



Manual for Moderators & Speakers

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<STEP1> Please download Zoom application for PC

※If you want to join from web browser please move on to (STEP5)

Download Client App

①App installer is available from zoom official web page
Please click the link ▶ (<https://zoom.us/>)



②Please select meeting client to download app

※Please be sure to install the latest version

Supported system

Mac OS X powered by later than MacOS 10.7	Red Hat Enterprise Linux 6.4 or later
Windows 7/9/8.1/10	Oracle Linux 6.4 or later
Windows Vista powered by later than SP1	CentOS 6.4 or later
Windows XP powered by later than SP3	Fedora 21 or later
Ubuntu 12.04 or later	OpenSUSE 13.2 or later
Mint 17.1 or later	ArchLinux (64bit only)

<STEP2> Please download Zoom application for PC

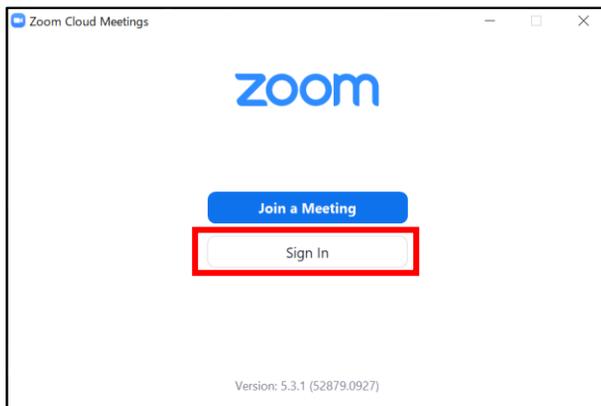
※If you want to join from web browser please move on to (STEP5)

Download Client App

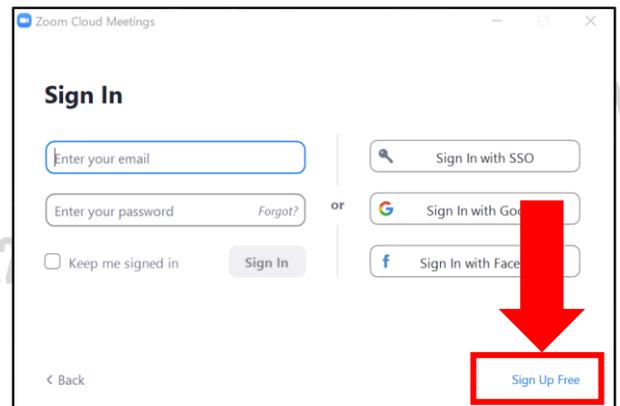
①Launch the downloaded installer to start installing. This dose not take much time.



②Select sign in (Optional)



③Register your email address with free sign-up

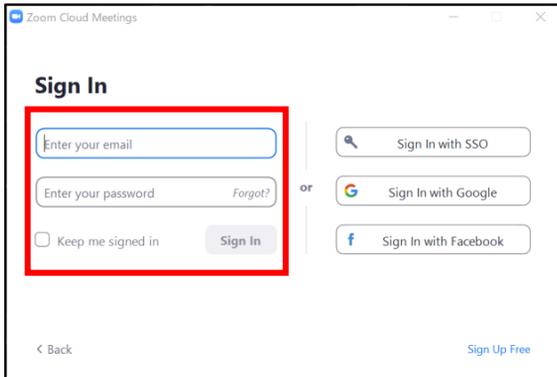


④A confirmation email will be sent to the email address you entered. Click "Active Account"

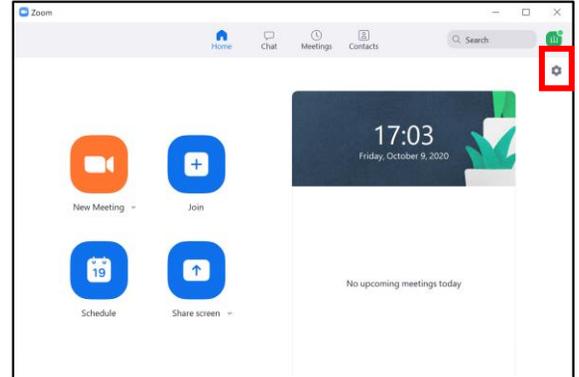
<STEP3> Before entering the webinar

Please sign in to the Zoom and test your camera and audio devices

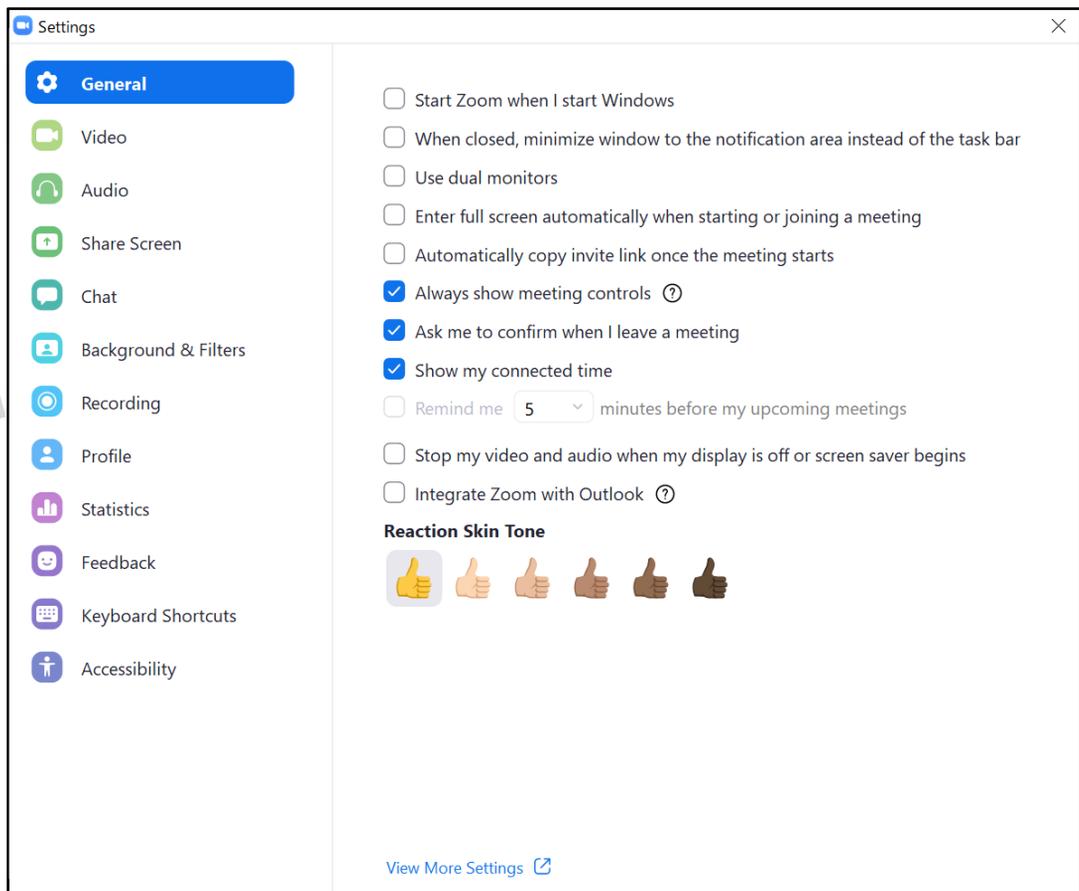
① Sign in to the ZOOM app



② Click setting

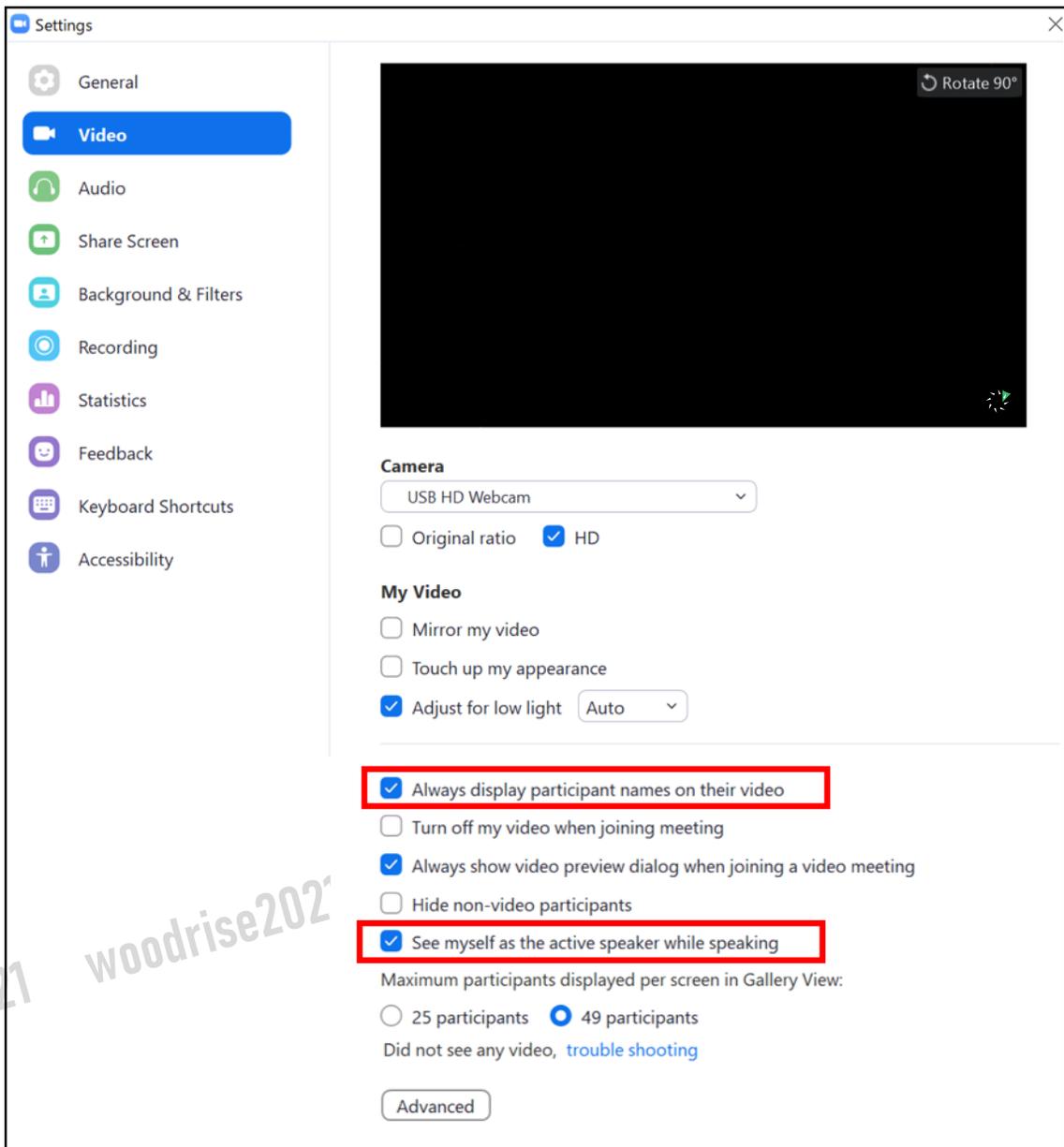


③ click General setting



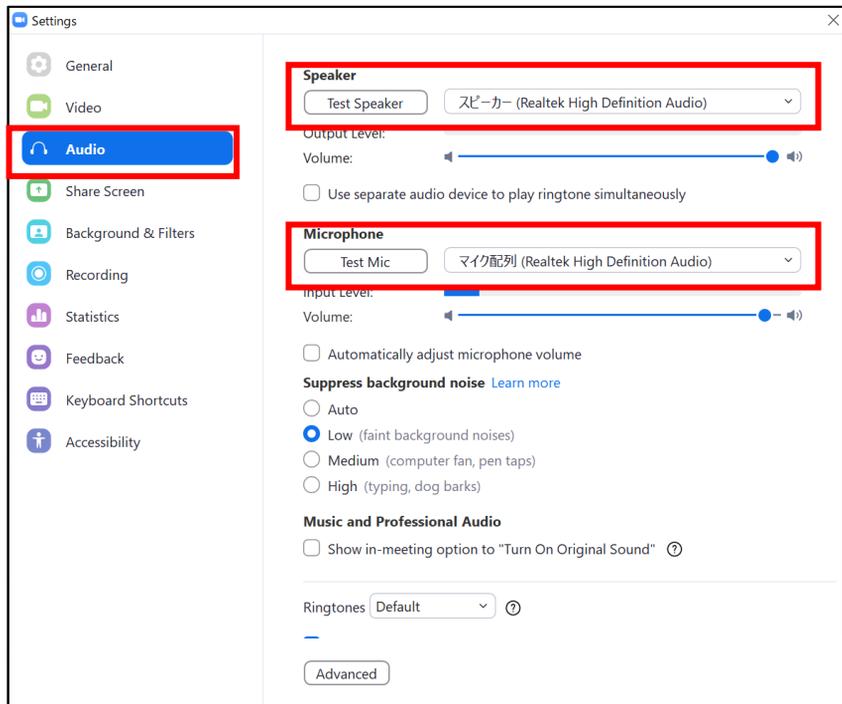
STEP3

④Set video device



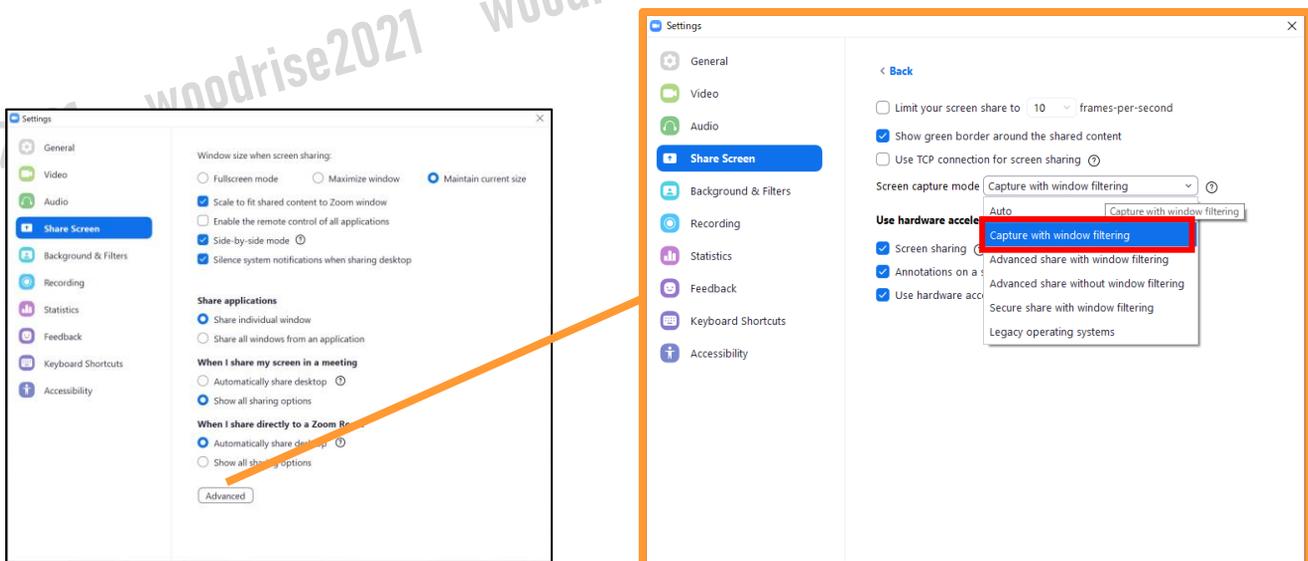
* If you are using an external WEB camera, please select from the cameras and change.

⑤Set audio device



※Test if you can hear the sound normally with "Test Speaker"
Please test if you can hear your voice normally with "Microphone test"

⑤Check share screen setting



Please click Advanced and change screen share mode to "Capture with window filtering"

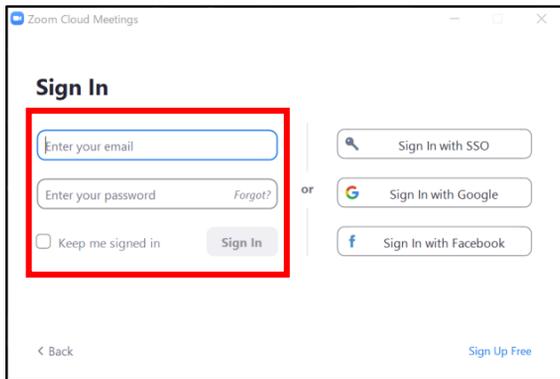
<STEP4> How to enter webinar

Webinar URL and the password will be sent to you from secretariat.
Password is necessary to enter webinar room.

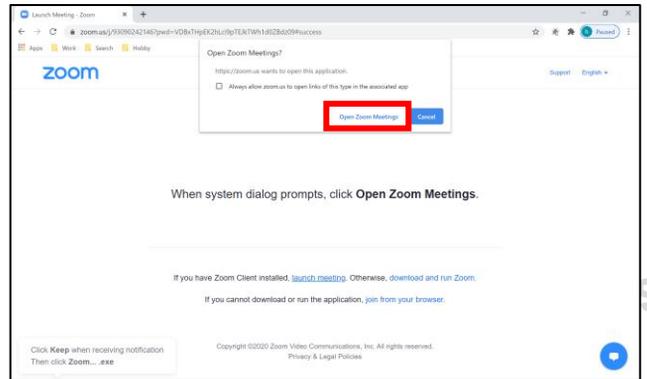
Please be sure to enter the room at the designated time of the zoom lecture informed by the secretariat.
Operator will check connection and your slides.

※Please be sure to enter the room from the URL sent by email.
Depending on the email software, the URL may not be linked, so please copy the URL and paste it on to the browser.

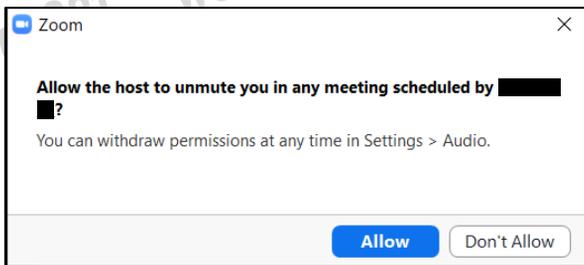
①Please sign in



②Click on the URL from the email and select open zoom meeting



③Select "Allow"



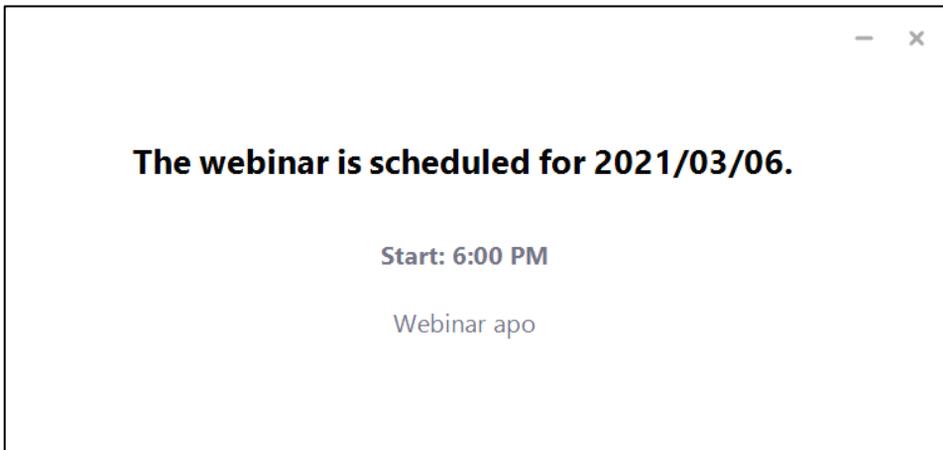
④Select join with video on



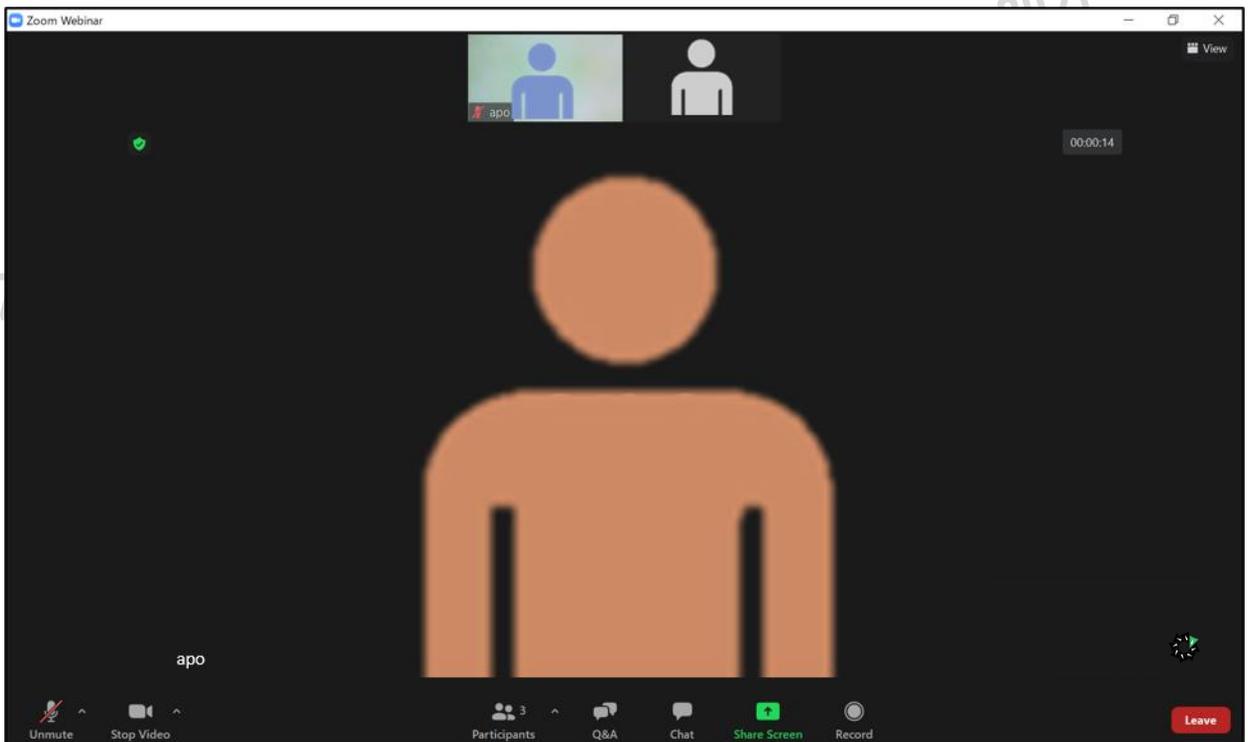
STEP4

Please be sure to enter the room at the designated time of the zoom lecture informed by the secretariat.

Operator will check connection and your slides.



⑥When you enter the room you will see other speaker or operator



Wired connection is strongly recommended.

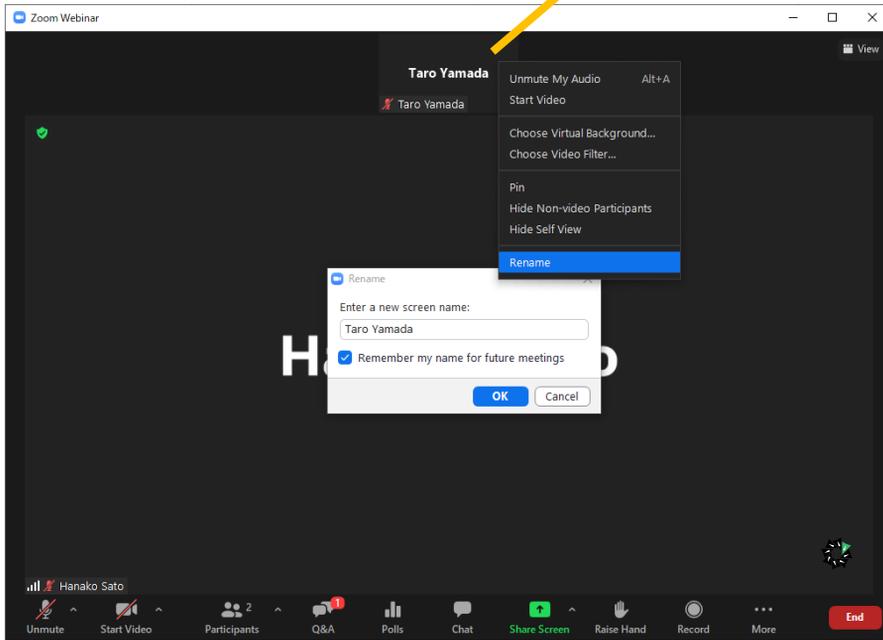
In an unstable connection environment, it leads to low image quality and audio interruption. This may affect the viewers.

<STEP5> Setting

When you joint the webinar room please check

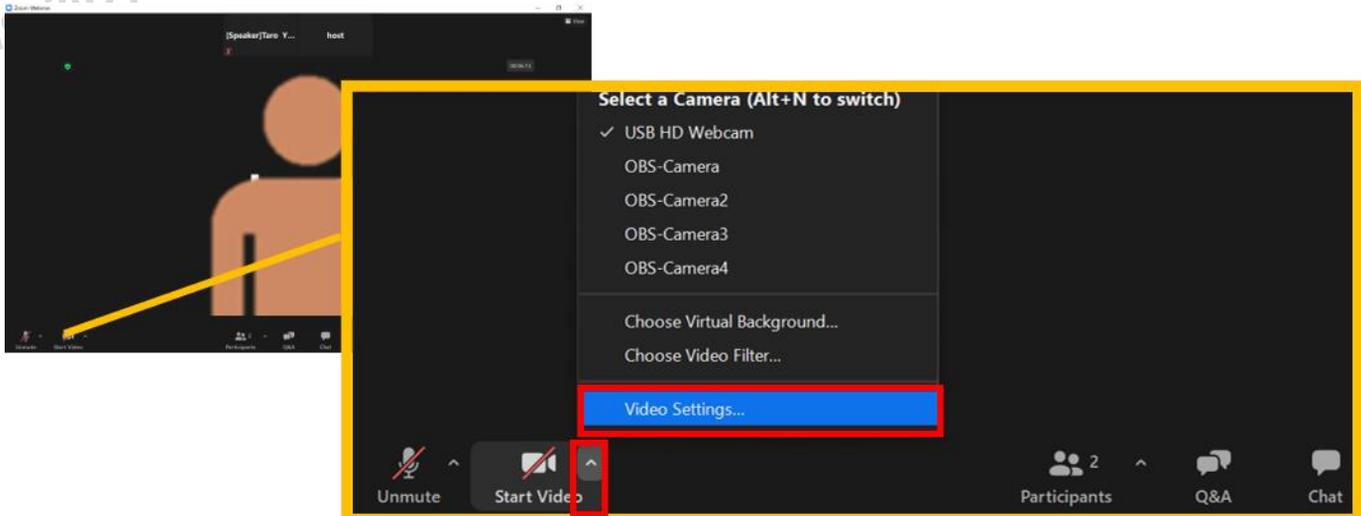
①change displayed name

[...]click



your displayed name. Name format is as follows.
[Taro Yamada]

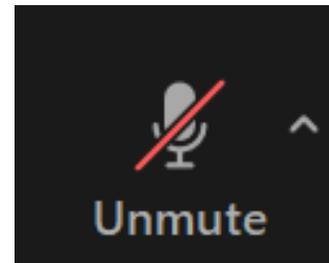
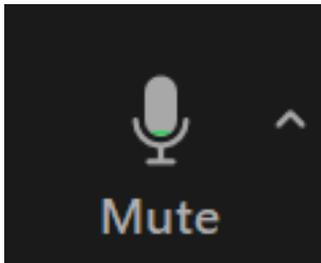
②If you didn't get a chance to check your audio and video devices, please go back to step 3 and 4



<STEP6> How to turn on and off microphone and camera

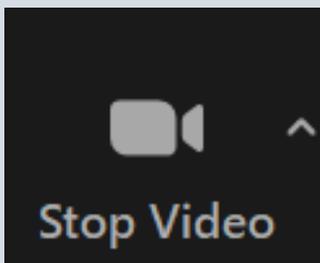
Please close applications other than ZOOM and presentation materials as it may affect to the movement of zoom app depending on the internet environments.

「Mic is ON」 / 「Mic is OFF」
 When you speak / When you don' t speak

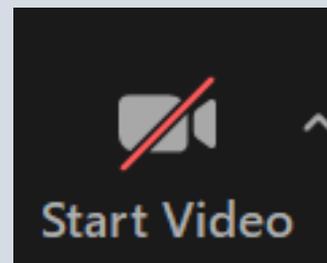


Please be sure to mute your microphone except when you speak. It may disturb other people' s presentation.

Please keep video on during the session



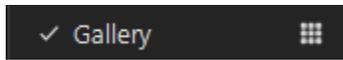
Video is ON



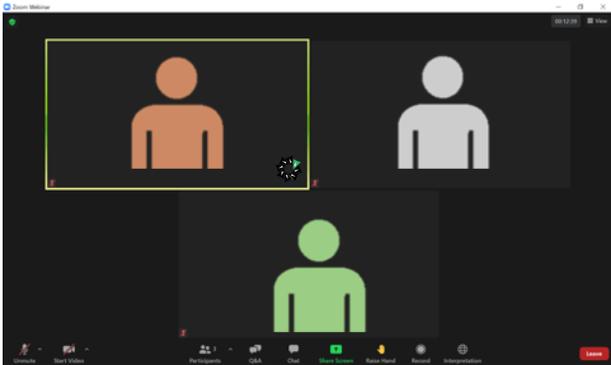
Video is OFF

If you have any questions about the zoom operation, please ask operator during the zoom lecture.

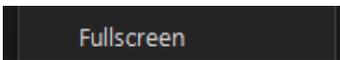
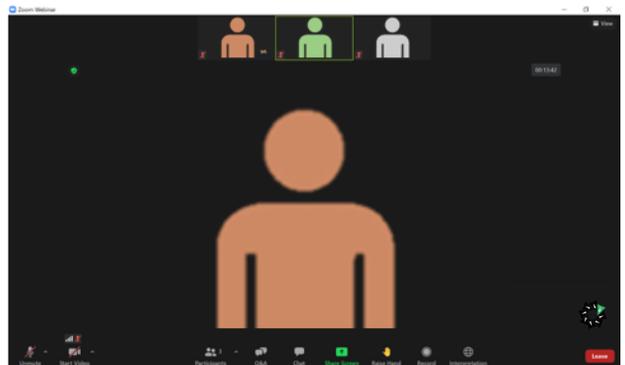
ZOOM Functions



Possible to see other every speakers

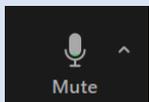
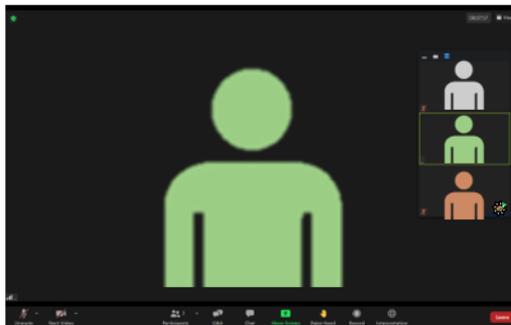


Possible to see a person who is speaking now

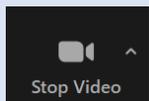


Full screen mode.

If you want to stop full screen, please double click zoom window



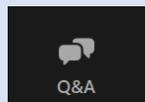
Mute and unmute microphone



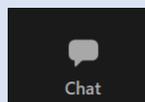
Mute and unmute your camera



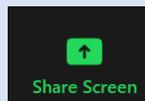
Confirm other participants



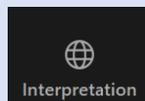
Question and Answer



Chat



To share your screen



Language switching

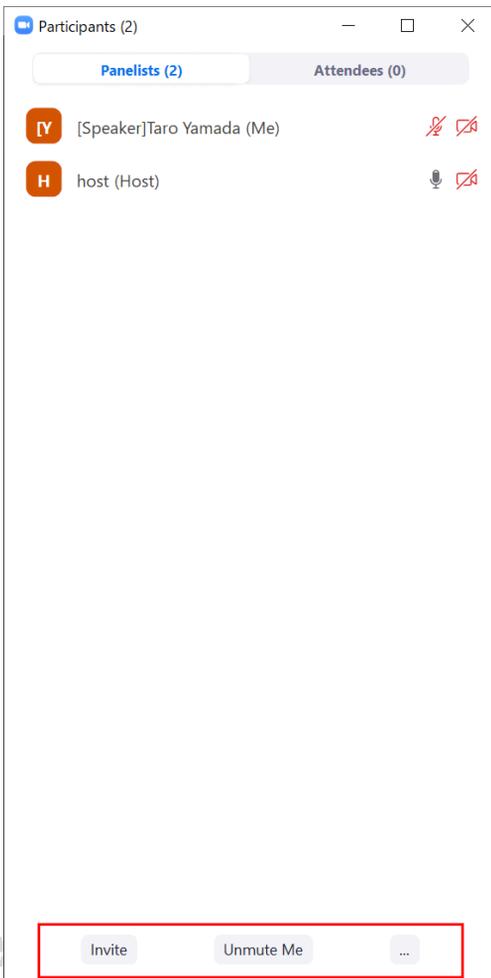
How to confirm participants/Q&A



When you click Participants icon you will see the window pop-up(below)
Participants name will be listed

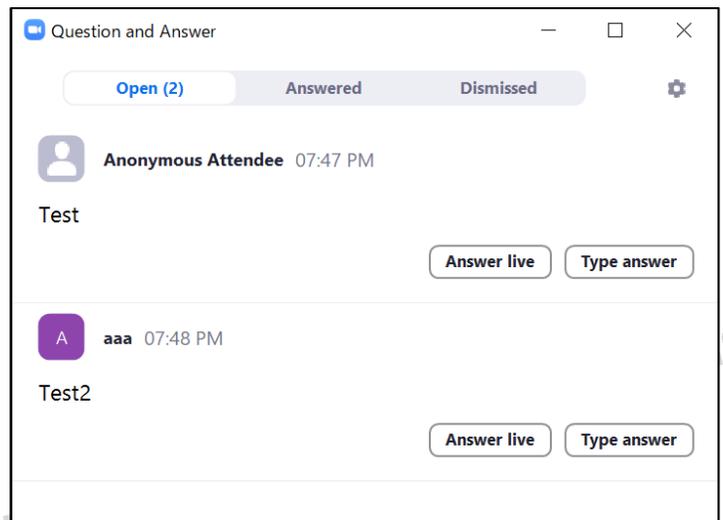


When you click Participants icon you will see the window pop-up(below)

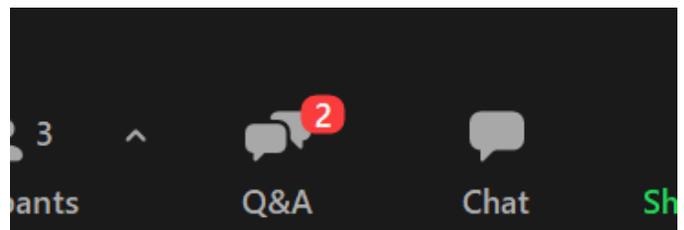


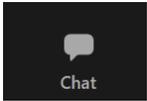
For Moderators

1. Please click Q&A
2. Please pick appropriate question.
Content in the Q&A function can only be confirmed by the speakers.
3. Please don't click type answer or answer live.



If new question is sent to Q&A, you will see the number

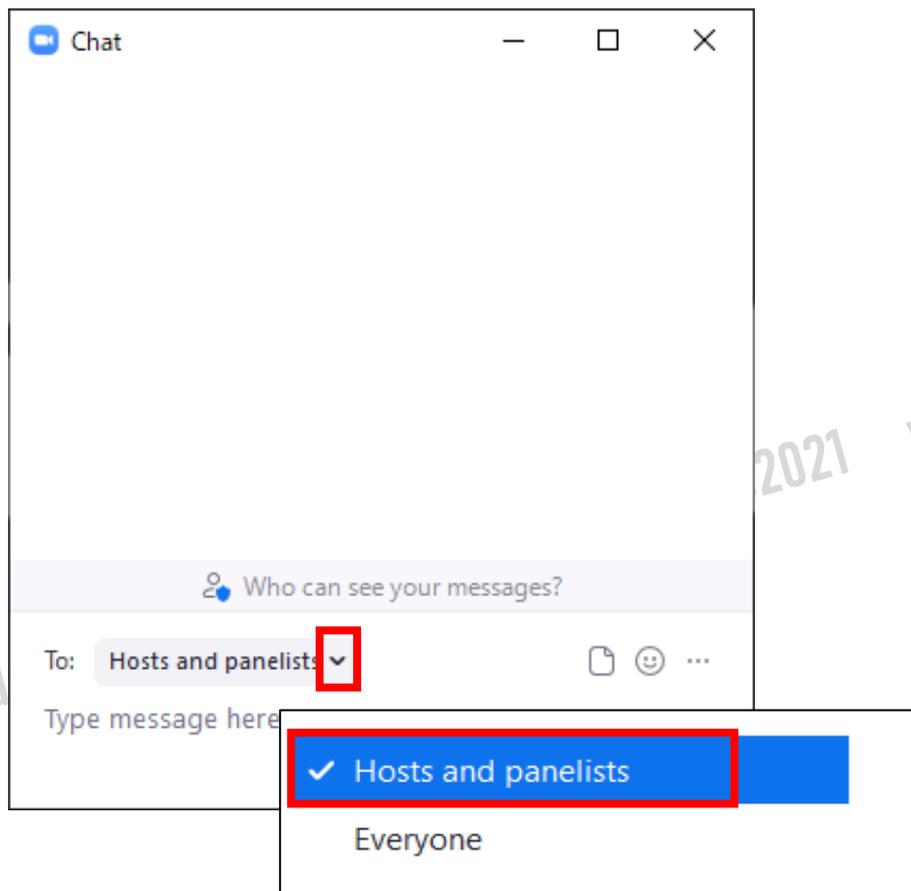




When you click Chat icon
you will see the window pop-up(below)

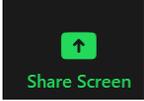
Information from the operator to the panelists during the session.
Also, if you have a request, please message the operator from chat.
In case of emergency, there is no problem verbally.

Chat function is not available for participants.



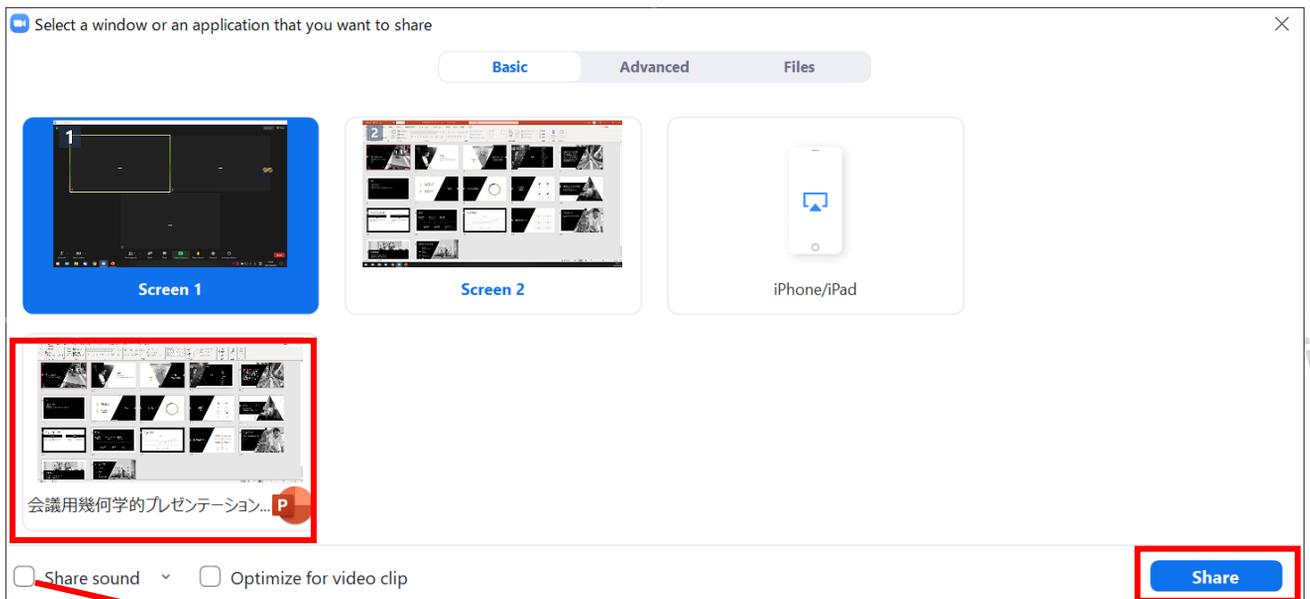
※Please select Hosts and panelists
Please refrain from chatting with attendees.

How to share screen



Please click share screen icon to share your presentation material

- ① Open your presentation material (powerpoint, keynote, etc....)
- ② Click share screen
- ③ Select your presentation material from
“select a window or an application that you want to share” window



If you have sound to share, please select “share computer sound”

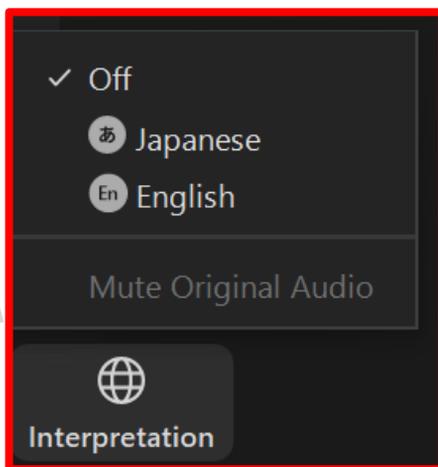
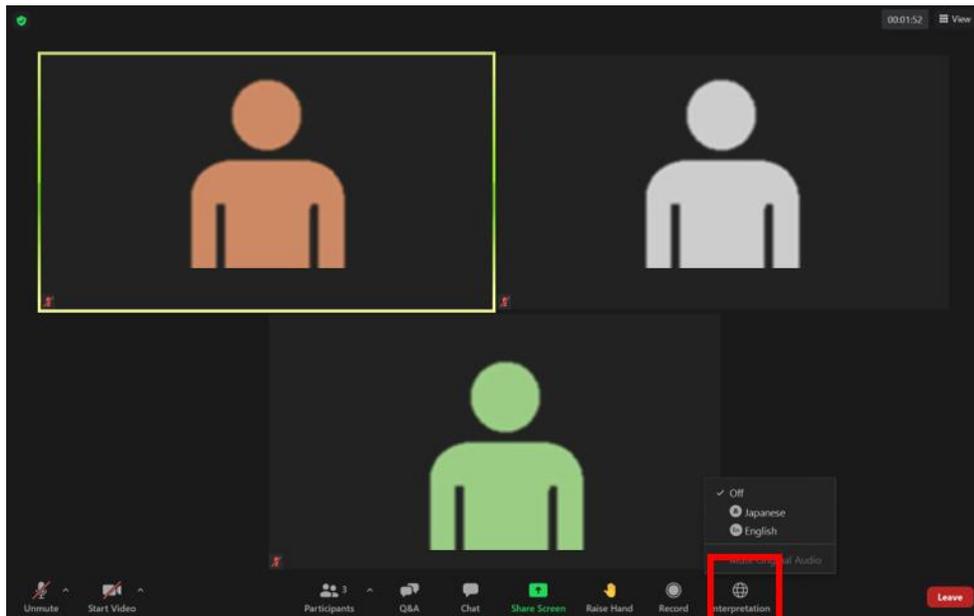
POINTS

Please refrain from using videos and animations.
The network will be overloaded, and the viewing environment will be affected.

When using videos, please note that the image quality and movement may deteriorate depending on the internet environment.

Interpretation

For the session which simultaneous interpretation is available, interpretation button will be displayed under the ZOOM window.



Please select the language you want to listen to. You can watch the selected language.