



The 94th
Annual Meeting of the
Japanese Biochemical Society

Zoom Manual

For Oral Presentation Chairs

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- 2. Installing Zoom**
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1. Moderating a Session

2. Installing Zoom

3. Zoom operations during the session

1-1. Session flow

1-1. Session flow

① Join a functional test

Access the Zoom URL distributed from the secretariat **30 minutes before the session starts**. Sound connection and screen sharing will be tested.

① Start the session

Please announce start of the session when the time to start comes.
Inform participants that they are to ask questions via chat.

② Give a brief overview of the session

Present the title of the session and introduce chair(s) (within approx. 1 min.)

③ Give a speaker the signal to start a presentation

After making sure that the speaker is ready, read out "Session number + Speaker's name" and give the speaker the signal to start her/ his presentation.

④ Turn the video and audio off during presentations.

⑤ After the presentation ends, you turn your video and audio on and respond to questions from audience.

Audience will ask questions via chat/raise hand.

Please pick up questions and ask a speaker to answer them.

⑥ End the session

Announce that the session is over when all speakers are done.

■ Timekeeper

A timer is not to be shown on Zoom.

Managing time is one of the responsibilities of chairs.

1. Moderating a Session

2. Installing Zoom

**3. Zoom operations
during the session**

2-1. Installing Zoom

2-2. Technical requirements

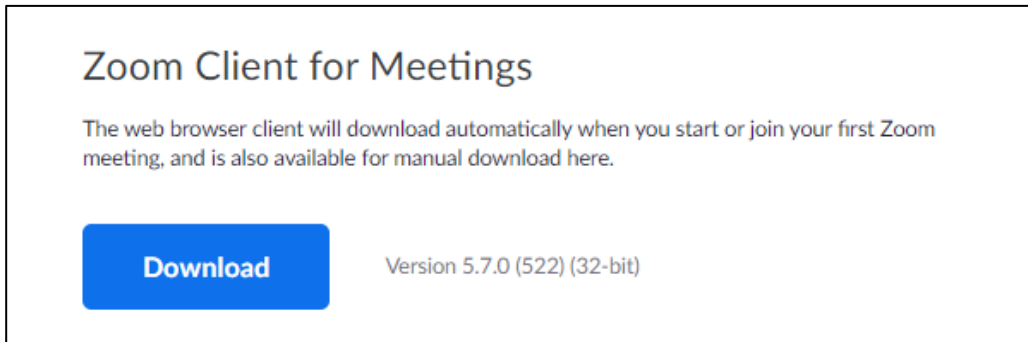
* In case you have already installed Zoom, please update it to the latest version following the same procedures.

2-1. Installing Zoom

① Download Zoom Client for Meetings

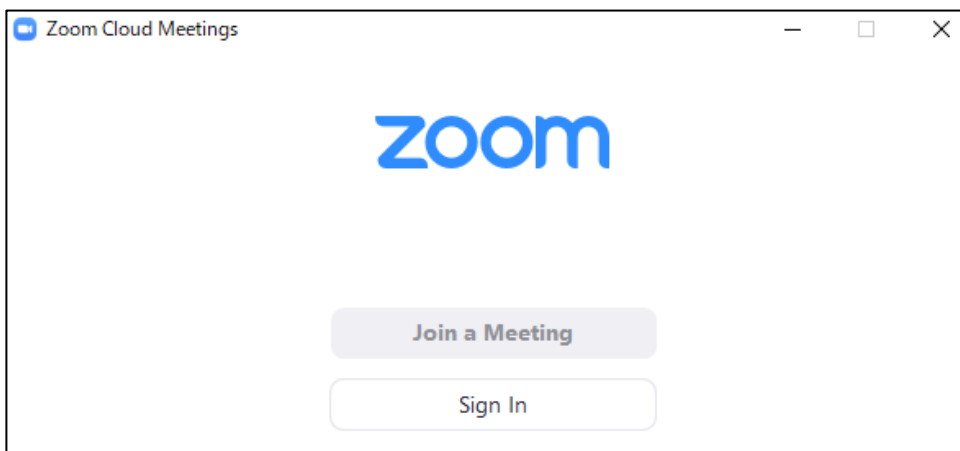
https://zoom.us/download#client_4meeting

Go to the URL above and start downloading.



② Install the App

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



2-2. Technical requirements

① Internet Environment

High-speed internet

We recommend wired internet connection .

② PC

Zoom Meeting uses much PC memory. Close as many as Apps you can before starting Zoom in order to avoid freezing.

③ Headsets, earphones and microphones

Headsets or externally connected earphones/ microphones are necessary. Wireless headsets / earphones may interrupt the voice communication due to unstable network, wired equipment is recommended.

④ Camera

Use built-in cameras or externally connected camera.

1. Moderating a Session

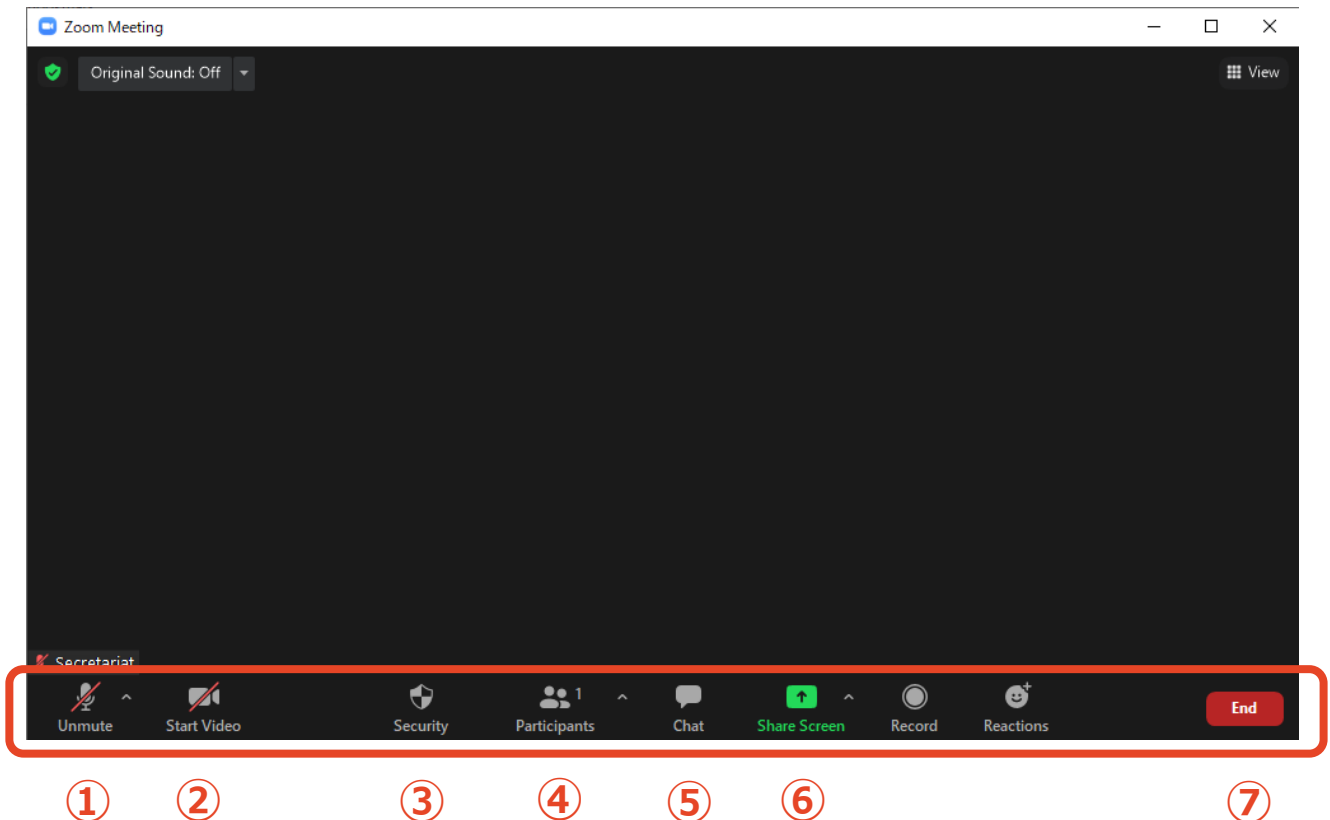
2. Installing Zoom

**3. Zoom operations
during the session**

3-1. How to use Zoom Webinar

3-2. Q&A Period (Chat/Raise Hand)

3-1. Basic operations of Zoom meeting



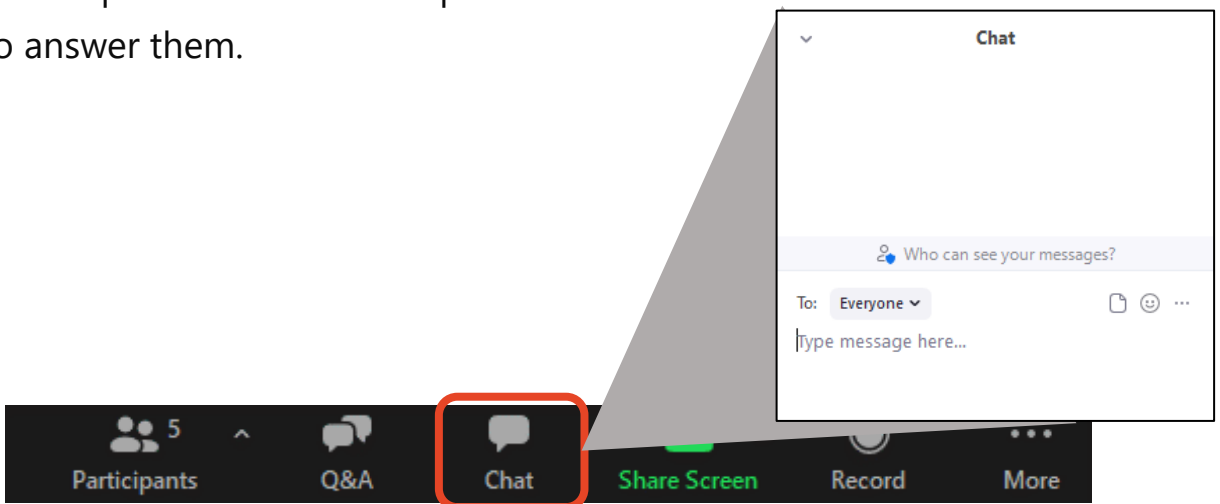
- ① **Mute / Unmute:** Turn your microphone ON/OFF.
- ② **Start Video / Stop Video:** Turn your camera ON/OFF.
- ③ **Security:** Not to be used.
- ④ **Participants :** See participants.
- ⑤ **Chat:** See questions from the audience.
- ⑥ **Share Screen:** Share presentation slides with audience.
- ⑦ **Leave:** Leave the meeting.

3-2. Q&A Period (Chat)

*Please accept questions via chat and raise hand.
If you except either, announce that to the audience.

① Open “Chat” tab.

Questions from the audience are shown in Chat.
Select questions and ask a speaker
to answer them.

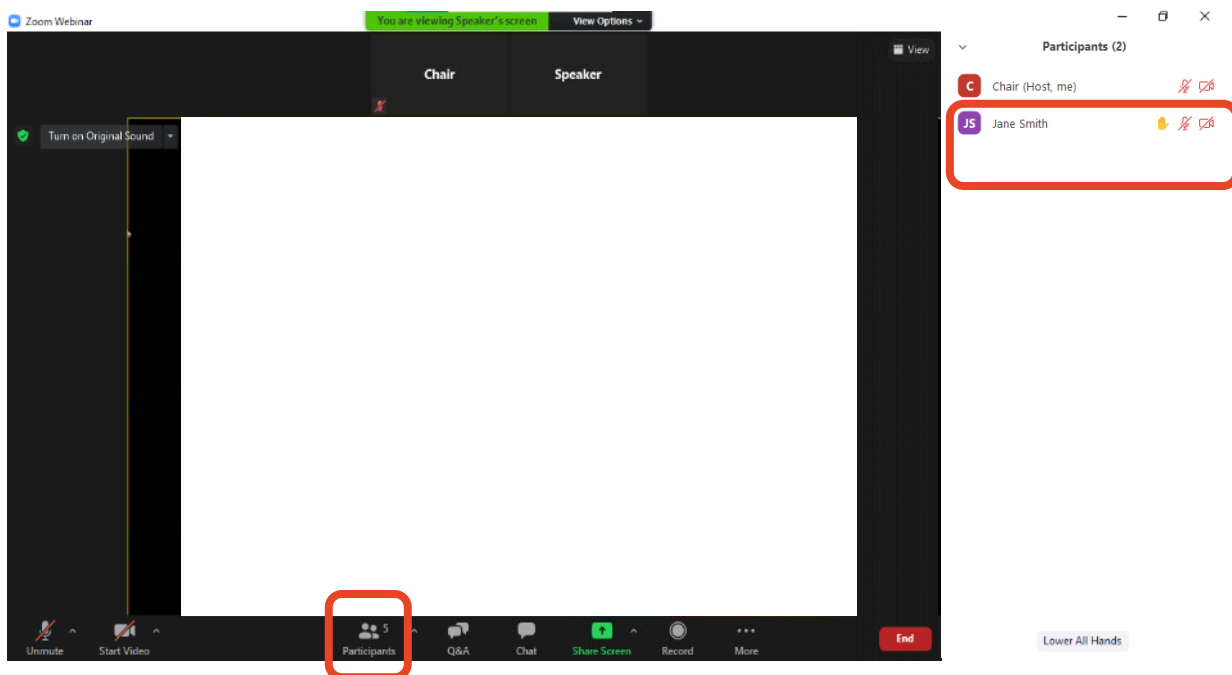


3-2. Q&A Period (Raise Hand)

*Please accept questions via chat and raise hand.
If you except either, announce that to the audience.

① See who are currently raising hands by clicking “Participants” tab.

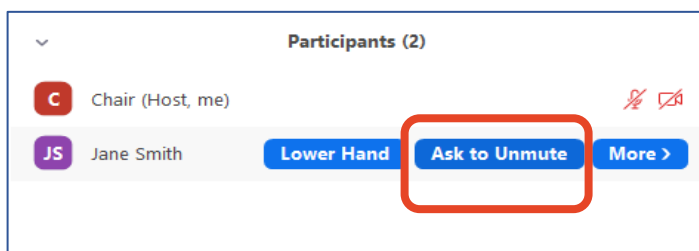
Click “Participants” tab on the menu bar, you can see names of audience who are raising hands listed in chronological order in the pop-up window.



② Pick a questioner

Pick a questioner and call her/his name.

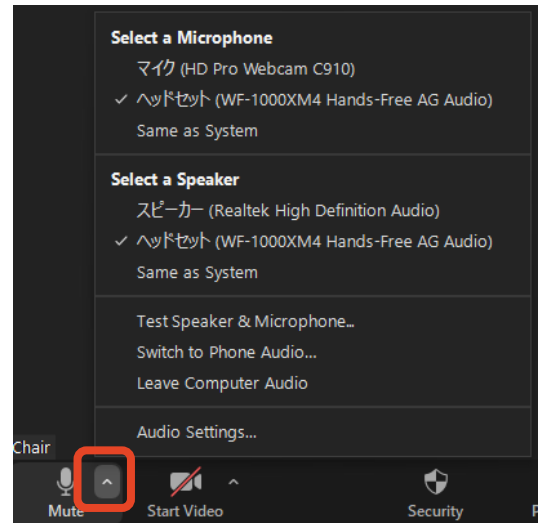
Authorize the questioner to unmute her/his microphone by clicking “Ask to Unmute”, then she/he starts questioning verbally.



Responding to troubles /Emergency Contact

■ In case sound is not connected

Click on “^” on the right of “Mute” tab and reselect a microphone/speaker.



■ In case Zoom is freezing or being terminated

Improve the connection environment then access the URL again.

Possible improvements: Connect by wire

Close all other apps

Restart your computer, etc.

■ Emergency Contact Information

Secretariat

TEL: +81 80-4137-9165 (during the meeting only)

Email: jbs2021@aeplan.co.jp