



The 94th  
Annual Meeting of the  
Japanese Biochemical Society

# Zoom Manual

For Speakers

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- 2. Installing Zoom**
- 3. Zoom operations during the session**

# 1. How to present

## 2. Installing Zoom

## 3. Zoom operations during the session

### 1-1. Session flow

# 1-1. Session flow

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Before entering the Zoom meeting room,  
close all other Apps to avoid connection troubles.

## ① Join the Zoom test

Please access the Zoom URL **30 minutes before the session starts**.

The URL is distributed by the secretariat via email.

\*If you already finished the test, you don't need to attend this.

## ② The session starts

Stay in the Zoom after finishing the test.

The session will be broadcasted live soon.

## ③ Start sharing your slides

Start sharing screen while the chair is introducing you.

## ④ Turn the video and the microphone on then start your presentation

## ⑤ Q&A period

Please answer the questions according to the chairs' instructions.

## ⑥ Stop screen sharing and turn the video and microphone off

### ■ Timekeeper

A timer is not to be shown on Zoom. Please check time with your own watch.

1. How to present

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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.

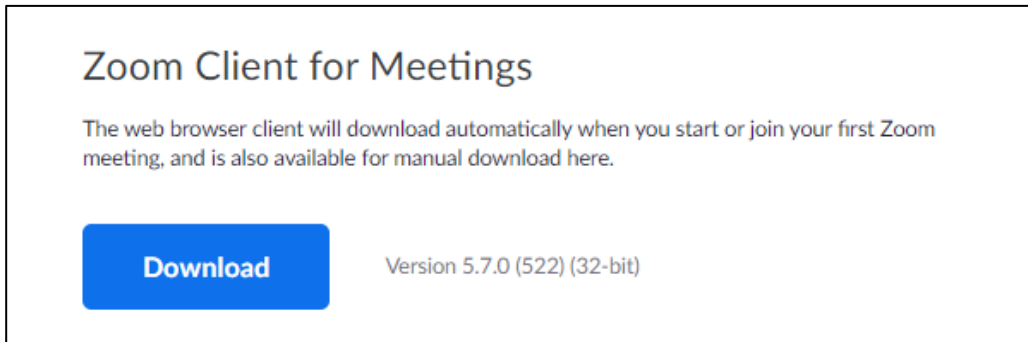
# 2-1. Installing Zoom

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## ① Download Zoom Client for Meetings

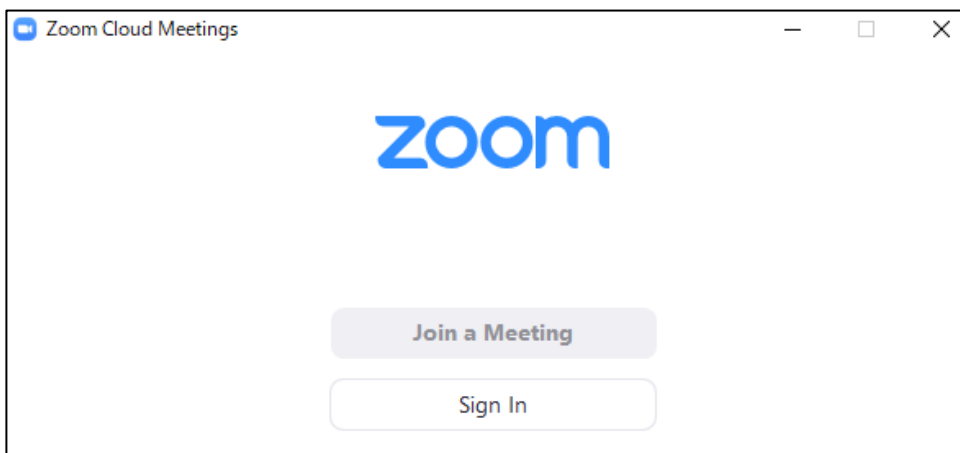
[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

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

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### 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. How to present**

**2. Installing Zoom**

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during the session**

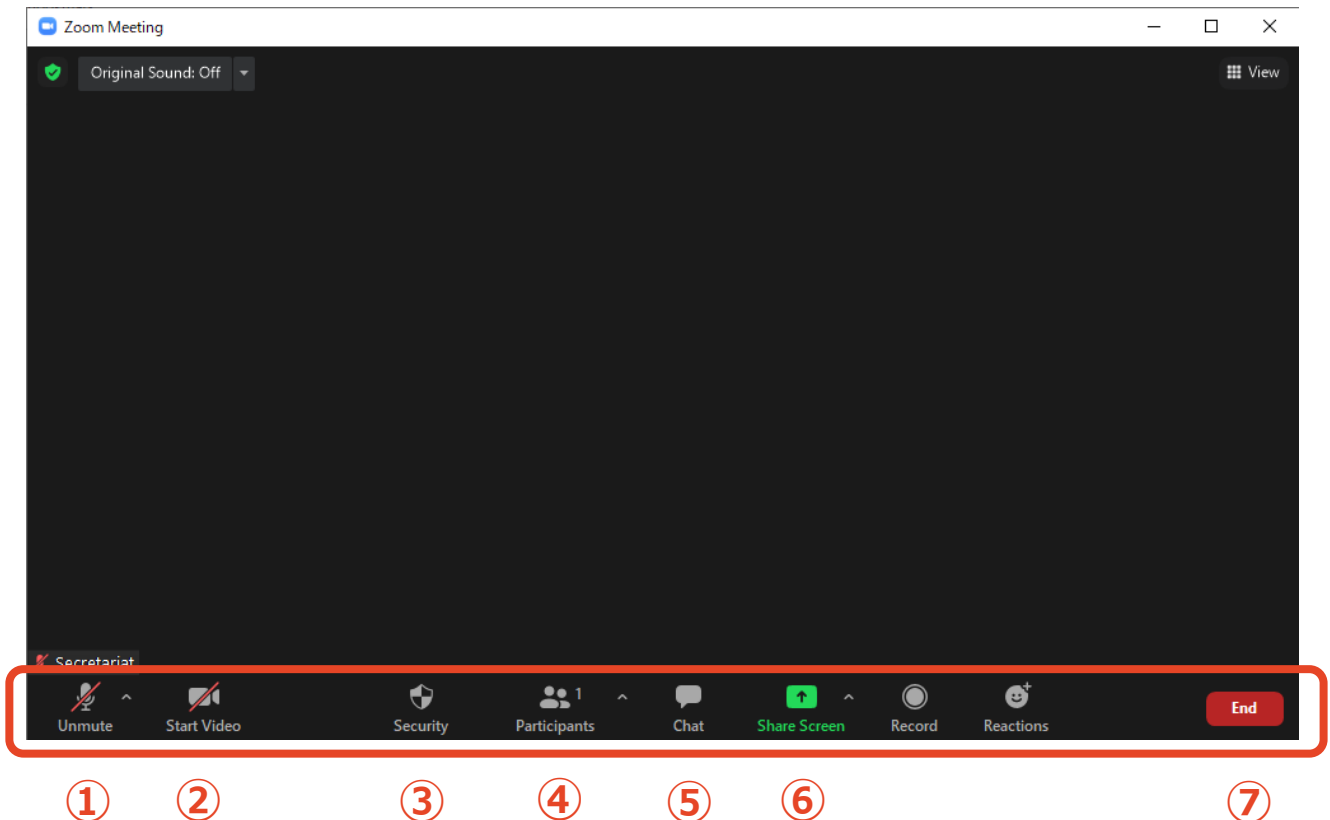
3-1. How to use Zoom Webinar

3-2. Share screen

3-3. Q&A Period (Chat)



# 3-1. Basic operations of Zoom meeting

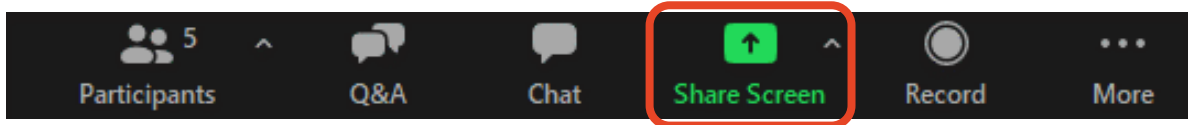


- ① **Mute / Unmute:** Turn your microphone ON/OFF.
- ② **Start Video / Stop Video:** Turn your camera ON/OFF.
- ③ **Security:** Not to be used.
- ④ **Participants :** See participants.
- ⑤ **Chat:** See questions from the audience.
- ⑥ **Share Screen:** Share presentation slides with audience.
- ⑦ **Leave:**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

## 3-2. Share Screen

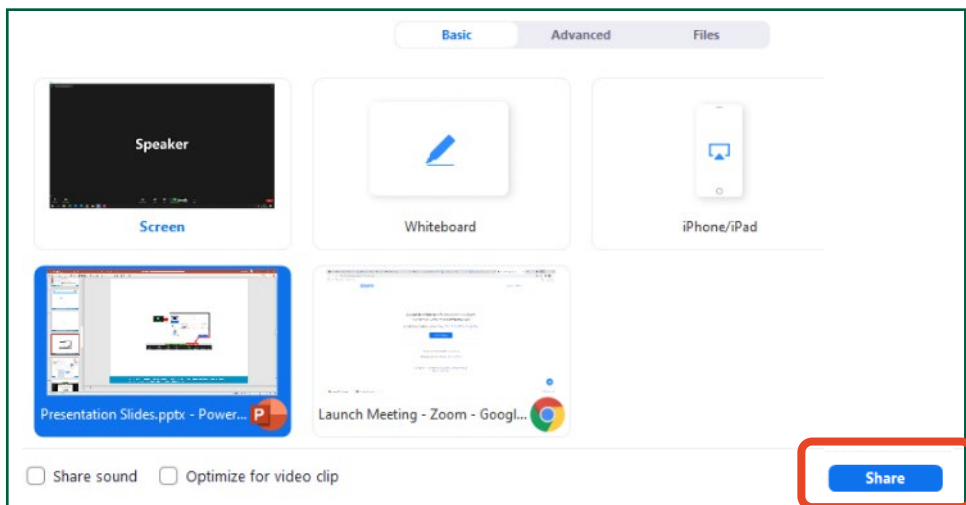
① Open your presentation file beforehand.

② Click on “ Share Screen” on the menu bar.



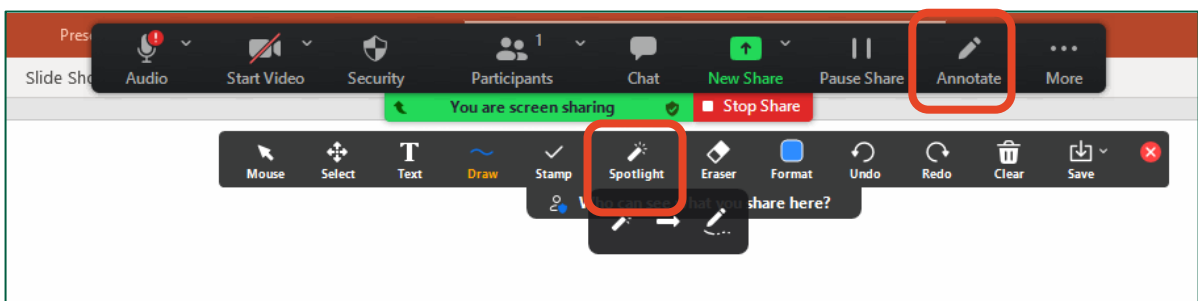
③ Select the presentation file, then click “Share”.

Be careful not to share your desktop.



④ How to use a Laser Pointer

Click “Annotate” then “Spotlight” on the menu bar.

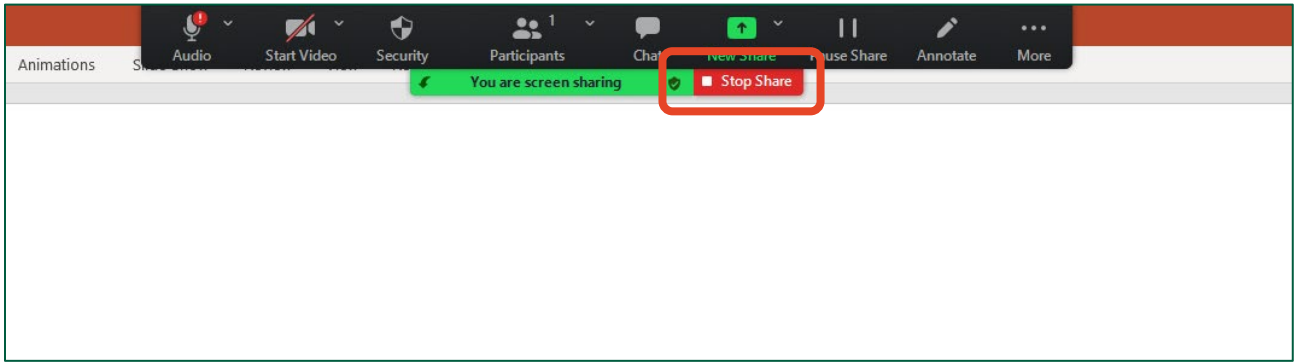


## 3-2. Share Screen

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### ⑤ Stop sharing screen

After the Q&A period ends, click "Stop Share".



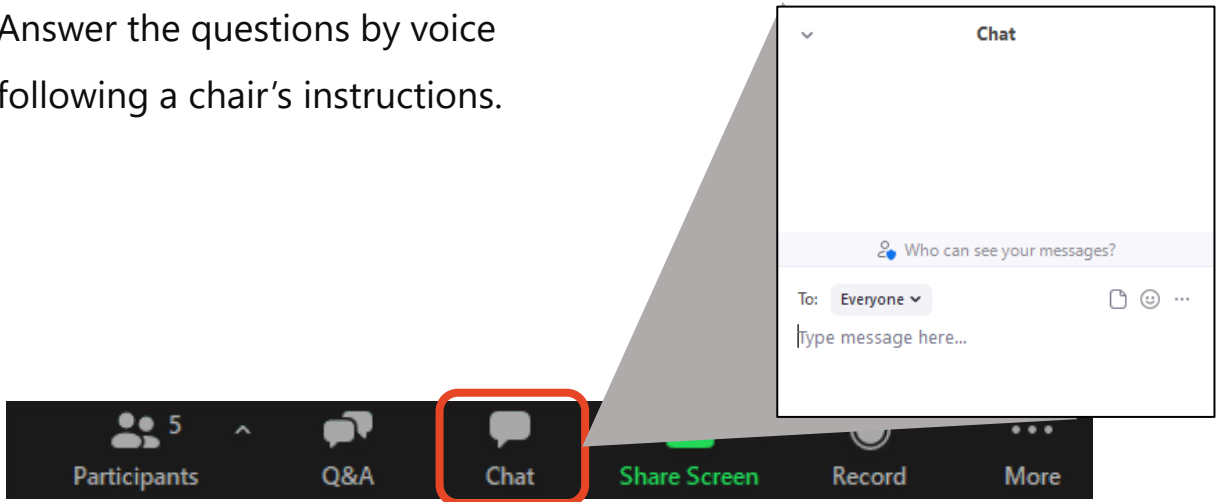
## 3-3. Q&A Period

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### ① Questions via “Chat”

Questions from the audience are shown in Chat.

Answer the questions by voice following a chair’s instructions.



### ② Questions via “Raise Hand”

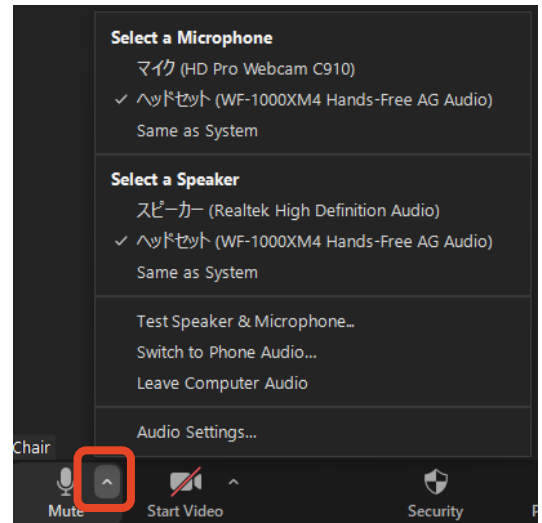
A participant who are chosen by the chair will ask a question by voice.

Please answer it by voice.

# 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](mailto:jbs2021@aeplan.co.jp)