

第93回 日本生化学会大会

The 93rd Annual Meeting of the Japanese Biochemical Society

分野を超えて
～ 守る生化学、攻める生化学～



Zoom Manual for Viewers

Contents

★ Start Zoom

- What you need to start Zoom
- Downloading Zoom (PC)
- Downloading Zoom (Smartphone or tablet)
- If you cannot download Zoom app

★ How to control and view Zoom

- Controlling Meeting window (PC)
- View with PC
- Controlling Meeting window (Smartphone or tablet)
- View with smartphone or tablet
- Full Screen (PC)
- View presentation slides only
- Ask questions to speakers

Prohibitions

Taking screen shots, audio/video recording, or using other devices (smartphone, etc.) to photograph/record the videos being played on the screen, or transfer/redistribution of such recordings without permission from the meeting host are strictly prohibited.

Start Zoom

What you need to start Zoom

- ✓ Internet Environment
- ✓ PC or Smartphone or tablet

Q. Do I need the camera ?

➔ No, you don't.

Q. Do I need a microphone?

➔ No, you don't. There are no oral Q&A times nor discussions which audience can join.

Q. Do I need an earphone ?

➔ You don't need an earphone if your PC has a built-in speaker. If you use headsets or earphones, wired equipment is recommended.

Q. What can I do in case Bluetooth earphone or headset interrupt the audio?

➔ Restart your earphone or connect it directly to your PC.

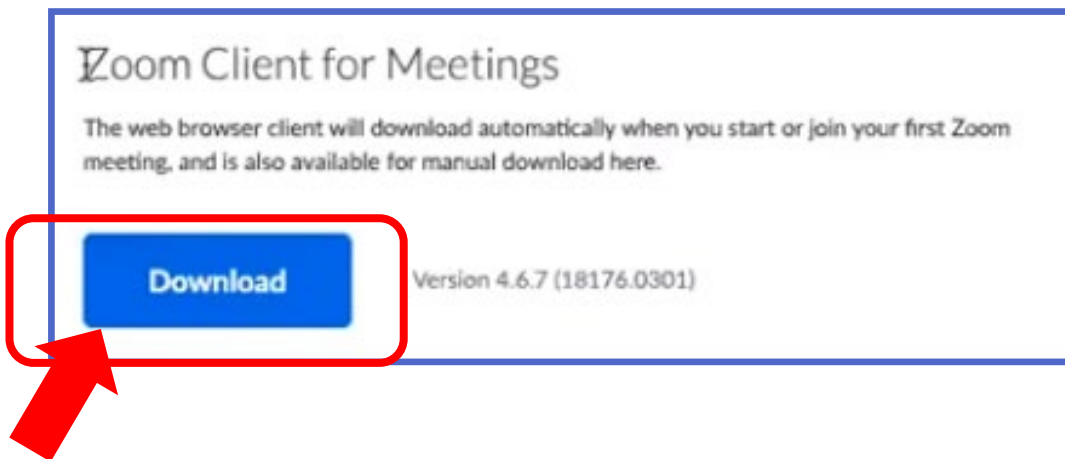
Downloading Zoom (PC) ①

- ✓ Go to Zoom.us
- ✓ Download Zoom Client for Meetings
- ✓ Installing it

■ Zoom Download URL :

https://zoom.us/download#client_4meeting

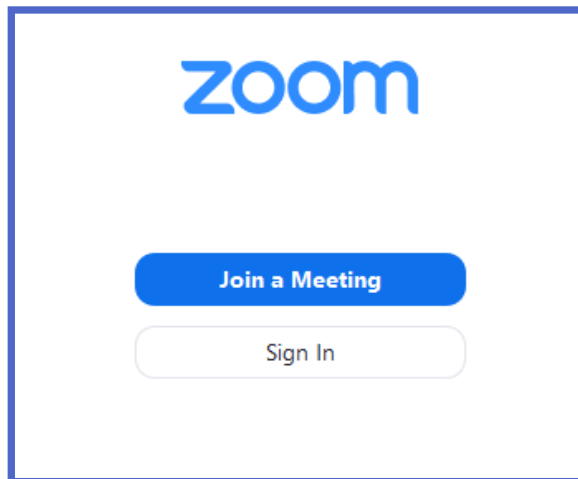
1. Go to the URL above and click “Download” button to start downloading “Zoom Client for Meetings”



Installing Zoom (PC) ②

2. Double-click on the downloaded file then the installation of App starts automatically.

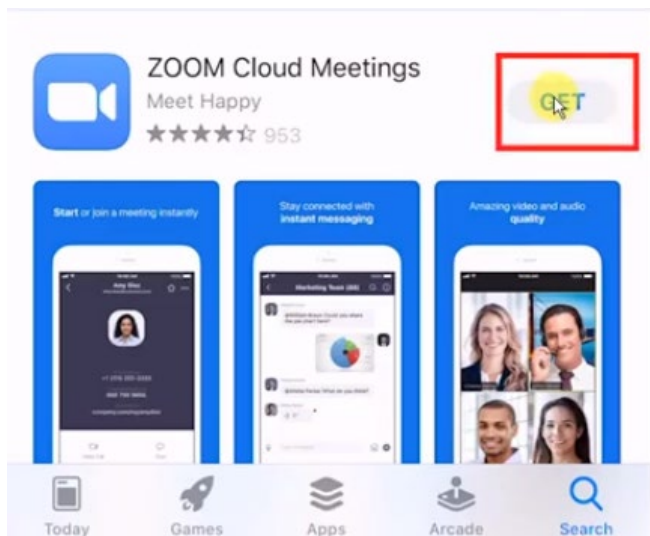
3. When the sign-up window appears, the installation has been completed.



Installing Zoom (Smartphone/ tablet)

- ✓ Search “Zoom” app
- ✓ Download “Zoom Cloud Meetings”
- ✓ Install it

1. Search “Zoom” at App store or Google Play then download “Zoom Cloud Meetings”



iPhone



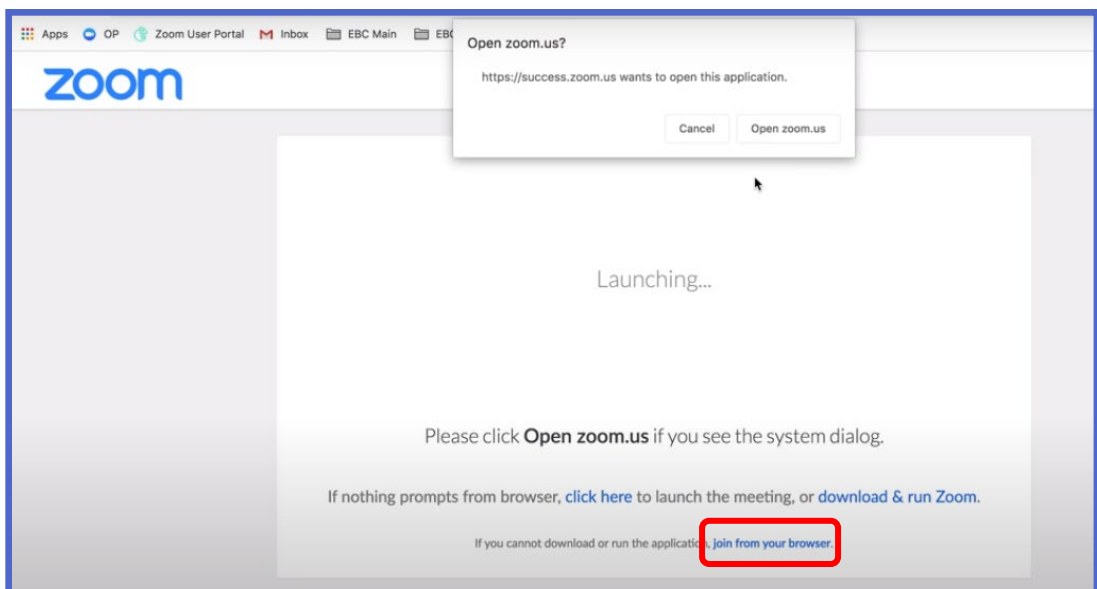
Android

If you cannot download Zoom app

✓ You cannot download Zoom app

➔ If you cannot download the Zoom app, you can join from your browser.

Go to zoom.us then click “join from your browser”.



How to control and view Zoom

Prohibitions

Taking screen shots, audio/video recording, or using other devices (smartphone, etc.) to photograph/record the videos being played on the screen, or transfer/redistribution of such recordings without permission from the meeting host are strictly prohibited.

Controlling Meeting Window (PC)



- ① **Mute / Unmute:** Mute and unmute your microphone.
- ② **Start Video / Stop Video:** **Your video is off. Do not start video.**
- ③ **Participants:** You can rename
- ④ **Chat:** Used for Q&A time. You can post your questions with Chat.
- ⑤ **Share Screen:** Unavailable.
- ⑥ **Leave:** Leave the meeting

✘ Please note that audience is not able to join the meeting with oral communication or sharing screens.

View with PC ①

- ✔ Log in to “Confit”, the abstract browsing system
- ✔ Access to Zoom from the abstract page
- ✔ Enter meeting after entering your name

*Join the Zoom meeting not from Zoom app but “Confit” on the meeting website.

Q. Is my name shown on the Zoom screen?

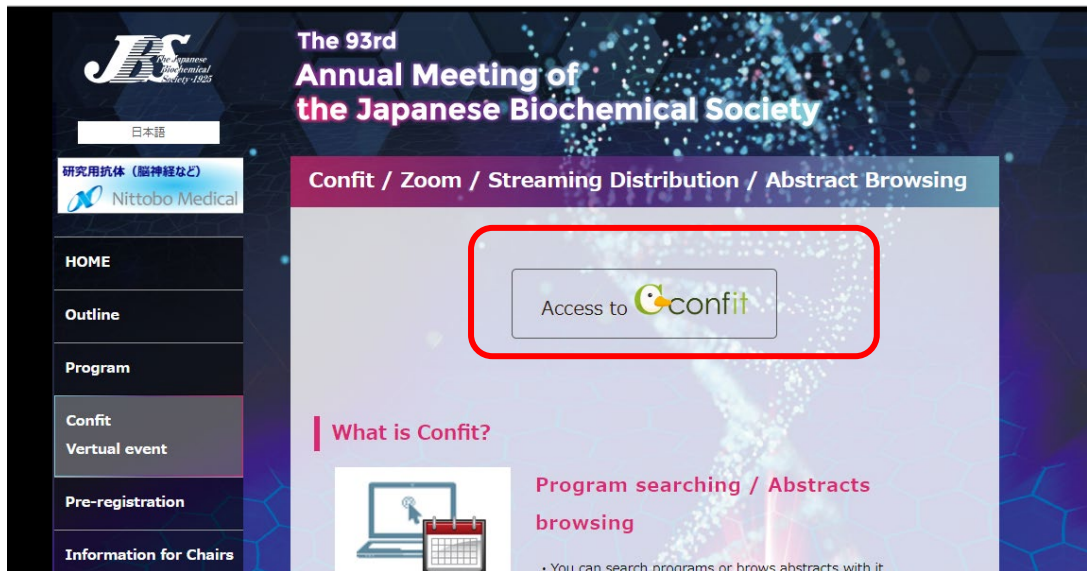
➔ Yes. The name you entered will be shown on Zoom.

Q. I entered wrong name.

➔ Click “Participants” then click “More” to rename.

View with PC ②

1. Go to “Confit” from our website.



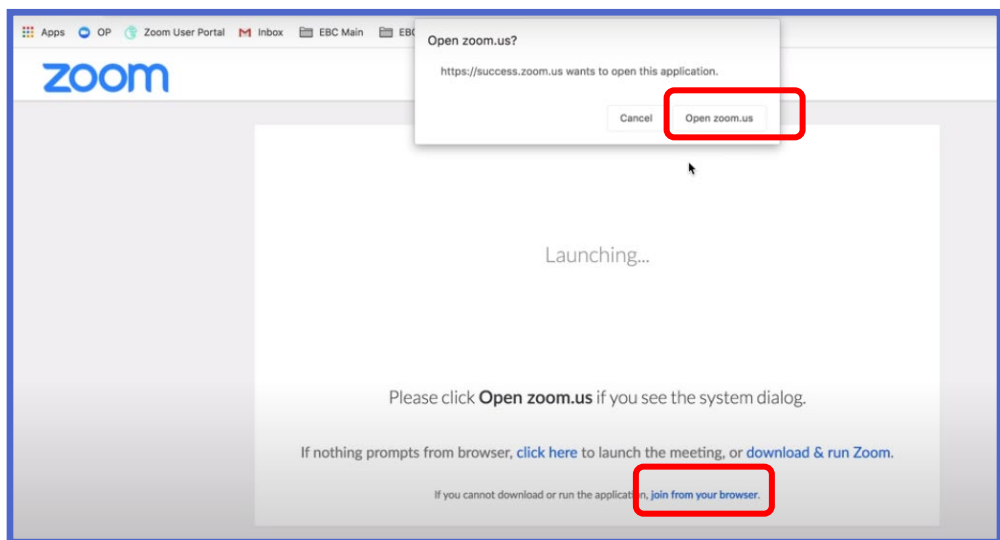
2. Enter your email address and password to log in. *Log in information will be informed from the meeting secretariat on **Aug. 31** via email.



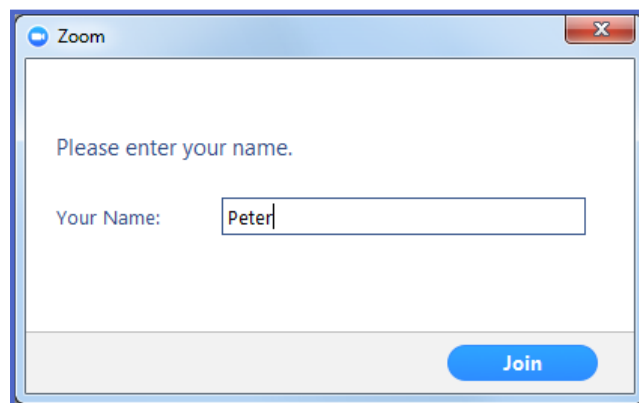
View with PC ③

3. Access to Zoom from the abstract page.

4. Click “Open zoom.us” in the pop-up window. If the window doesn't appear, click “join from your browser”.



5. Enter your name and click “Join”.



Controlling Meeting window (Smartphones or tablets)



- ① Mute / Unmute: Set as Mute. Unable to unmute.
- ② Start Video / Stop Video: Your video is off. Do not start video.
- ③ Participants: You can rename
- ④ Chat: Used for Q&A time. You can post your questions with Chat.
- ⑤ Speaker: You can turn it on or off.
- ⑥ Leave: Leave the meeting

✘ Please note that audience is not able to join the meeting with oral communication or sharing screens.

View with smartphone or tablet ①

- ✓ Log in to “Confit”, the abstract browsing system
- ✓ Access Zoom from the abstract page
- ✓ Zoom app will be opened automatically

*Join the Zoom meeting not from Zoom app but “Confit” on the meeting website.

Q. Is my name shown on the Zoom screen?

➔ Yes. The name you entered previously will be shown on the Zoom screen.

Q. I want to change my name.

➔ Click “Participants” then click “More” of your name to rename.

View with smartphone or tablet ②

1. Go to “Confit” from our website.
2. Enter your email address and password to log in. *Log in information will be informed from the meeting secretariat on **Aug. 31** via email.
3. Access from the abstract page.
4. Zoom app will be opened automatically and the screen below will appear.



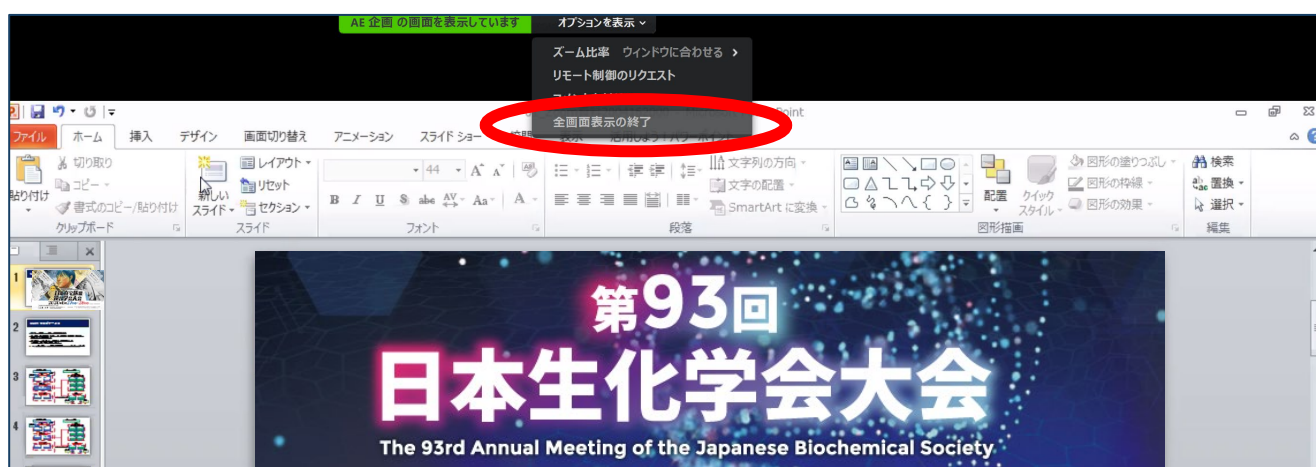
Full Screen

✔ Exit Full Screen

✔ Full Screen

■ Exit Full Screen

➡ Double click the meeting window or navigate the cursor to “View Options” then click “Exit Full Screen”.



■ Back to Full Screen

➡ Click the upper right corner to change to Full Screen again.



View presentation slides only

You want to view presentation slides only

■ You want to view presentation slides only (hide profile photo)

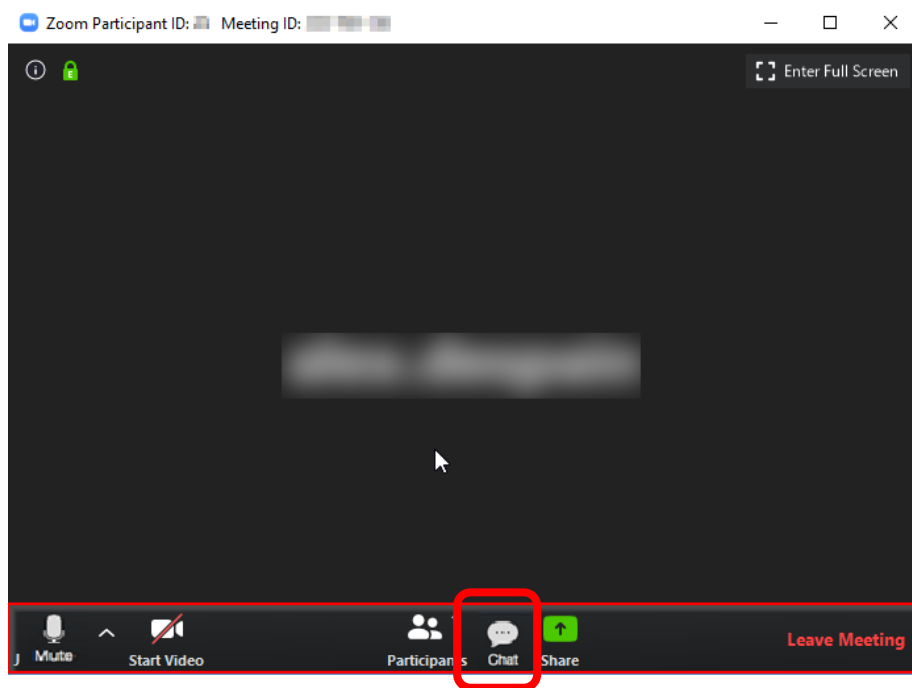
➔ Click “-” on the profile photo of chairs or speakers.



Ask questions to speakers

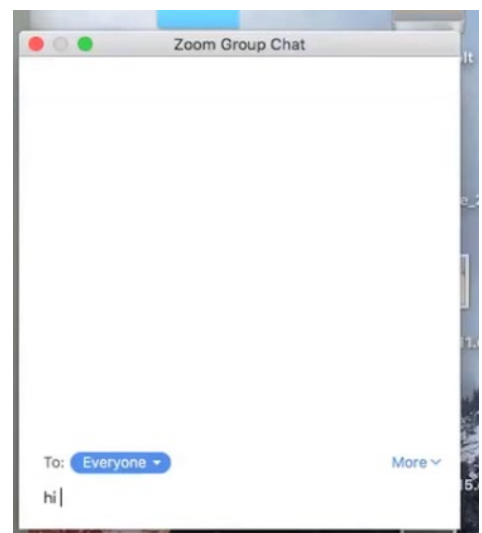
- ✓ Click “Chat”
- ✓ Send questions

1. Click “Chat”.



2. Enter your questions and select “Everyone”

- *Oral questions are not acceptable.
- *You can send your questions during presentations.
- *Chairs pick up some questions from Zoom Group Chat and ask speakers to answer those.



Pre-meeting check list

■ Please check followings prior to joining the meeting.

- Did you complete downloading Zoom?
- To access to the Zoom meeting, log in to “Confit” on the meeting website and go to the abstract you want to view.
- Please set the video off when you enter the meeting.
- Ask questions through Chat. *Oral questions are not acceptable.

Prohibitions

Taking screen shots, audio/video recording, or using other devices (smartphone, etc.) to photograph/record the videos being played on the screen, or transfer/redistribution of such recordings without permission from the meeting host are strictly prohibited.

■ Contact (JBS2020 Secretariat)

Tell: 080-4137-9153/080-4179-9243

E-mail: jbs2020@aeplan.co.jp