16th Feb. 2021

Presenter's Manual for 55th Annual meeting-online, JSWE (for oral presentation)

Organizing Committee for 55th Annual meeting-online, JSWE

1. Overview

This document is compiled for reference by presenters when holding online using the teleconferencing system Zoom.

For those who make presentations and chairs, please also refer to the "Chair's Manual".

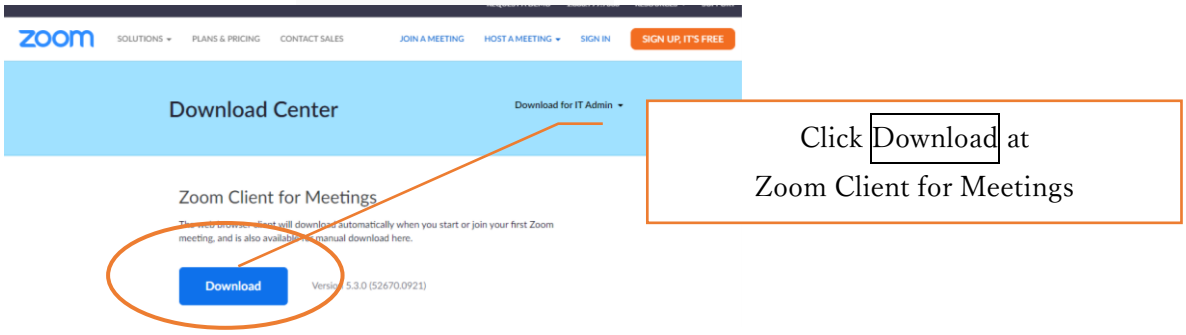
All oral presentations will be presented at Microsoft PowerPoint, etc. The oral presentation is scheduled to take 15 minutes (10 minutes for presentations and 5 minutes for Q&A) per presentation. Connect at least 10 minutes before the session starts.

2. Items to be confirmed in advance

a. Install Zoom

Install the latest version of the Zoom video conferencing system application.

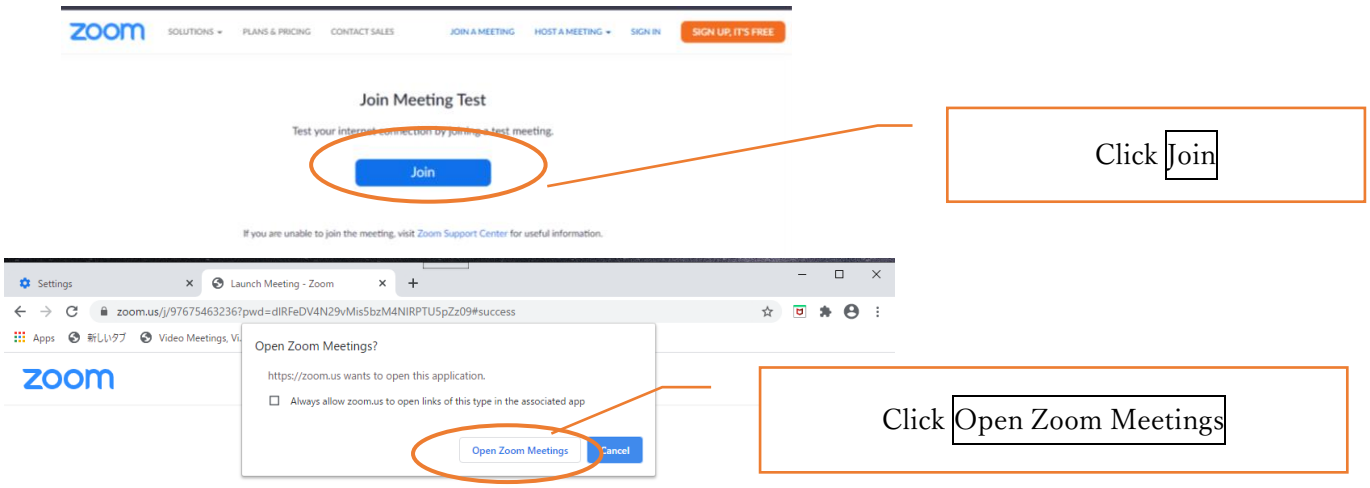
- Download https://zoom.us/download

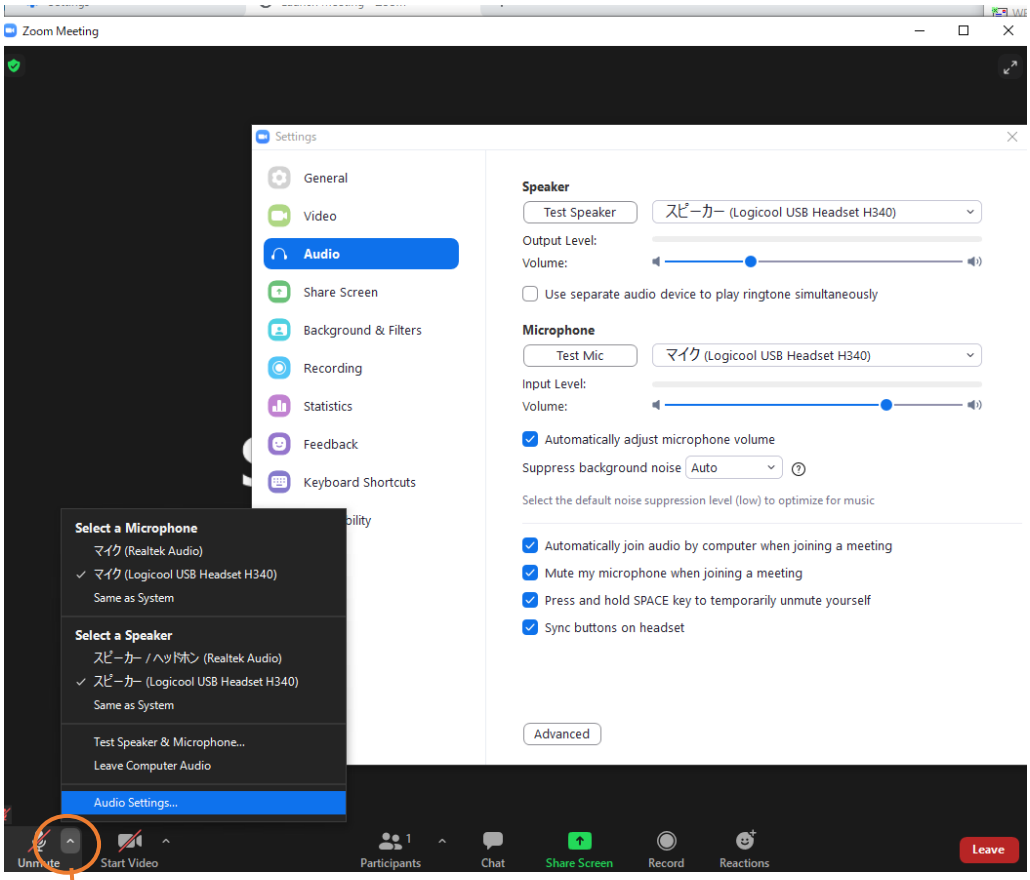


b. Operation and device check

Check your system by using Zoom's test service, and make sure that your system is correctly worked.

- Zoom's test service https://zoom.us/test





Click this ∧ and select Audio Settings, then you can test your speakers and microphones.

c. Microphone

Participants must mute the microphone during short oral presentation.

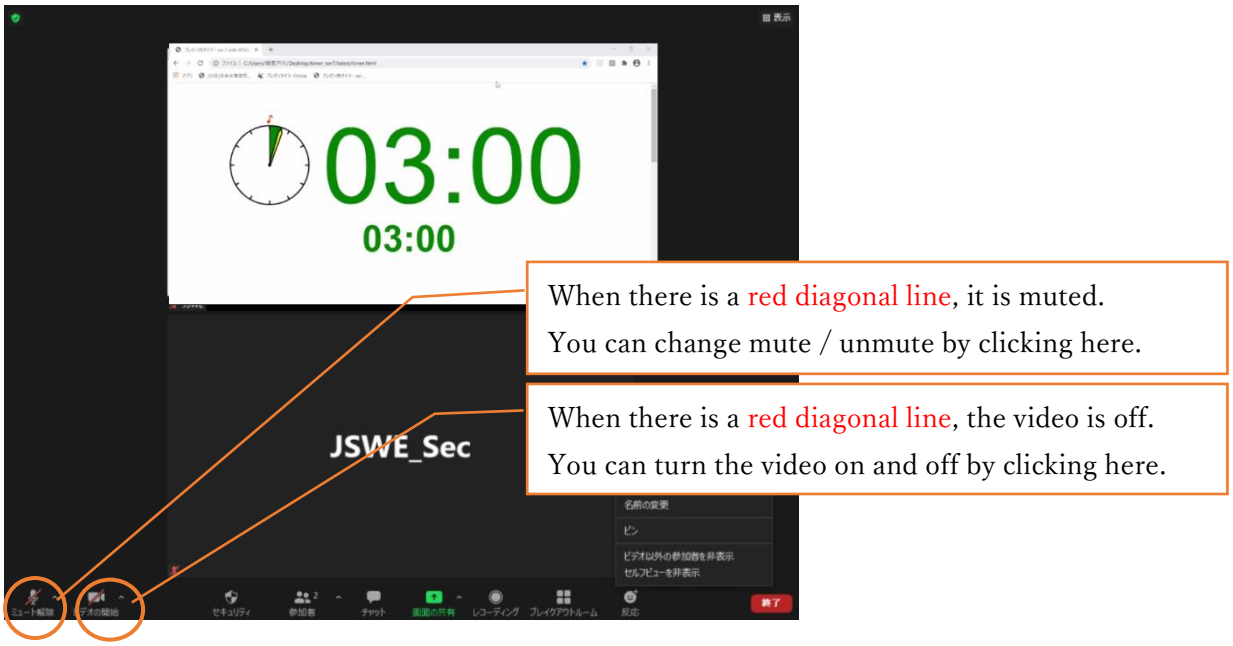
Keep it muted during discussions in the breakout room, except when you ask a question.

It is recommended that you check with other people to see if you can send and receive audio beforehand.

d. Video ON / OFF

Participants should turn off the video during short oral presentation.

Keep it turned off during discussions in the breakout room, except when you ask a question.



3. How to attend the session

a. Entering the session

Please connect to the URL of the session you are attending from the "WEB conference room information for each session" posted on the proceeding download site and enter the meeting password (passcode).

You shall not leak the entry information to others for any reason.

b. How to display your name

You shall display your name as follows.

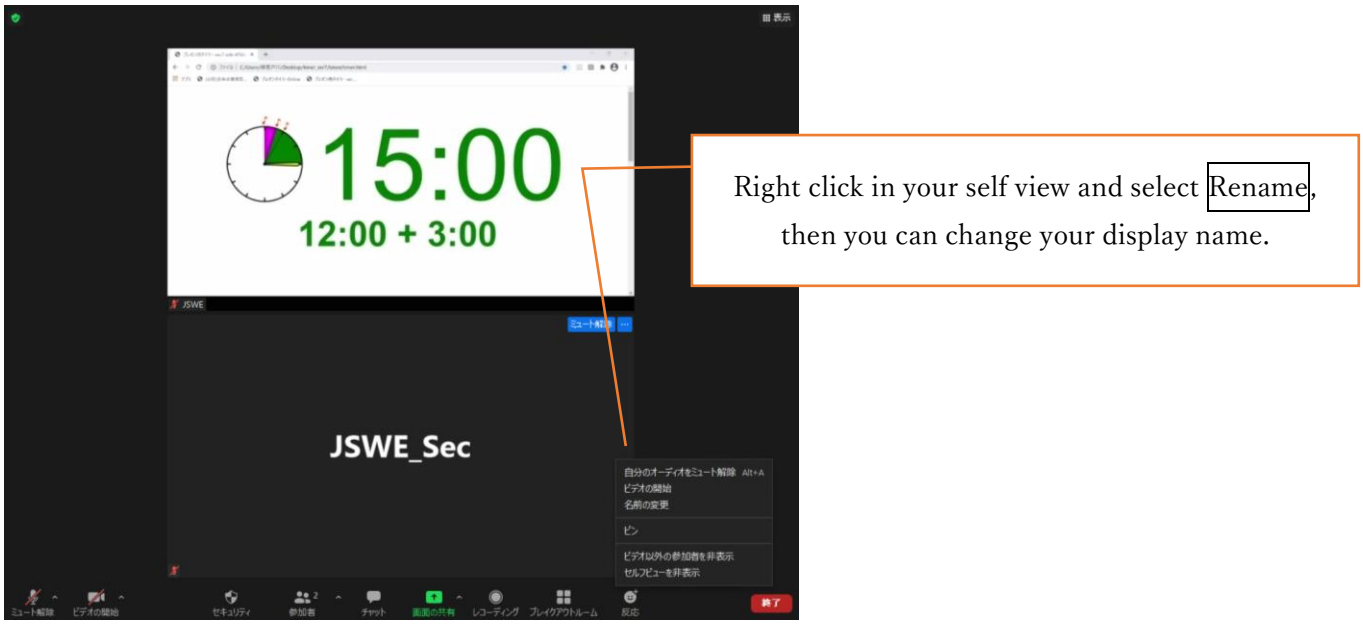
The display name can be changed even after entering the room (see the figure below).

If your display name is inappropriate, you may be forced to leave the room.

Chair: Chair_SessionName_FamilyName_Affiliation

Speaker: Lecture number_FamilyName_Affiliation

Participant: FamilyName_Affiliation



c. Prohibition of recording

Recording (including screen capture) and redistributing presentation materials is prohibited unless you have permission from all parties in advance.

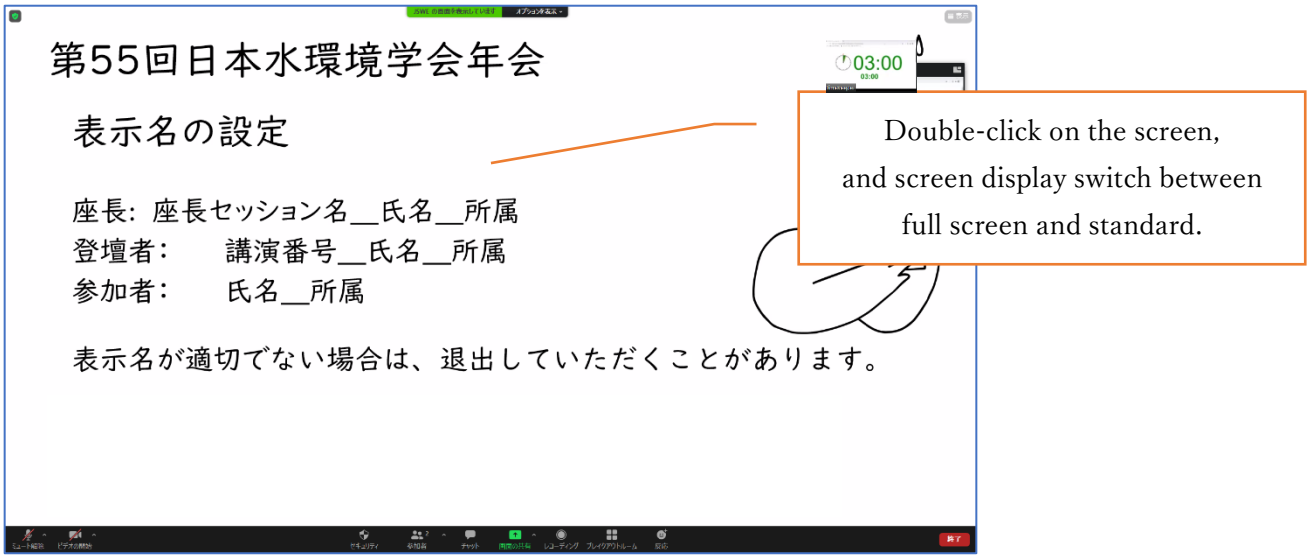
d. Multiple uses in the same room

If multiple participants in the same room connect to a video conference room respectively, if microphones and speakers are enabled on each device, it will cause echo and howling, so limit the main device that handles audio to one, and be sure to mute the microphone speaker on other devices. We also recommend using a headset.

e. Screen display

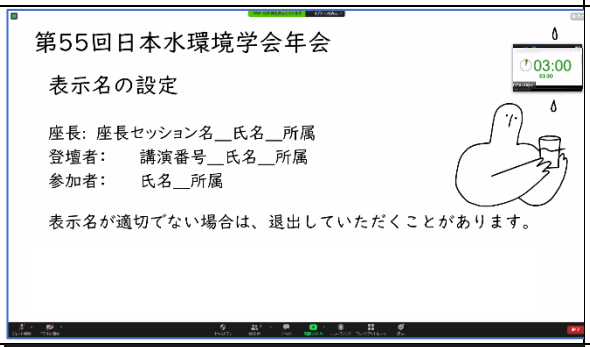
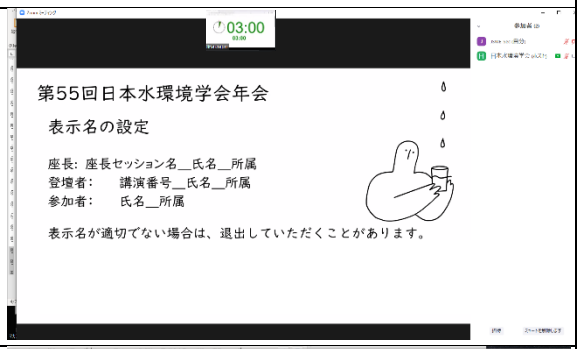
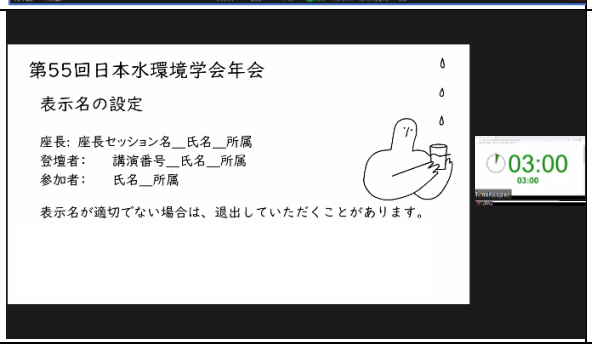
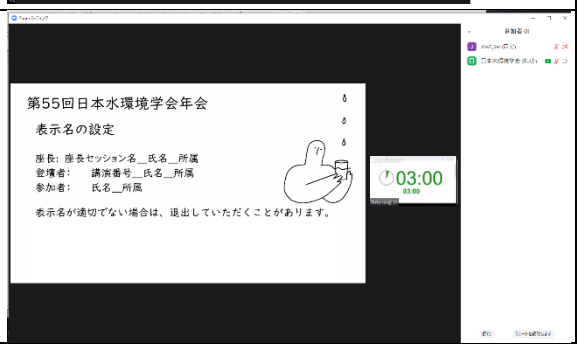
When the presenter shares the screen, it may be displayed in full screen.

Double-click on the screen to switch between full screen display and standard display.



Depending on the display mode, the screen display status will be as follows.

Screen display status by display mode

	Full screen	Standard
Standard		
Side by side		

f. How to ask a question

Do not turn on the microphone without the permission of the chair except at the time of your presentation. If the chairman or the meeting staff deems it necessary, the microphone may be forcibly muted.

Use the "Chat" or "Raise Your Hand" function to communicate your intention to speak, get permission from the chair to speak, confirm unmute, and name your affiliation before speaking. Don't forget to mute it immediately after you finish speaking. Also, when speaking, keep in mind that you don't have to interrupt because you hear noise or other people's conversations, or when you get a phone call.

After you speak, please click “take your hand down”.

g. How to leave the session

When you leave a session, press “Leave” and leave the meeting. If you want to join another session, please enter again with the URL and passcode (meeting password) of the session.

4. Presentation method and precautions

a. Securing a place

Ensure a stable and good network connectivity to avoid any trouble during the announcement. In addition, please secure a place where there is no problem even if you hear noise or other people's conversations, there is no interruption due to telephone calls, there is no problem even if you speak clearly in a relatively loud voice, and people and backgrounds that are not related to the camera are not reflected. We recommend that you use a headset.

b. Microphone ON/OFF

Be sure to mute the microphone when it is not your presentation. When you make your own announcement, be sure to check unmute before you start the announcement. During the Q&A session, it is desirable to mute as much as possible when you are not speaking, but be sure to check unmute when answering.

c. Video ON/OFF

Please turn on the video in principle in order to accurately convey to the participants what you are doing when you make your own presentation and question it. Otherwise, as a general rule, turn off the video.

d. Screen sharing at the time of presentation

Zoom allows you to share your PC's screen with other participants at the time of presentation. Launch the app you want to use before you start sharing. Be careful not to send extra information when sharing your screen, and it's a good idea to check with other locations before you know how it's shared.

Don't share your screen until your presentation starts, and stop sharing as soon as you're done. Keep in mind that if you share a PPT, the presenter tool may be used to share the presenter tool screen with the presenter instead of the slide itself, depending on the zoom version.

5. Others

a. Control by Organizer

If a problem occurs during the session, a communication from the monitoring person may be displayed in the chat. If it is determined that there is a problem in the session operation due to the influx of unneeded voice or connection from an unstable network, the monitoring person will mute or force the person to leave the room.

b. Unexpected happening

If the Zoom meeting room becomes unavailable due to any disturbance, etc., the organizer will terminate the corresponding meeting room. For the URL and passcode of the meeting room in an alternative to the session, all registered participants will be contacted by e-mail from the e-mail address of the Japan Society of Water Environment, with the resumption in 5 minutes.

c. Security measures

Please do not leak the login ID and PW to enter the page containing the lecture collection and online participation information because it will only be available to registered participants who have paid the participation fee. In addition, please do not leak the "WEB conference room information (URL and passcode) of each session" posted. In addition, you must not infringe copyright. As long as you use an open tool called Zoom, please understand that accidents and troubles that we cannot imagine do not always occur, participate with due care, and act in a way that does not violate public order and morals.