



The 94th
Annual Meeting of the
Japanese Biochemical Society

Zoom Manual

For Symposium Chairs

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1. Install Zoom

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4. Moderate the Session

1-1. How to install Zoom

1-2. Technical Requirements

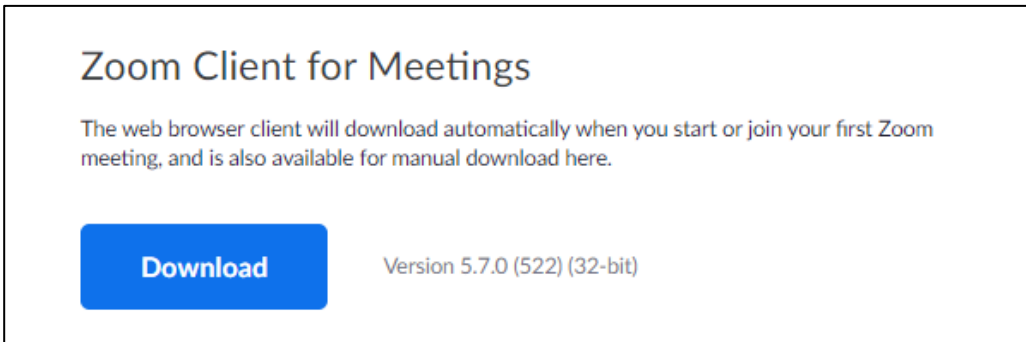
* In case you have already installed Zoom, please update it to the latest version following the same procedures.

1-1. How to install Zoom

① Download Zoom Client for Meetings

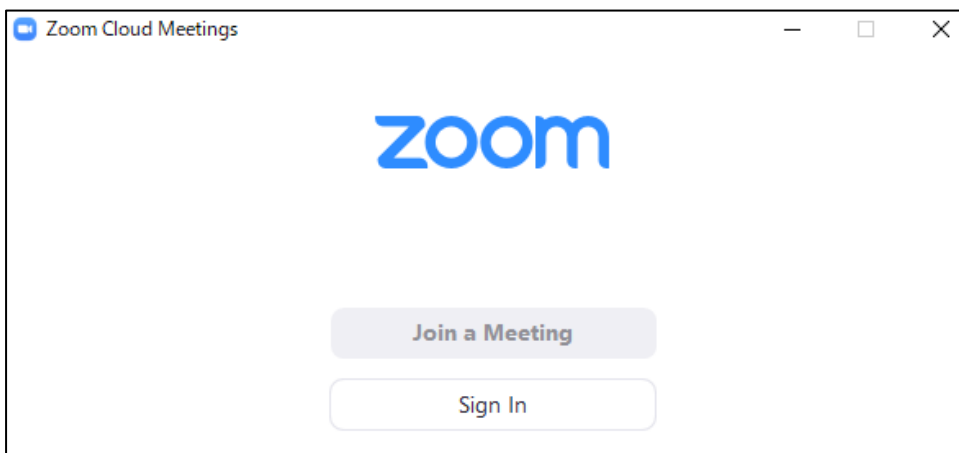
https://zoom.us/download#client_4meeting

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.



1-2. 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.

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2-1. Launch a Zoom meeting

* Chairs are responsible of launching and broadcasting a Zoom meeting.

2-1. Launch a Zoom meeting

① Login to the annual meeting's Zoom account

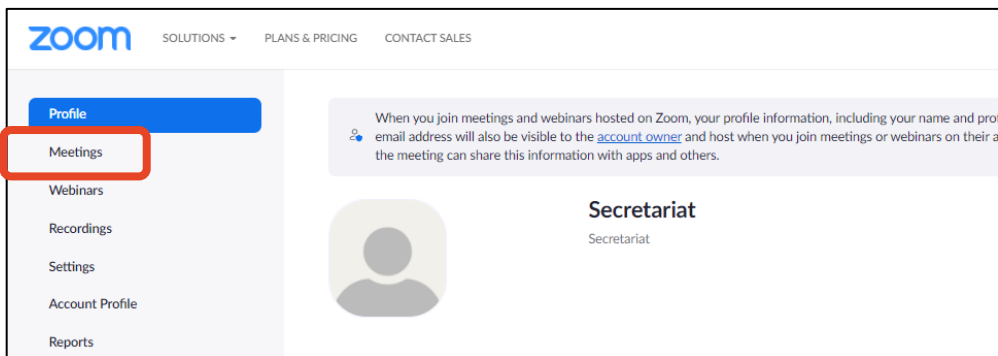
Login from the URL below.

An email address and a password for login will be distributed via email by the secretariat.

URL : <https://zoom.us/signin>

② Open the "meeting" tab.

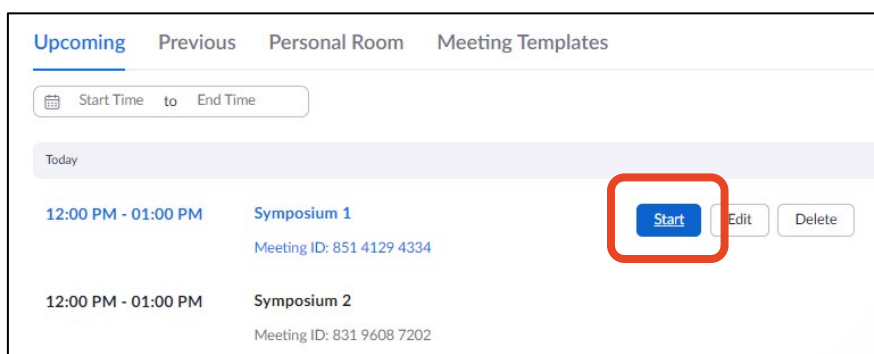
Click on "Meetings" after logging in.



③ Start a meeting

Select your session from the upcoming meetings and click on "Start"
30 minutes before the session starts.

*Please make sure you choose the right session.



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3-1. Change your name & mute participants

3-2. Admit speakers & make co-host

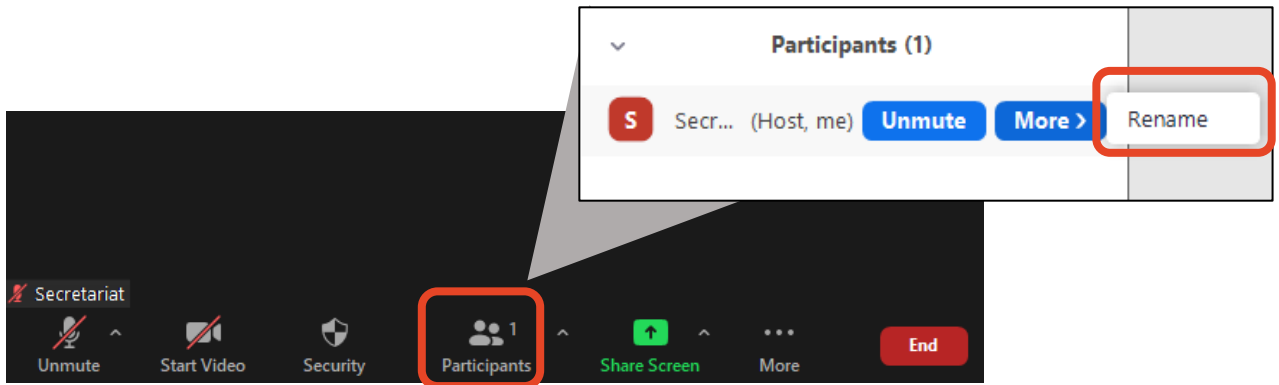
3-3. Functional test & admit participants

3-1. Change your name & mute participants

① Change your name

Open "Participants" tab and click on "More" to rename yourself as:

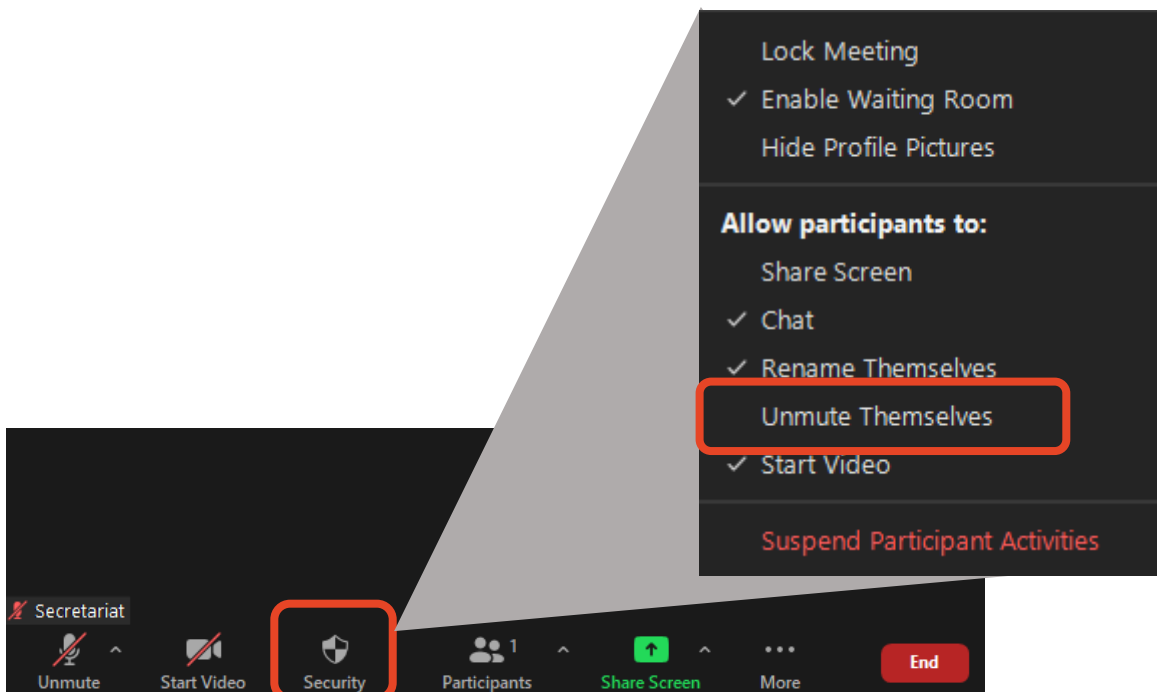
S1 Chair_XX XX



② Prevent participants from unmuting

Open "Security" tab.

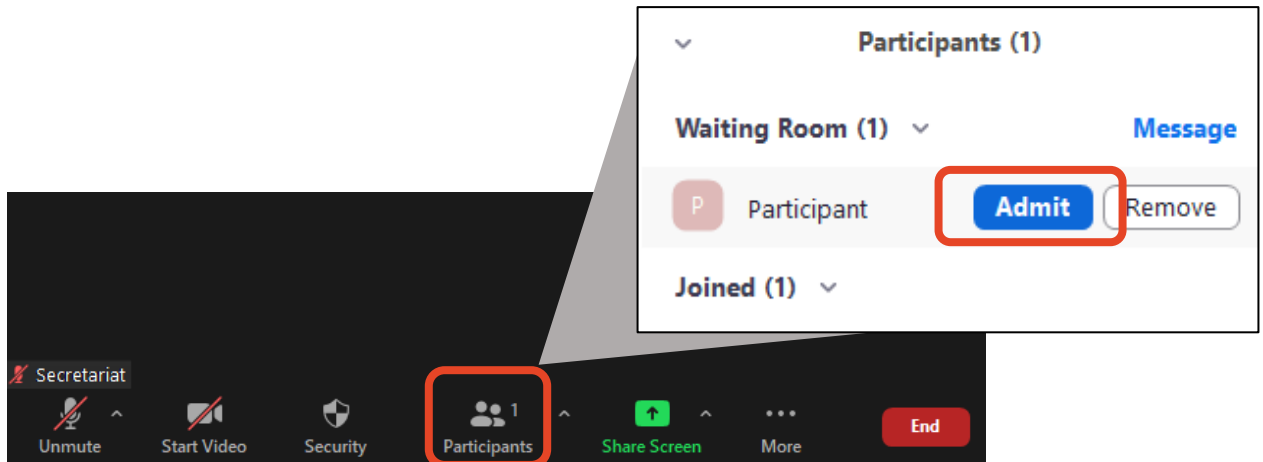
Uncheck "Allow participants to: Unmute Themselves".



3-2. Admit speakers & make co-host

① Admit a co-organizer and speakers

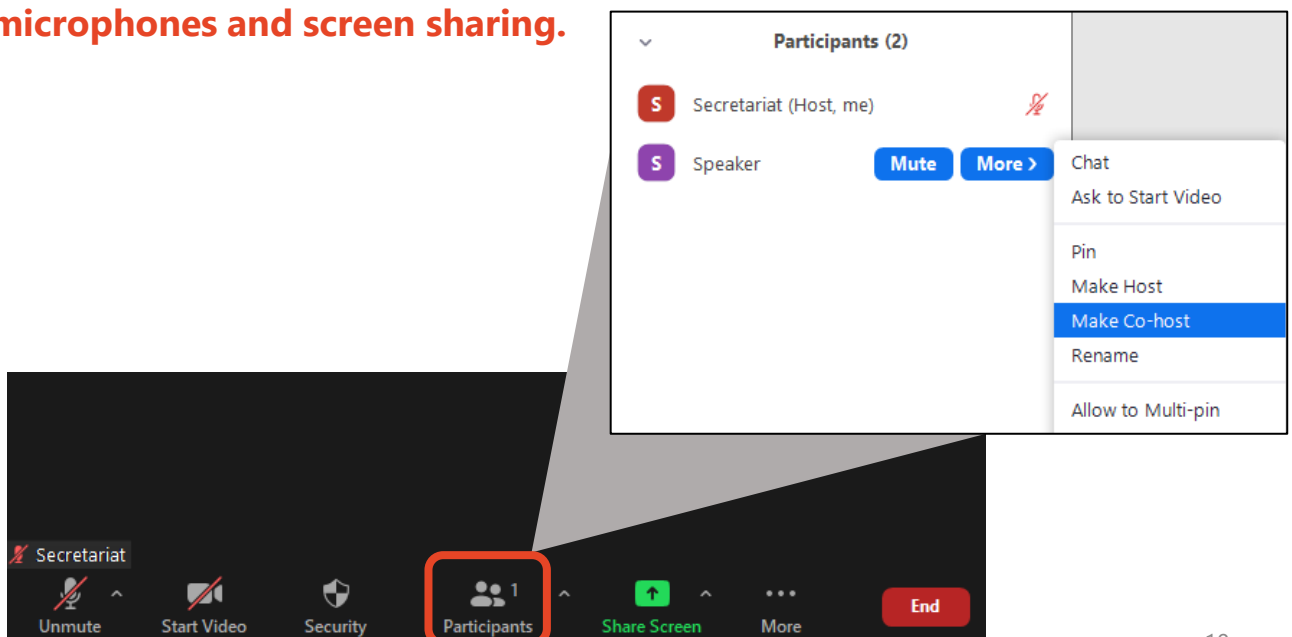
A co-organizer and speakers are informed to join the meeting 30 minutes before the session starts. Admit them to the meeting by opening “Participants” tab and click on “Admit”.



② Make a co-organizer and speakers co-hosts

Open “Participants” tab again, click on “More” and check “Make Co-host”.

Make sure you make all speakers co-hosts. Otherwise they cannot use microphones and screen sharing.



3-3. Functional test & admit participants

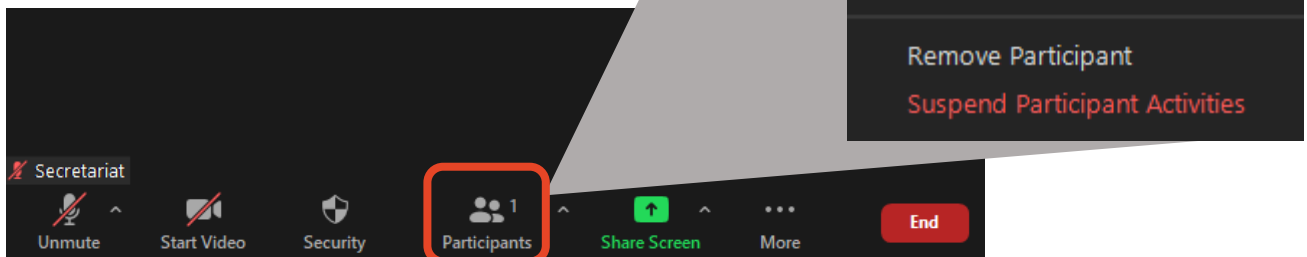
① Functional test of screen sharing

Perform a functional test of screen sharing for every speaker.

② Disable waiting room

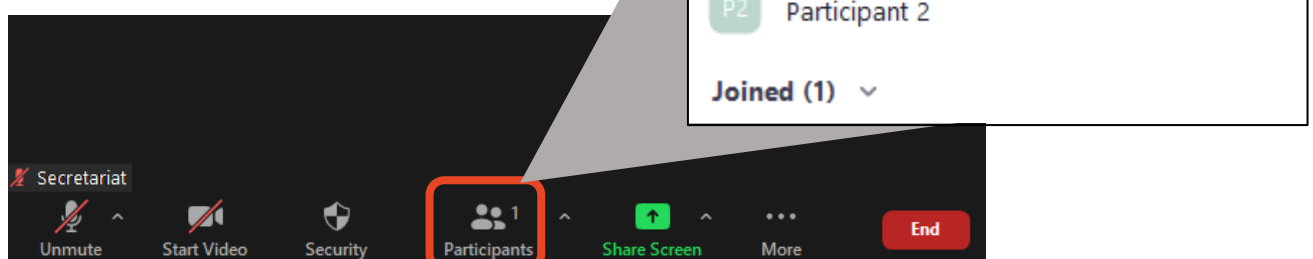
After finishing the tests, open "Security" tab
And uncheck "Enable Waiting Room"
min. 5 minutes before the session starts.

Doing this enables participants to join
the meeting without your admission.



③ Admit waiting participants

Open "Participants" tab and click on
"Admit all" to let those waiting in.



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4-1. Session flow

4-2. Basic operations of Zoom meeting

4-3. Q&A period (Chat/Raise Hand)

4-1. Session flow

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/raise hand.

*About chat/raise hand, please see p.15-16.

② Give a brief overview of the session

Present the title, purpose and overview of the session (within approx. 3 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.

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

⑥ End the session

The procedure from ③ to ⑤ is repeated. Announce that the session is over when all speakers are done.

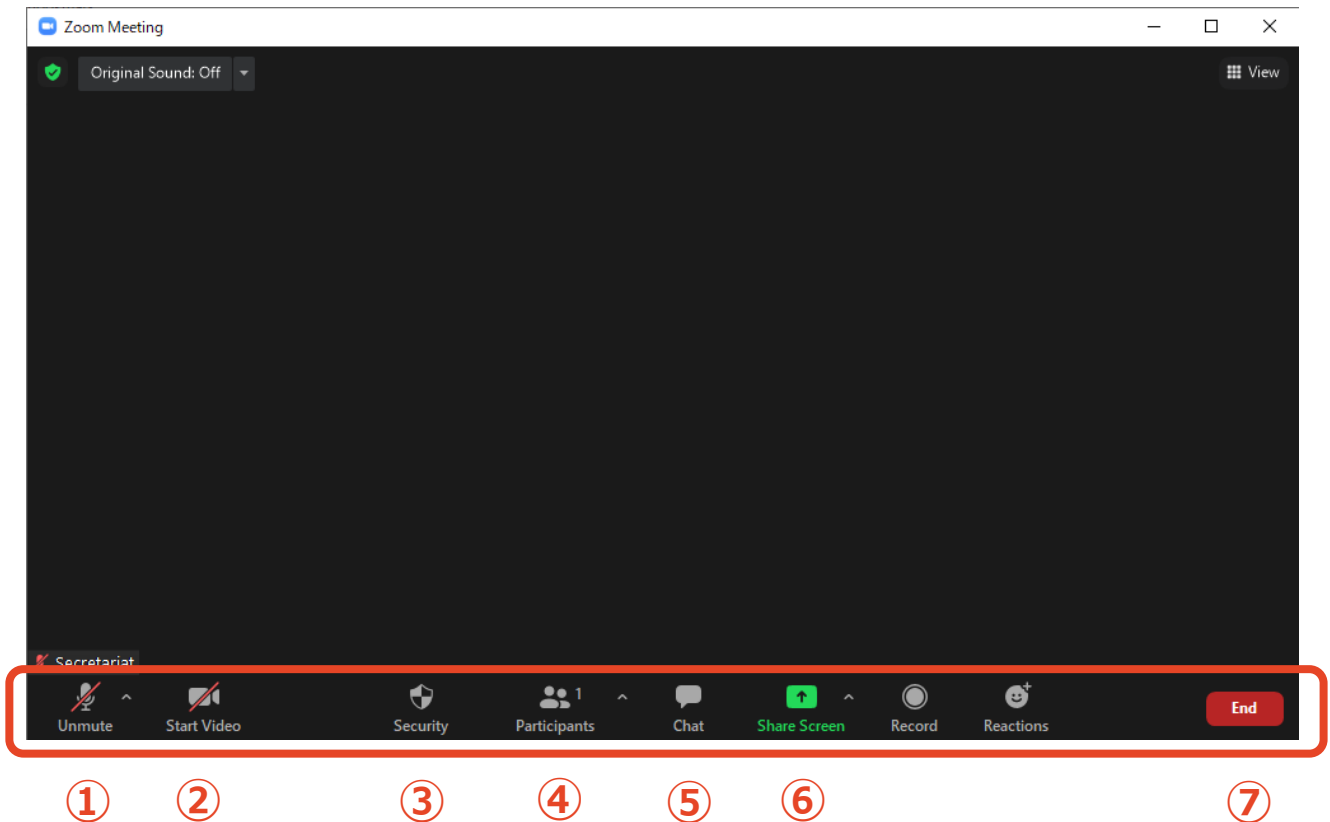
■ Timekeeper

Timekeeper is one of the responsibilities of chairs.

Announce the following timings to speakers.

3 min. before presentation ends / end of presentation / end of Q&A

4-2. Basic operations of Zoom meeting



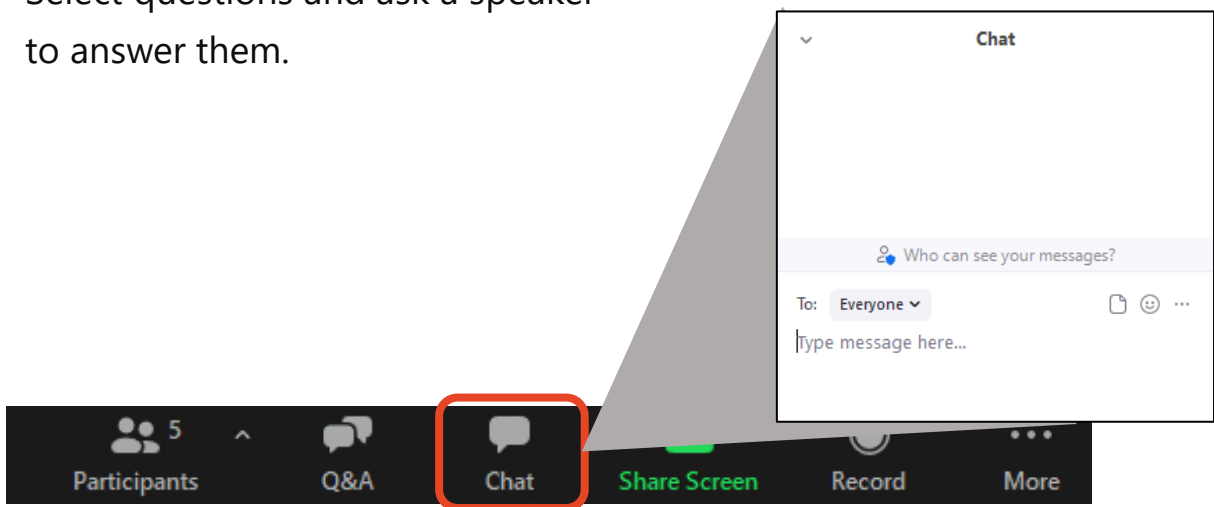
- ① **Mute / Unmute:** Turn your microphone ON/OFF.
- ② **Start Video / Stop Video:** Turn your camera ON/OFF.
- ③ **Security:** Change authorizations of participants.
- ④ **Participants :** Admit participants/See who's raising hand.
- ⑤ **Chat:** See questions from the audience.
- ⑥ **Share Screen:** Share presentation slides with audience.
- ⑦ **End:** End the meeting.

4-3. 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.

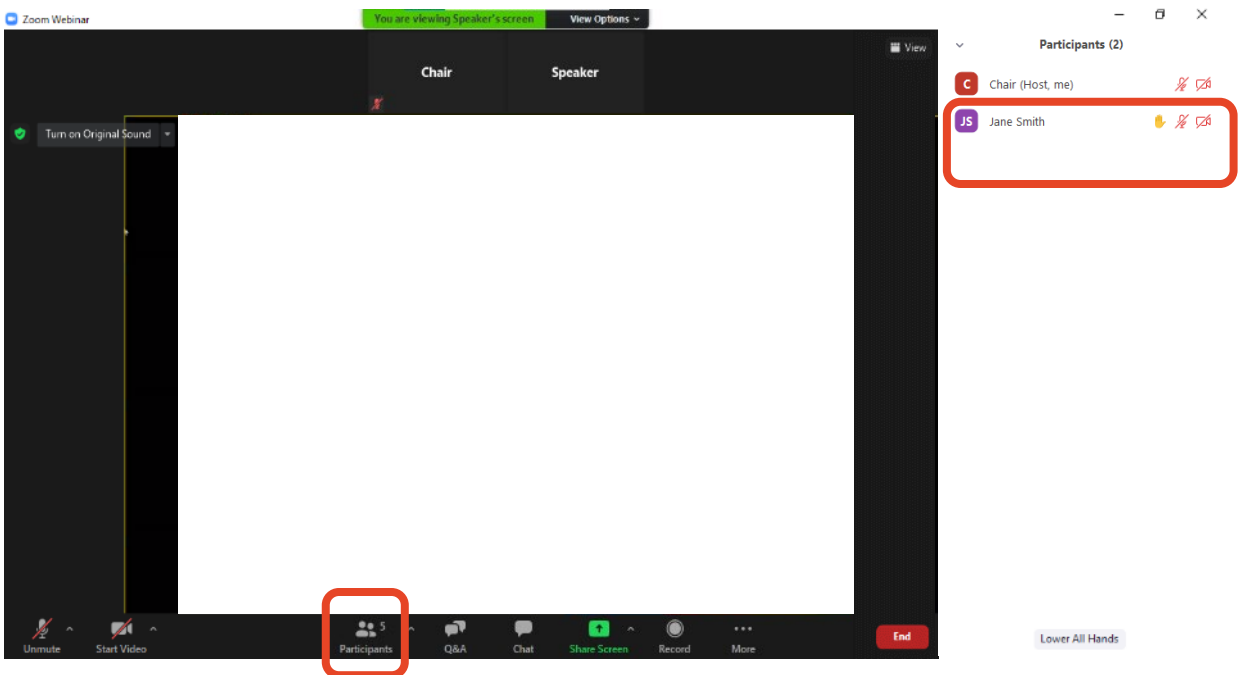


3-2. Q&A Period (Raise Hand)

*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.

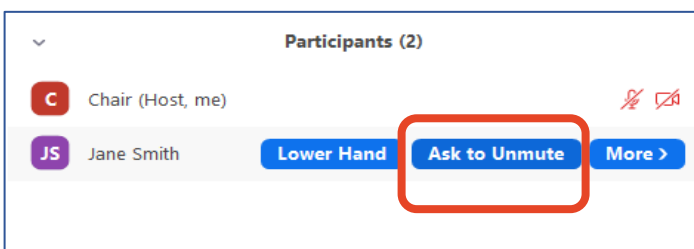
Click “Participants” tab on the menu bar, you can see names of audience who are raising hands listed in chronological order in the pop-up window.



② Pick a questioner

Pick a questioner and call her/his name.

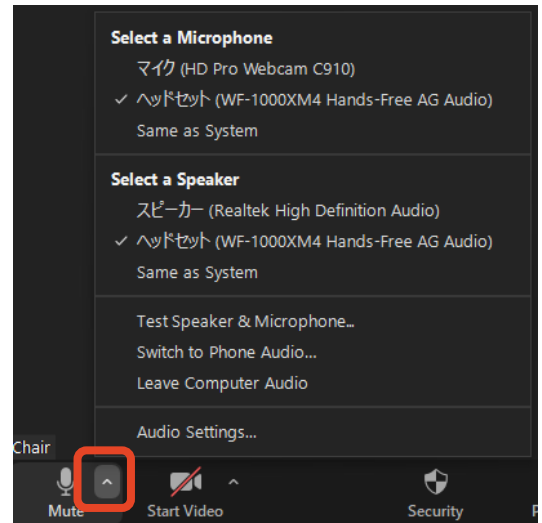
Authorize the questioner to unmute her/his microphone by clicking “Ask to Unmute”, then she/he starts questioning verbally.



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