

STEP 01 Preparations

To ensure the smooth progress of the Symposium, please prepare as follows.

We will have practice on 6 Dec., and those who worry connection, please join and try screen sharing beforehand.

[1] Internet connection

We recommend that presenters have a wired Internet connection.

[2] Install or update Zoom to the latest version.

▼Download (install)

https://zoom.us/download#client_4meeting

▼Update to the latest version

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

[3] Preparation of earphones, microphones (if not built into the device) or headsets.

Using the device's built-in speakers may cause audio echo.

[4] Preparation of the web camera (if not built into the device)

[5] Check the remaining battery level in the device.

[6] Preparations of the presentation file.

The content of the symposium will be recorded for the University's records. The data will not be used for any purpose other than recording without the consent of the participants. Thank you for your understanding.

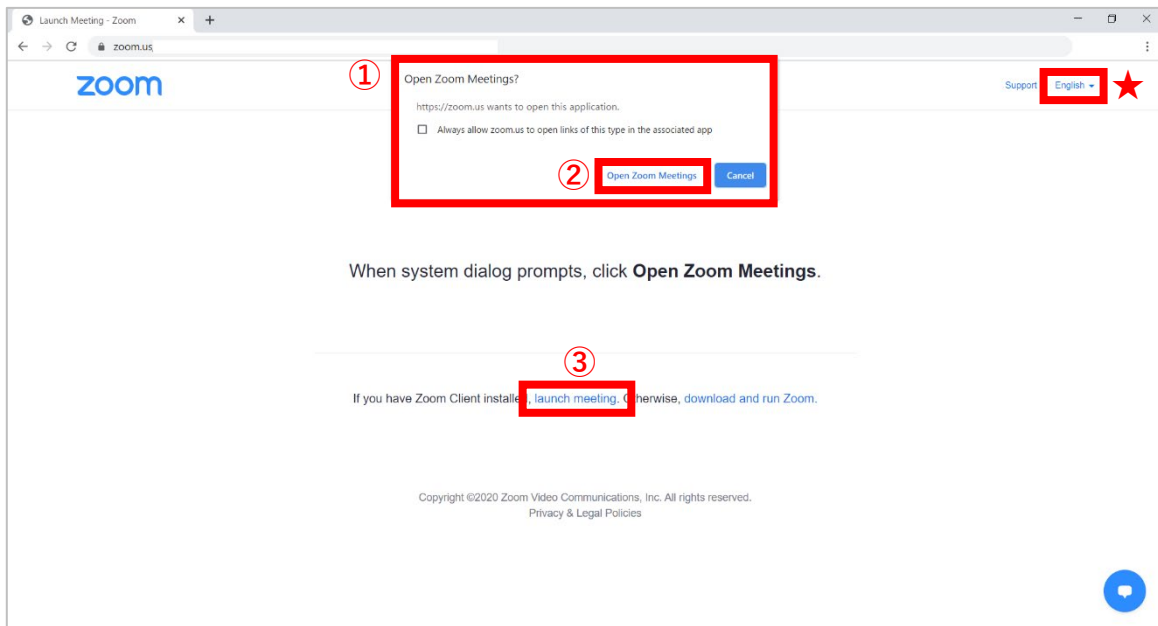
The screen shots and other images in this manual are examples of operations on a computer. Please be aware that the text and screen layout may differ depending on your device or browser.

STEP 02 Entering a room

Please be sure to enter the meeting room 10 minutes before the session you are presenting at.

[1] Click the entry URL that was sent to you by e-mail.

[2] Your browser will open and you will see the following screen.



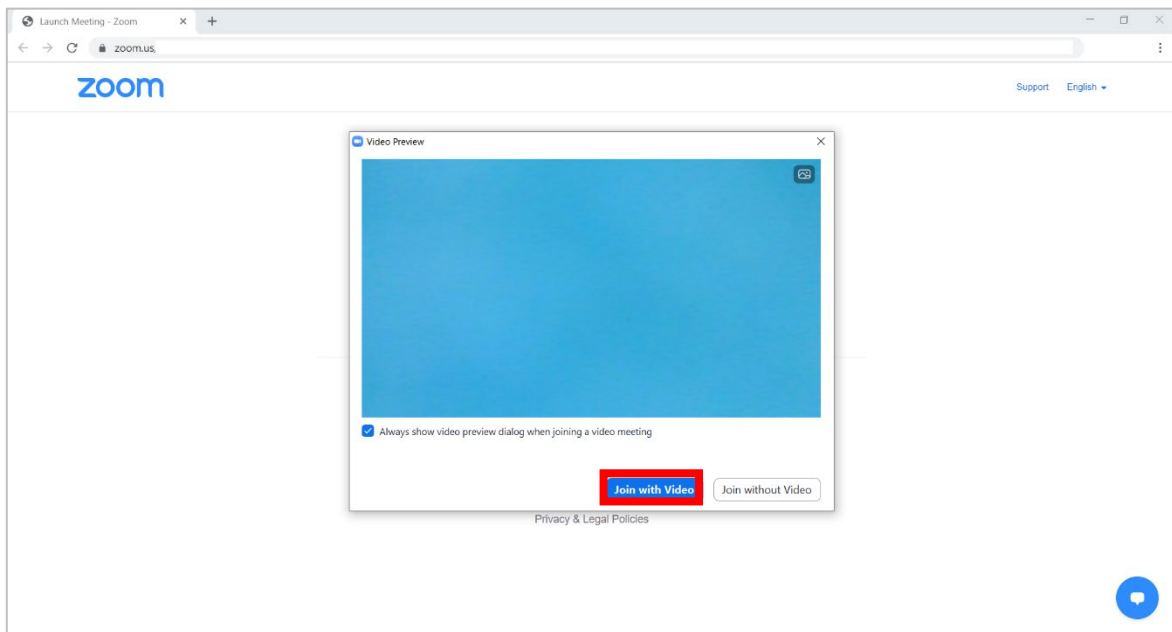
When the pop-up (1) is displayed: Click (2) → Zoom meeting will be started.

If the pop-up window does not appear: Click (3) → Click (1) to display (1) → Click (2) → Zoom will start up.

★...When the language is set to your own language (e.g., "Japanese"), the display contents are different.

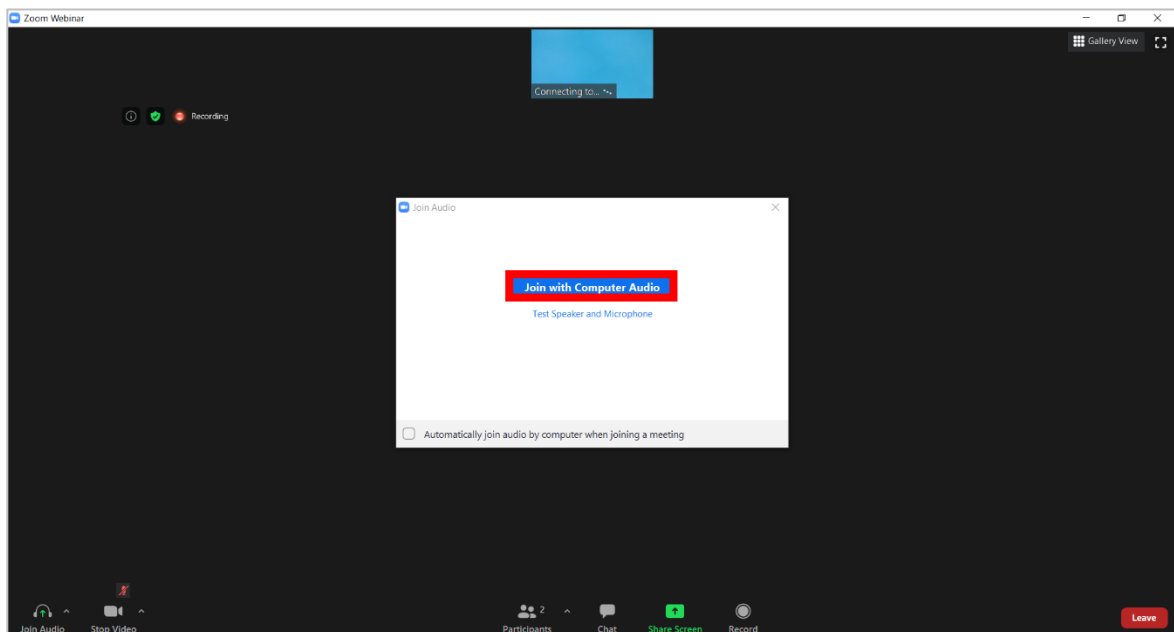
The default language setting is different depending on the environment.

[3] The video preview will be displayed.

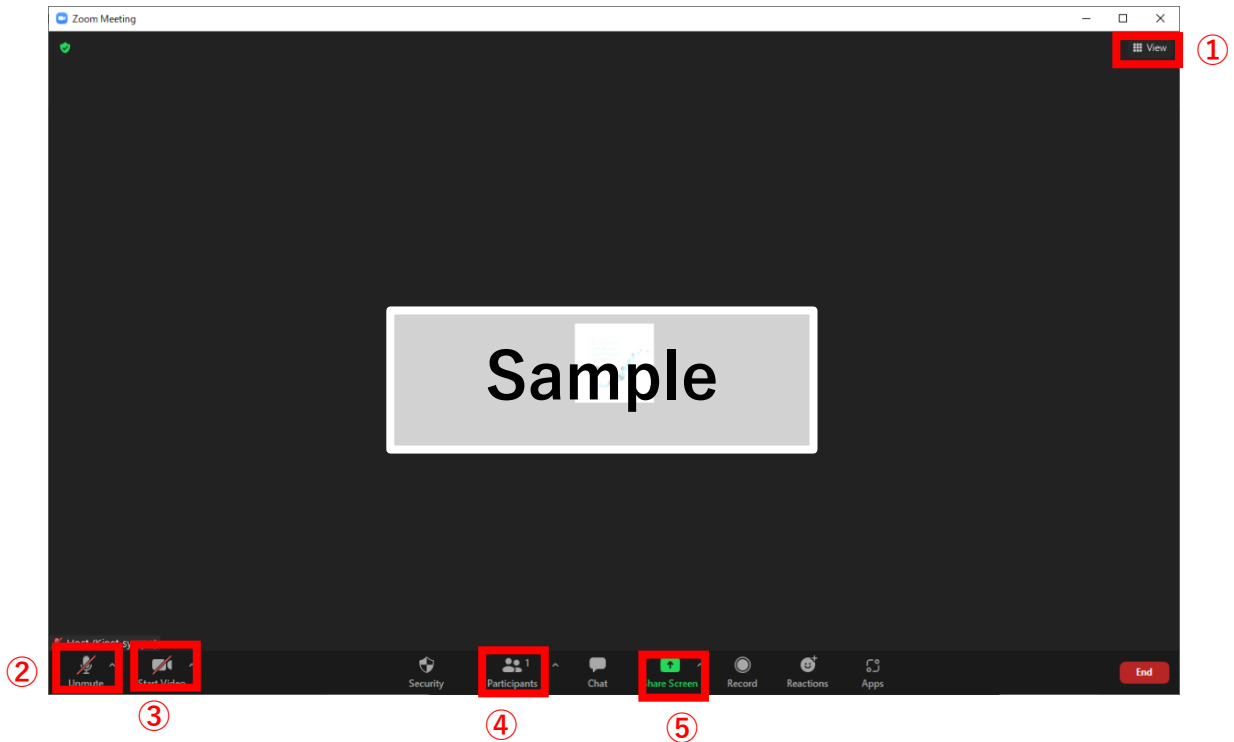


Once you are sure that your webcam is working properly, click on "**Join with Video**".

[4] Select "**Join with Computer Audio**"



[5] Entry is complete.



◆Explanation of various functions◆

- ① **Full screen:** click to start, or press the Esc key to exit.
- ② **Mute/unmute:** Click to operate by clicking (microphone icon with slanted lines = mute).
- ③ **Start/Stop video:** Click to operate (camera icon shaded with slanted line = camera disabled).
- ④ **Participants panel:** Click to open the panel. Move the cursor over your name and click on "Details" > "Change Name" to change the display name.
Please make sure to enter the name in English.
- ⑤ **Screen Share:** Use this for presentation (see page 5).

[6] The staff will instruct you to perform a simple motion check, etc.

[7] Mute the microphone and wait until your order of presentation comes.

STEP 03 During a session

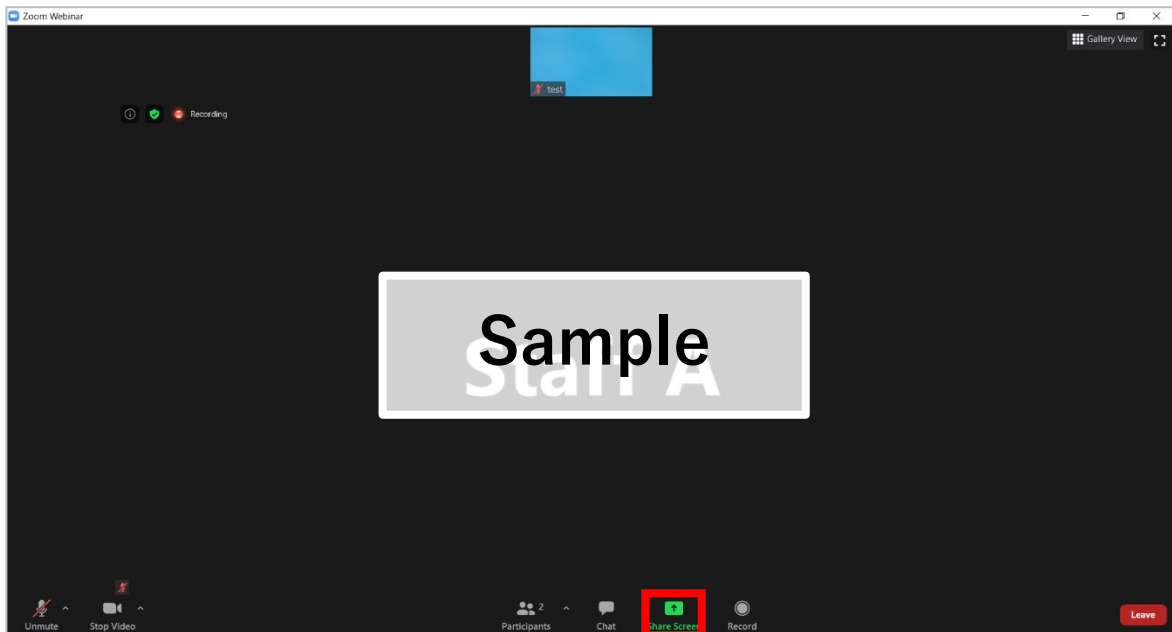
When you give your presentation, please unmute and start your presentation.

Each presenter will be given **20 minutes. (including a question and answer period.)**

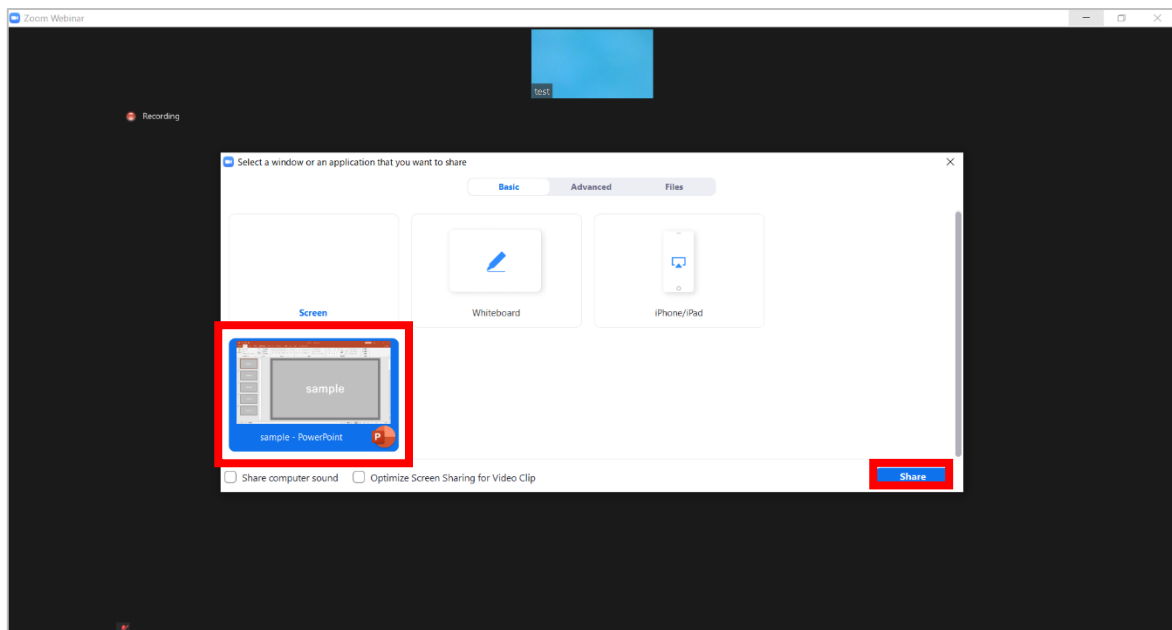
* Webinar presenter will be given 1 hour, including a question and answer period.

◆How to share your screen◆

[1] Select "**Share Screen**" from the menu at the bottom of the screen.

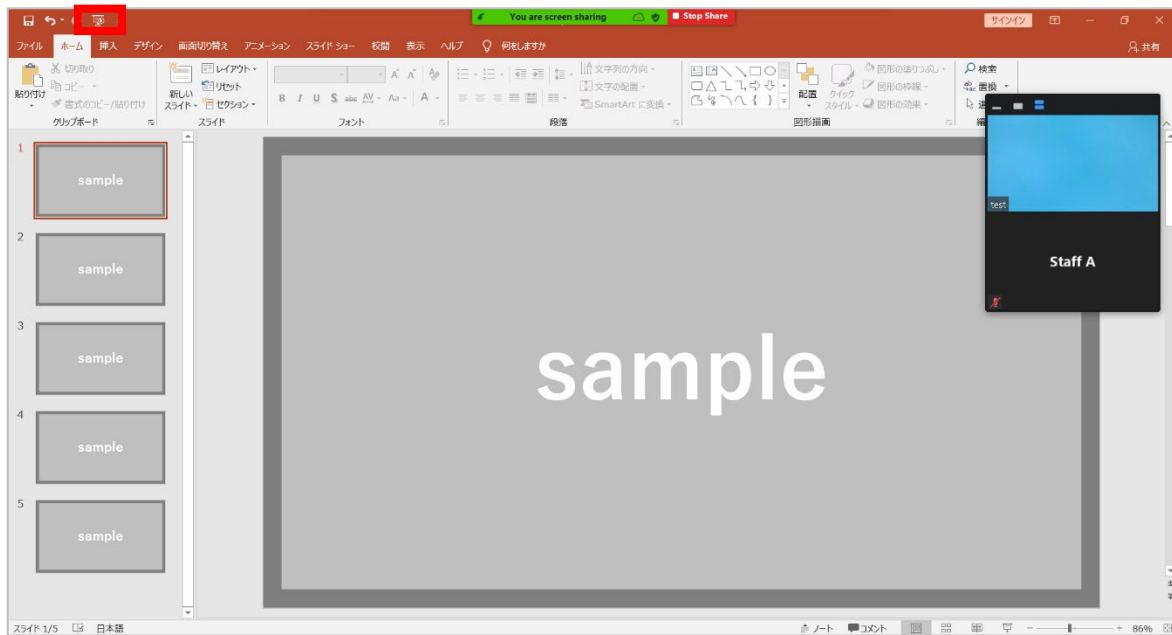


[2] Select the application you want to share (PowerPoint this time) and click "**Share**".



* A list of shareable applications is displayed. Before entering the room, it is a good idea to open the files you want to share and close all unnecessary applications.

[3] The screen will switch to the selected application (PowerPoint this time) and you will be able to operate it.



Make sure you see a pop-up at the top of the screen that says "**You are screen sharing**" and start the slideshow.

[4] Screen sharing has been completed.



To end screen sharing, click the "**Stop Share**" button at the top of the screen.

STEP 04 Question and Answer Session

After the presentation, the moderator will announce the start of the question and answer session.

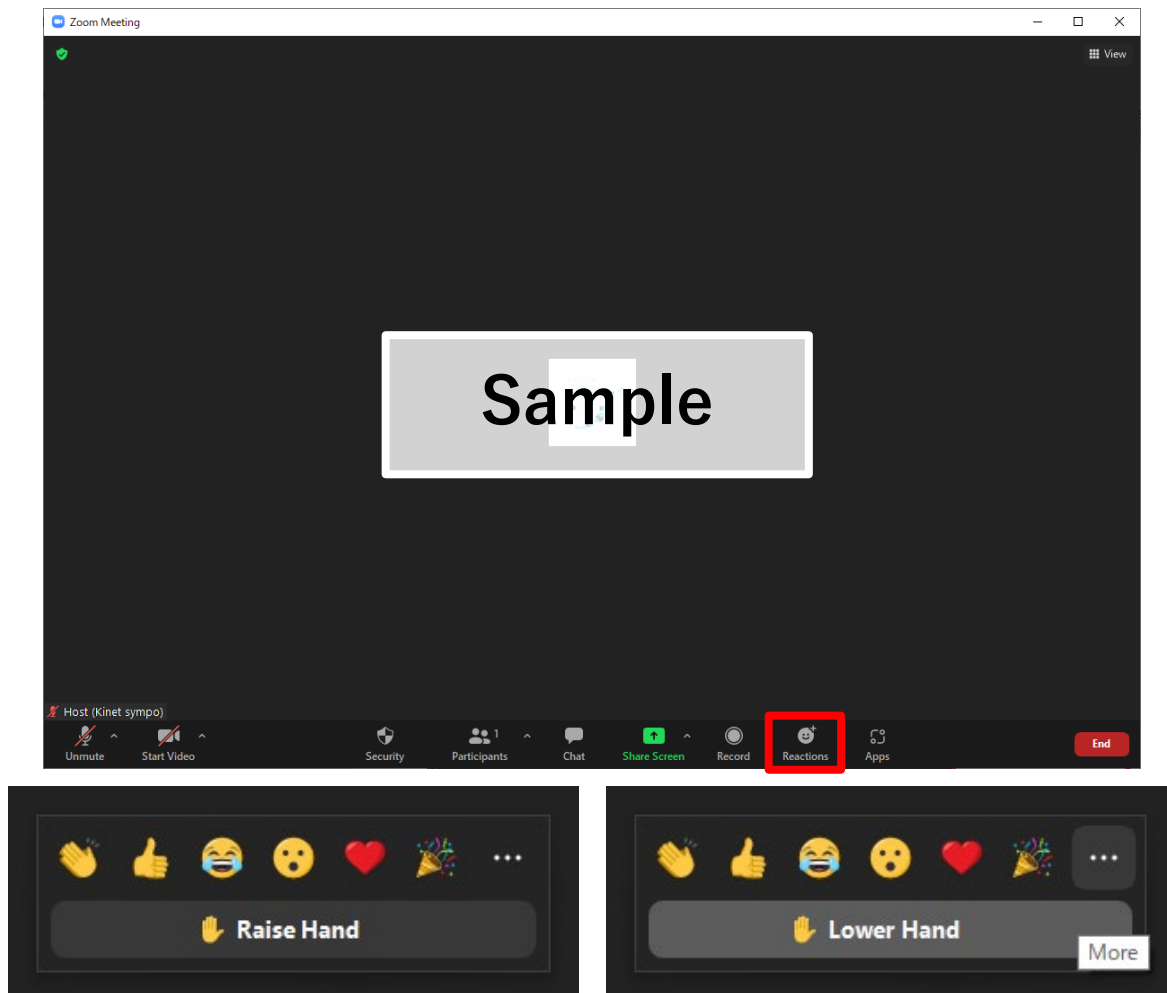
The audience will raise their hands using the hand-raising function or give comments through "chat" function and the moderator will nominate them.

The moderator and staff will be in charge of the question and answer session, so no need for the speaker to operate the system.

◆Participation in the Question and Answer Session◆

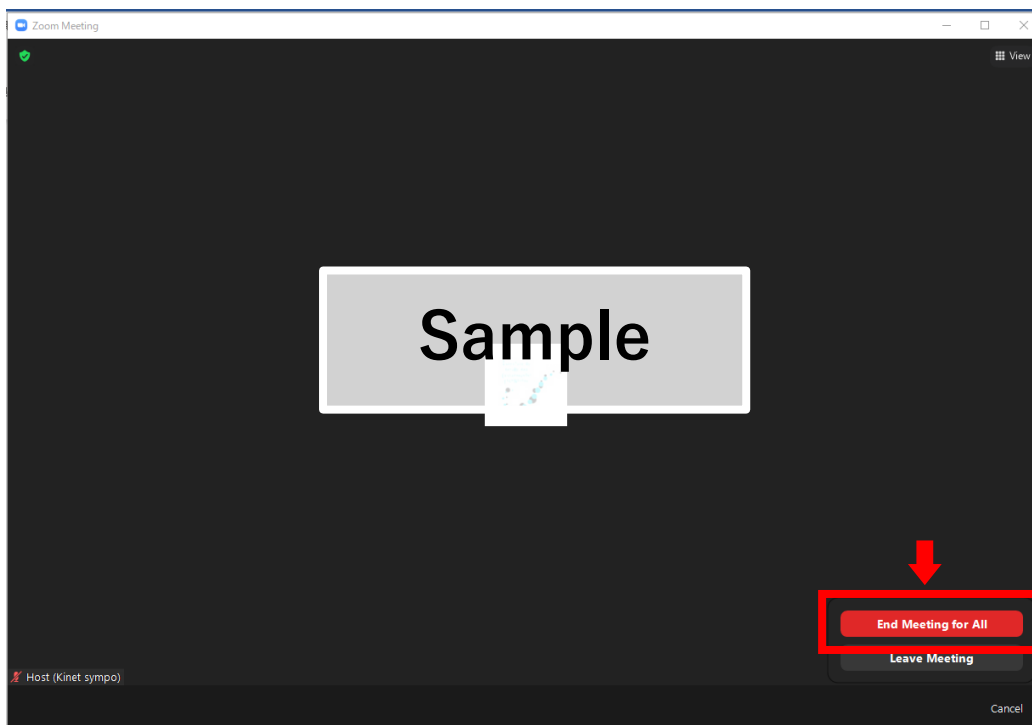
If you wish to join another speaker's question and answer session, please select " Reactions" at the right bottom of the screen, and click "Raise Hand".

When the moderator nominates you to speak, please unmute your voice and speak. After the discussion, please mute your voice again and click "Lower Hand". (see the scree example below)



STEP 05 End Meeting

[1] Click "Leave/End Meeting" in the bottom right corner.



[2] The zoom ends and the exit is complete.