

# Presenter's Manual for WET2020-online, JSWE

Organizing Committee for WET2020-online, JSWE

## 1. Overview

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

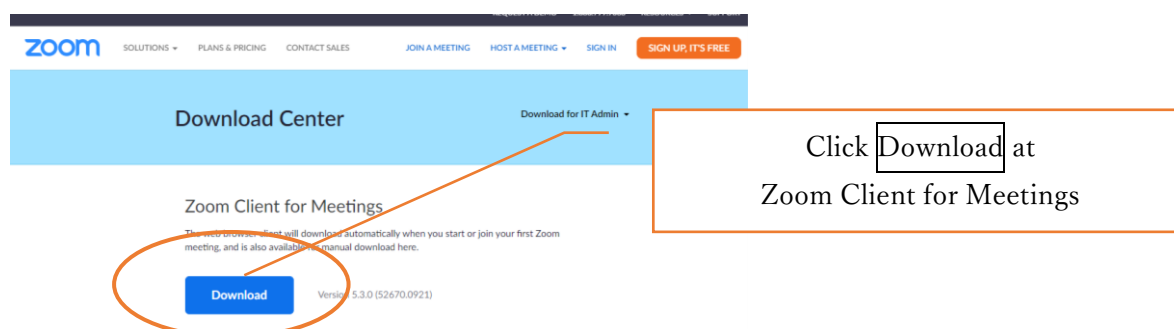
For those who make presentations and chairs, please also refer to the "Chair's Manual".

## 2. Items to be confirmed in advance

### a. Install Zoom

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

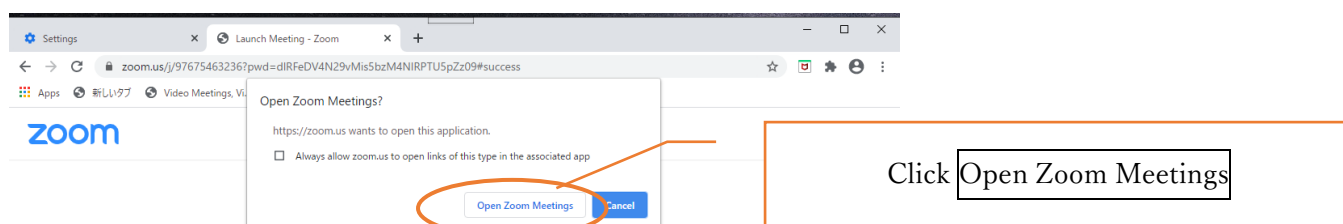
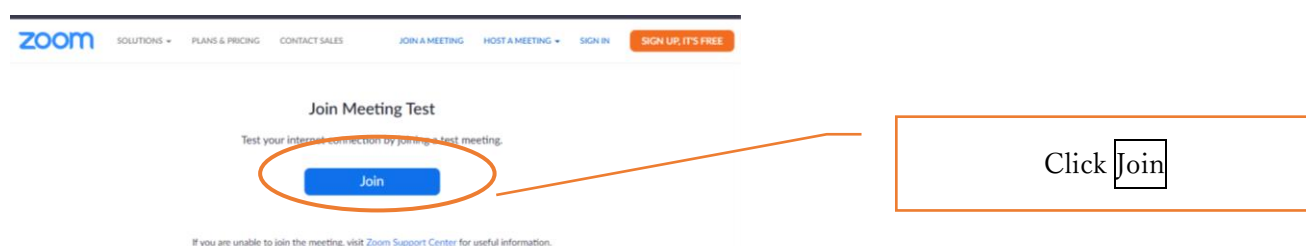
- Download <https://zoom.us/download>

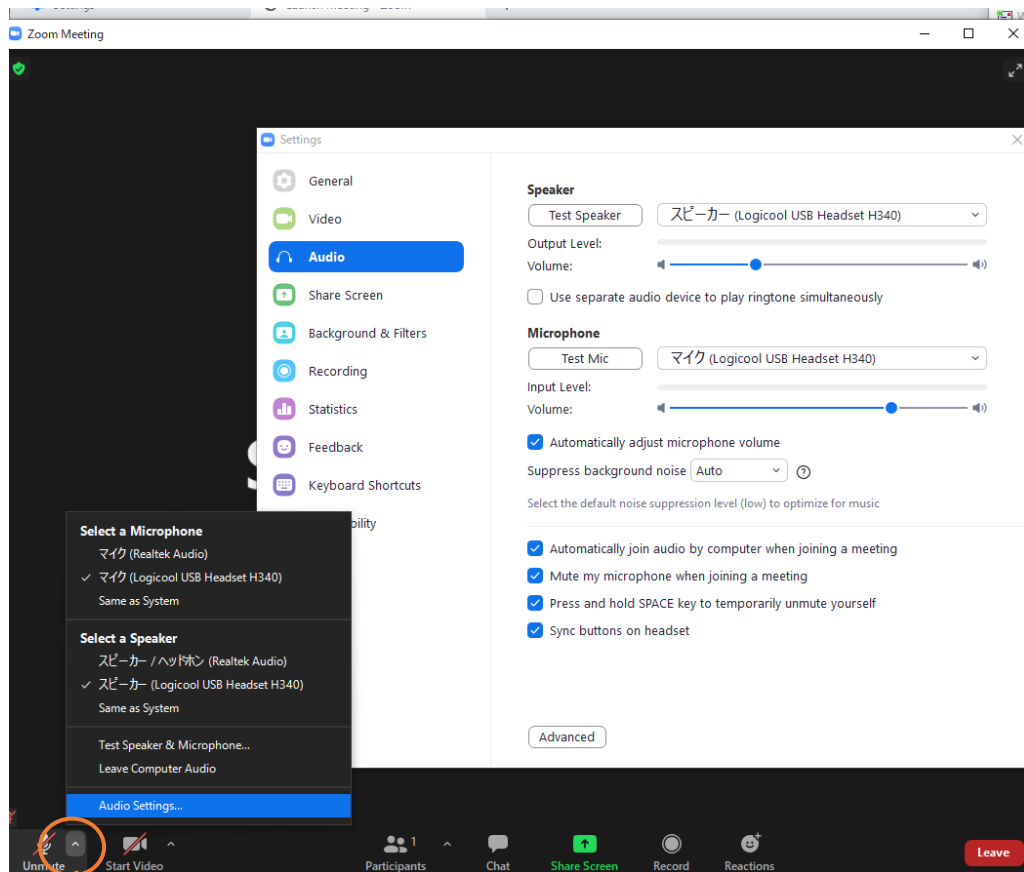



### b. Operation and device check

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.

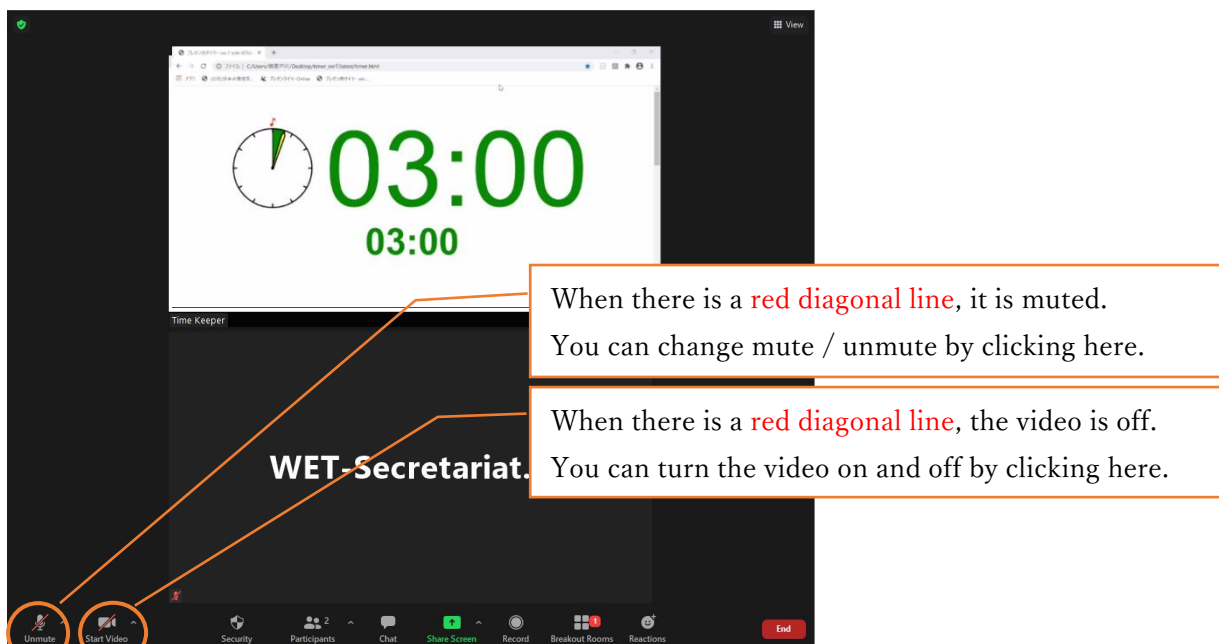
Keep it muted during discussions in the breakout room, except when you ask a question.

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.

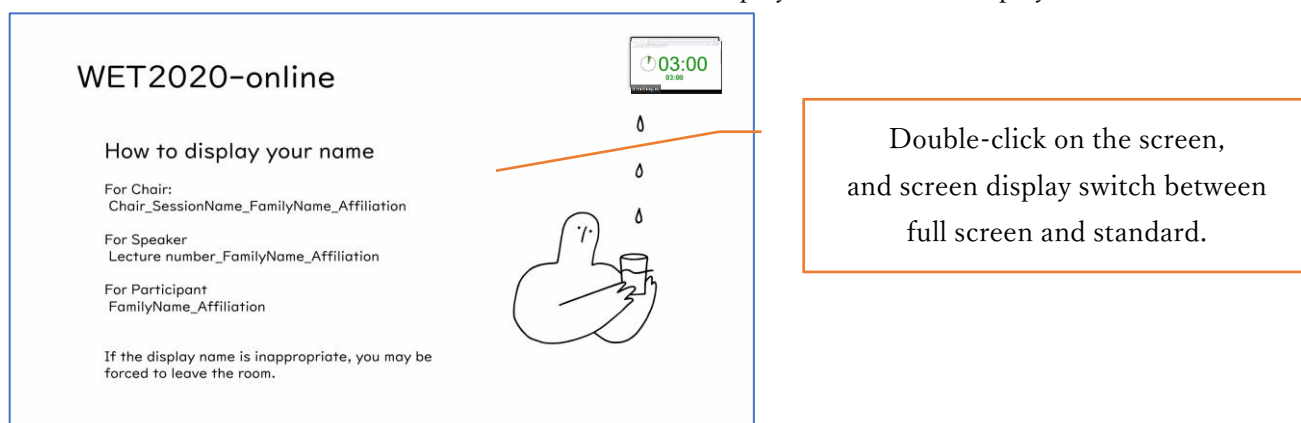
Keep it turned off during discussions in the breakout room, except when you ask a question.



#### e. Screen display

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

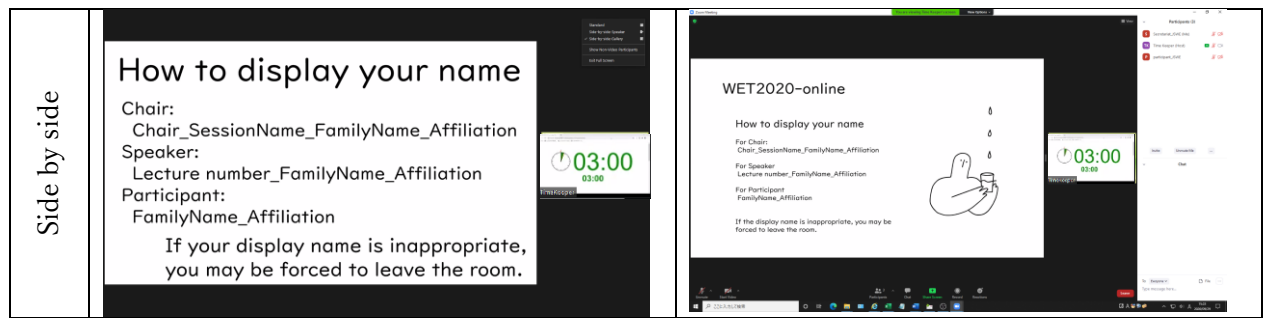
Double-click on the screen to switch between full screen display and standard display.



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

#### Screen display status by display mode

	Full screen	Standard
Standard		



f. Multiple participant in the same room

When multiple participants in the same room each connect to the conference room of a video conference, it may cause echo and howling. We recommend using a headset.

### 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.

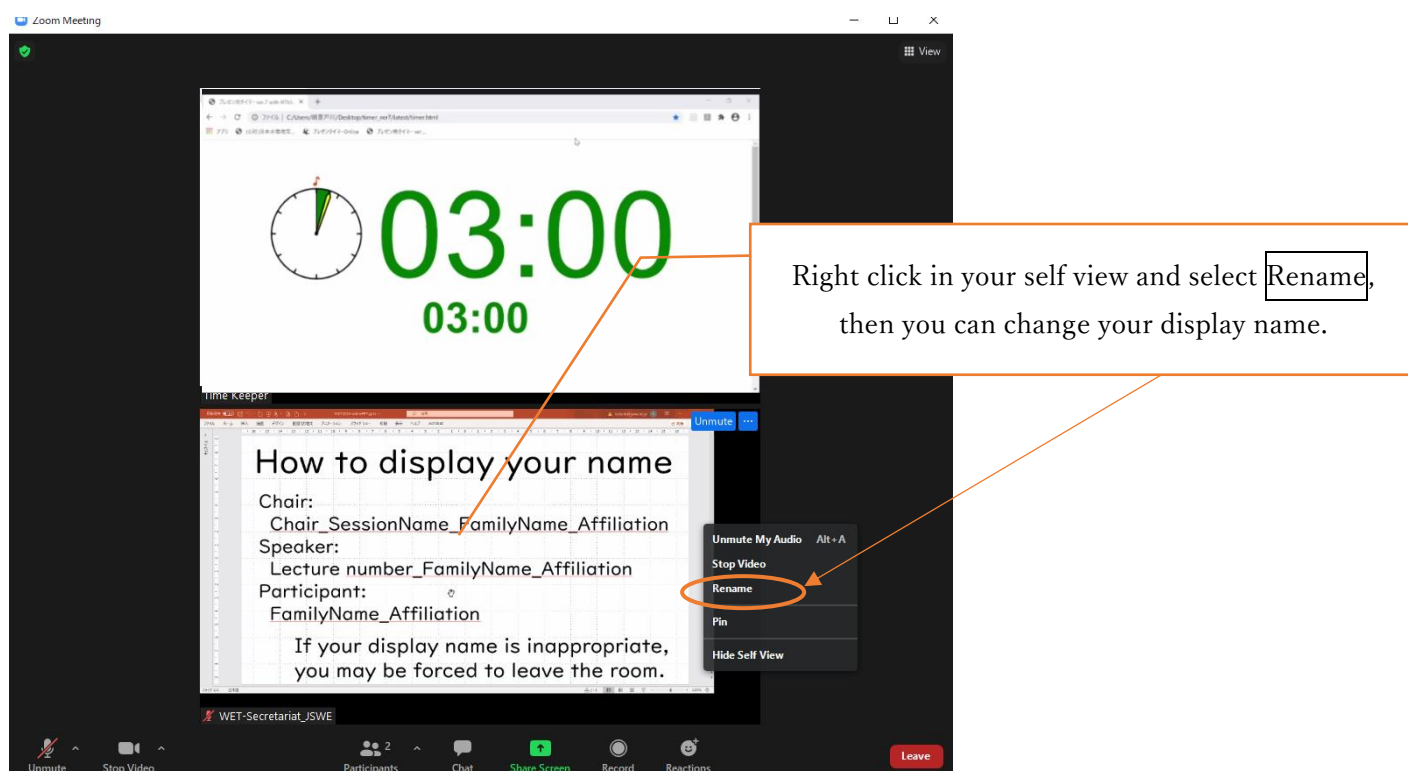
The display name can be changed even after entering the room (see the figure below).

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. How to ask a question

There is no discussion time during the short oral presentation.

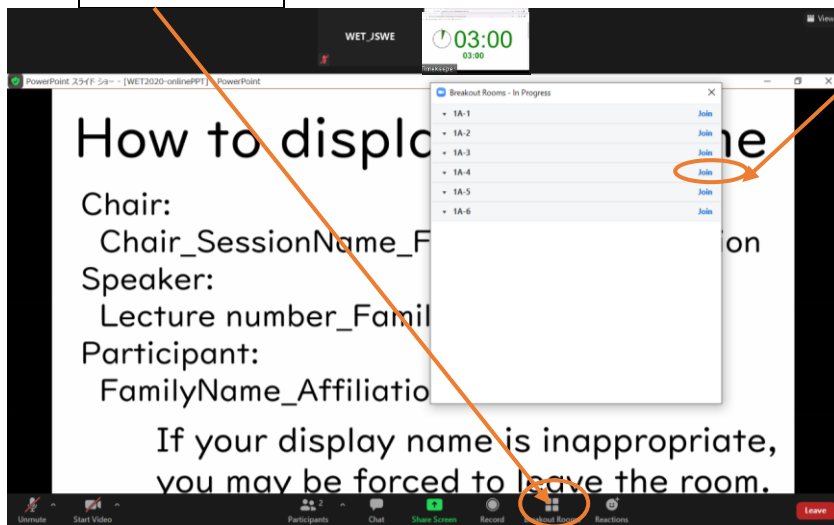
During discussions in the breakout room, if you have any question, turn your video ON, unmute your microphone and then ask a question.

Turn your microphone mute after your question.

e. Breakout room

In WET2020-online, discussion will be held at Breakout room.

Click **Breakout Rooms**, select a presentation you want to attend, and click **join**.



To move to another breakout Room, click **Breakout Rooms**, and you can **choose Breakout Room**.



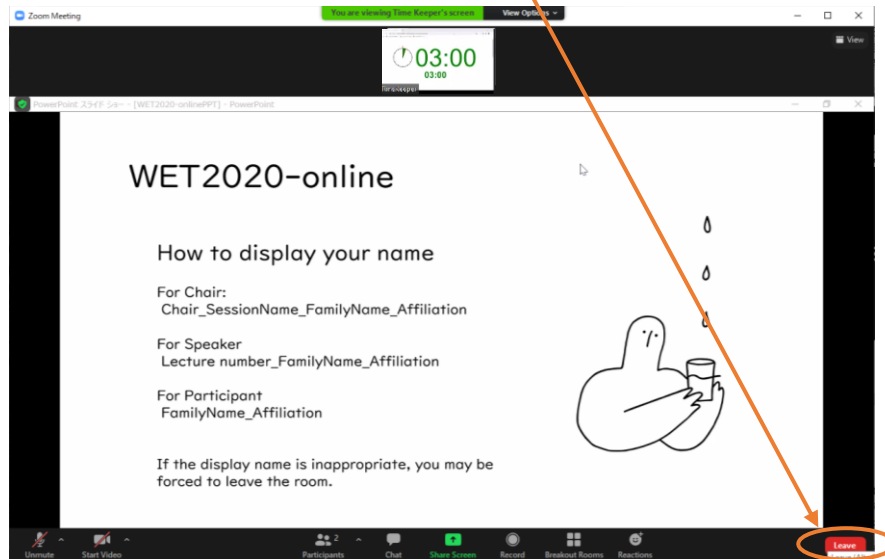
To return to main session, click **Leave Room** and then choose **Leave Breakout Room**.



f. Exiting the Session

To leave from the main session, Click **Leave** and then **Leave Meeting**.

To leave the session from Breakout Room, Click **Leave Room** and then **Leave Meeting**.



If you want to join another session, please re-enter the room with the URL and passcode (meeting password) of that session.

g. Unforeseen circumstances

If the Zoom meeting room can not be continued due to some kind of interference, the organizer will close the meeting room. The URL and passcode of the alternative meeting room will be notified by e-mail in 5 minutes to all registered participants from JSWE.

#### 4. Presentation method and precautions

##### a. Securing a place

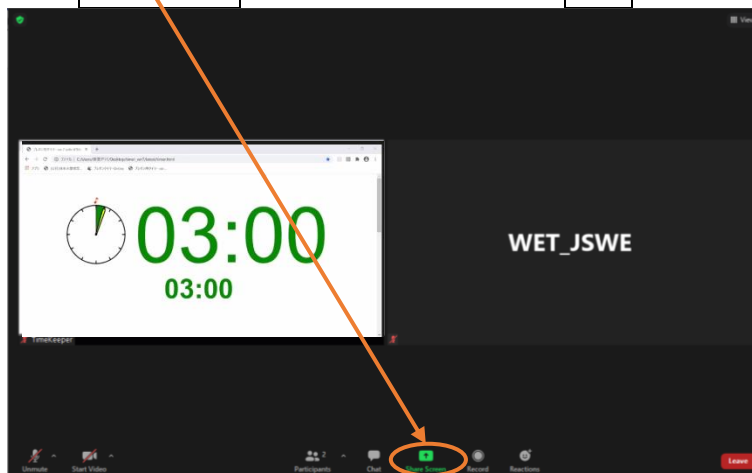
Ensure a stable and good network and a place with as little interference as possible.

We recommend using a headset.

##### b. Share Screen

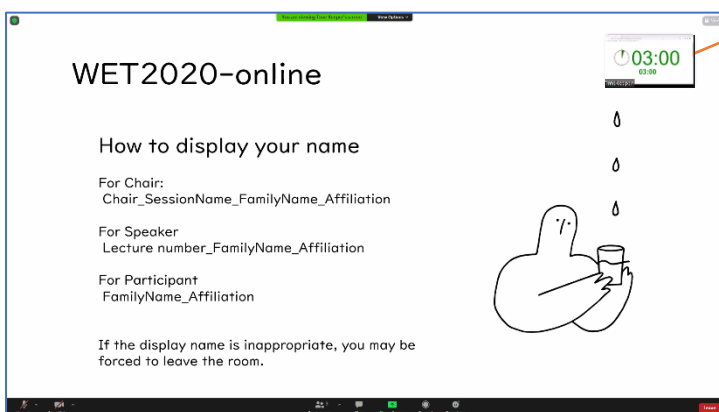
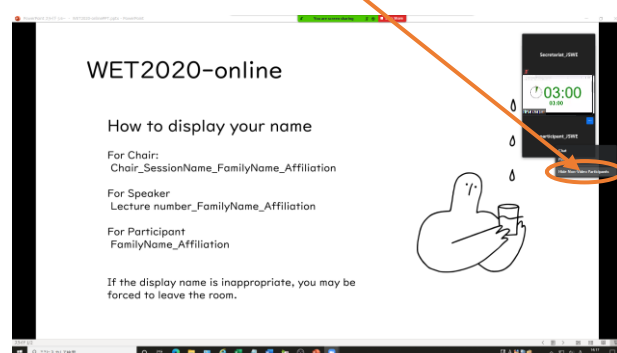
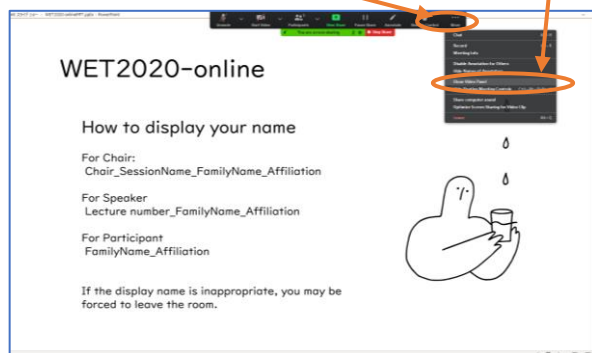
Before your presentation, your presentation file (PPT, PDF, etc.) should be opened, but slideshow of PPT should not be begun.

Click **Share Screen**, select your file and press **share**, and begin the slideshow.



##### c. During presentation

Click **More** and select **Show Video Panel** and select **Hide Non-Video Participants**.



Time display

Providing your screen conditions are as above  
(**Show Video Panel** and **Hide Non-Video Participants**),

when someone turn on their video, their video will be displayed on your screen.



d. Presentation Time

The presentation time will be displayed on the screen as video panel of “Timekeeper”, and the bell rings, during short oral presentation

Please make a presentation within the specified time.

Please note that if it is prolonged, the presentation may be forcibly terminated at the discretion of the chairperson.

e. Consideration for shared materials, etc.

You shall not use the copyrighted work of others without permission, and you shall clarify the source when quoting.

Presentations at online conferences are considered retransmits by automatic public transmission.

If the permission is limited by the format of the presentation and the range of the audience, you may need to re-permit for online conference.

Presenters should be aware that if the content violates the Export Trade Control Ordinance, online distribution may not be permitted.

5. Security measures

You must not leak the information of WET2020-online such as "WEB conference room information (URL and passcode) of each session" and Proceedings, as they are only for registered participants.

In addition, you must not act infringing copyright.

Since WET2020-onlen is using open tool (Zoom), unforeseeable accidents or troubles may occur, you should participate with great care, and act in a manner that does not violate public order and morals.