom Meetings

·Click the Meeting Registration URL in the email sent by ISOM to join Zoom Meetings.

·In the Meeting Registration Form, you need to fill in time (meeting to attend), your name, email address, affiliation (organization) and registration number that used in your conference registration.

*"The registration number" is "the entry number" listed in the email you received from the ISOM Secretariat after you paid the registration fee at ISOM '21 online registration.

September 21, 2021

Meeting Registration Approved

Topic	ISOM21
Description	9/19-9/25 Connection test1 9/26-10/2 Connection test2 10/3-10/6 ISOM21
Time	Oct 3, 2021 06:30 AM in Osaka, Sapporo, Tokyo 📅 Add to calendar▾
Meeting ID:	************

To Join the Meeting

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

Please click this URL to join.

https://zoom.us/w/**

click here

To Cancel This Registration

You can cancel your registration at any time.

・When you enter Zoom Meetings, you need to set your email address and name.
  In the name field, you should write your name and affiliation.

・Enter Zoom Meetings at latest 15 minutes before your session.

September 21, 2021

1.1.2. Testing Audio and Camera

・When joining the Zoom Meetings, test your computer's audio and camera.

・For more information, see Common Instructions.

1.1.3. 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.

1.1.4. Audio Mute

・When joining the Zoom Meetings, 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.

1.1.5. 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.
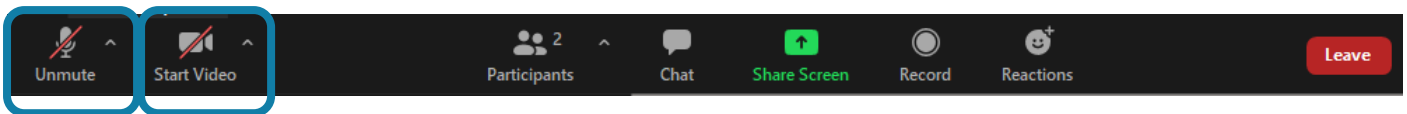
1.1.6. Sharing the screen

・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.

September 21, 2021
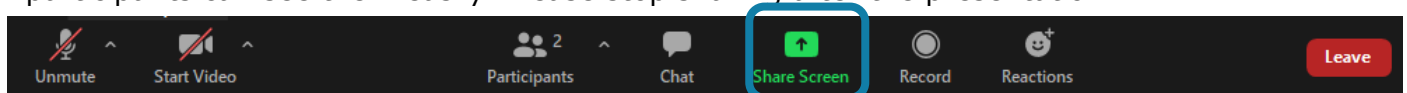
·Note: Bell timing that the administrator rings during a live presentation

	Keynote	Special Invited	Invited Paper	Contributed Paper	Post deadline Paper	Poster (short presentation)
1st (preliminary bell)	None	None	15 min.	12 min.	10 min.	None
2nd (End of presentation)	None	None	20 min.	15 min.	12 min.	2 min.
Last (End of Q&A)	35 min.	30 min.	25 min.	20 min.	15 min.	None

1.1.7.(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

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

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

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

1.1.8.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 Meetings 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.

September 21, 2021

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 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

1.2. 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

September 21, 2021