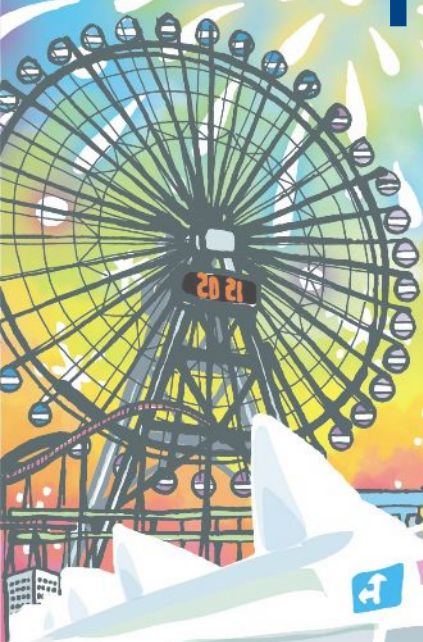# 第44回
日本分子生物学会年会
The 44th Annual Meeting of the Molecular Biology Society of Japan
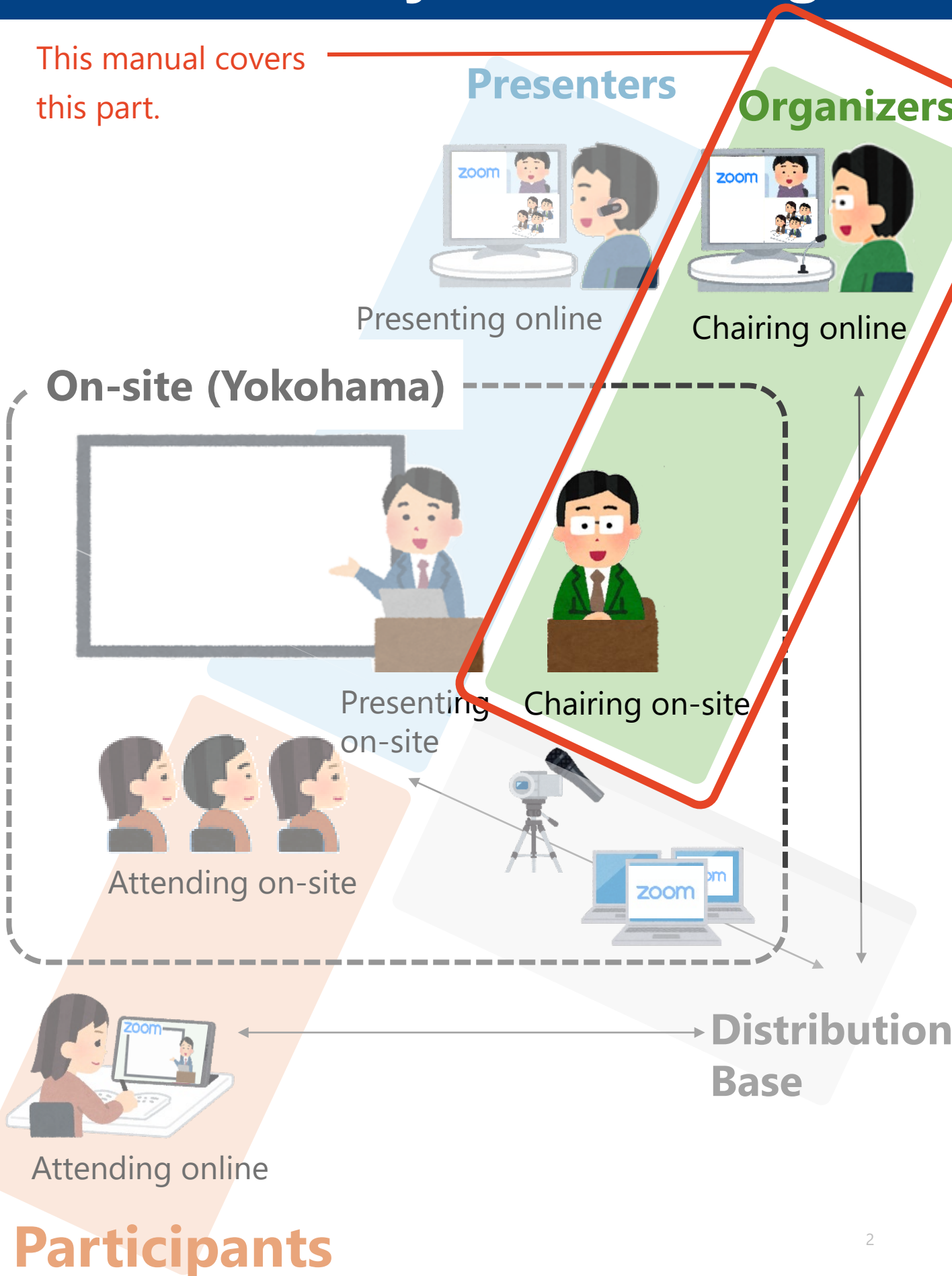
Zoom Manual

for Organizers

What is a Hybrid Meeting?

This manual covers this part.

Presenters

Presenting online

Organizers

Chairing online

On-site (Yokohama)

Presenting on-site

Chairing on-site

Attending on-site

Distribution Base

Attending online

Participants

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2. Installing Zoom

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1. Session Proceeding

2. Installing Zoom

3. Zoom operations during the session

1-1. Session flow

1-1. Session flow

① Join the Zoom webinar as a panelist

Please access the Zoom URL distributed by the secretariat.

② Start the session

Please announce start of the session when the time to start comes.

③ Give a presenter the signal to start a presentation

After making sure that the presenter is ready, read out "Session number + Presenter's name" and give them the signal to start a presentation.

④ Turn the video and audio off during presentations.

⑤ Respond to questions from audience.

Audience will ask questions in the following three ways.

> **A.** Ask questions on-site
> **B.** Ask questions through Zoom "Raise Hand" (audio)
> **C.** Ask questions through Zoom "Q&A" (text)

⑥ End the session

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

■ Timekeeper

Organizers are responsible of proceeding the session acc. to schedule. The bells will be sounded as follows.

> ONE: 3 minutes remaining TWO: End of presentation THREE: End of discussion.

1. Session Proceeding

2. Installing Zoom

3. Zoom operations during the session

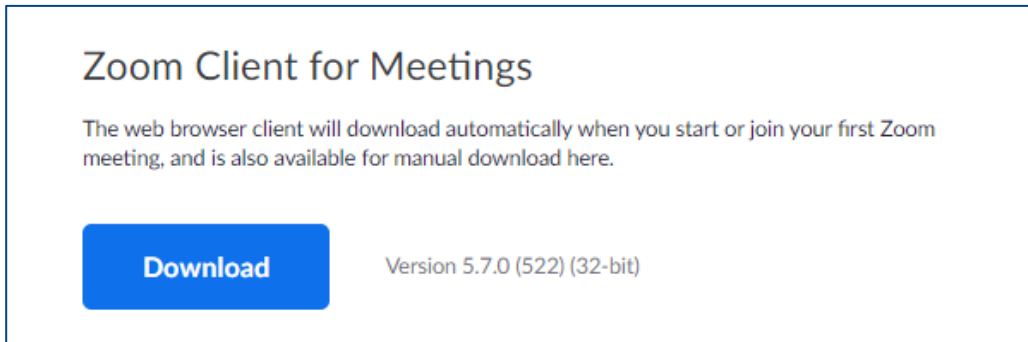2-1. How to install Zoom

2-2. Technical Requirements

2-1. How to install Zoom

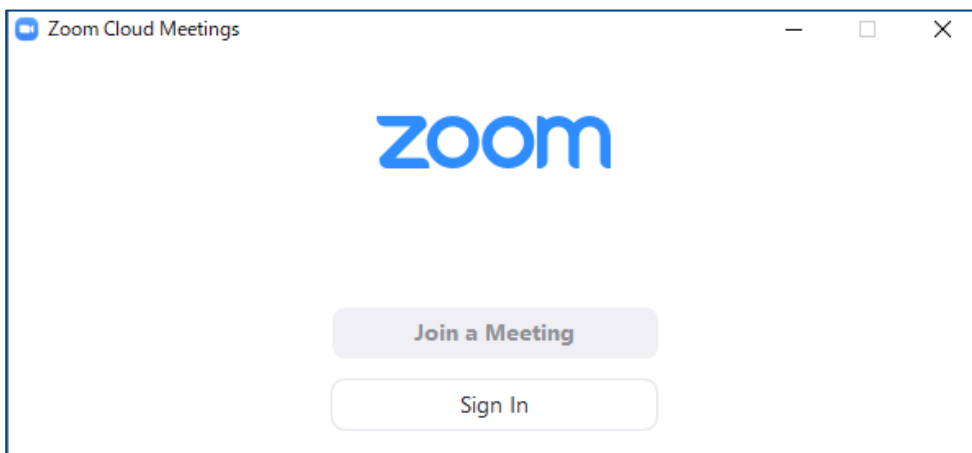## ① Download Zoom Client for Meetings

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.

*Zoom is constantly upgrading its version. Use the latest version of Zoom for greater security.

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. Session Proceeding

2. Installing Zoom

3. Zoom operations during the session
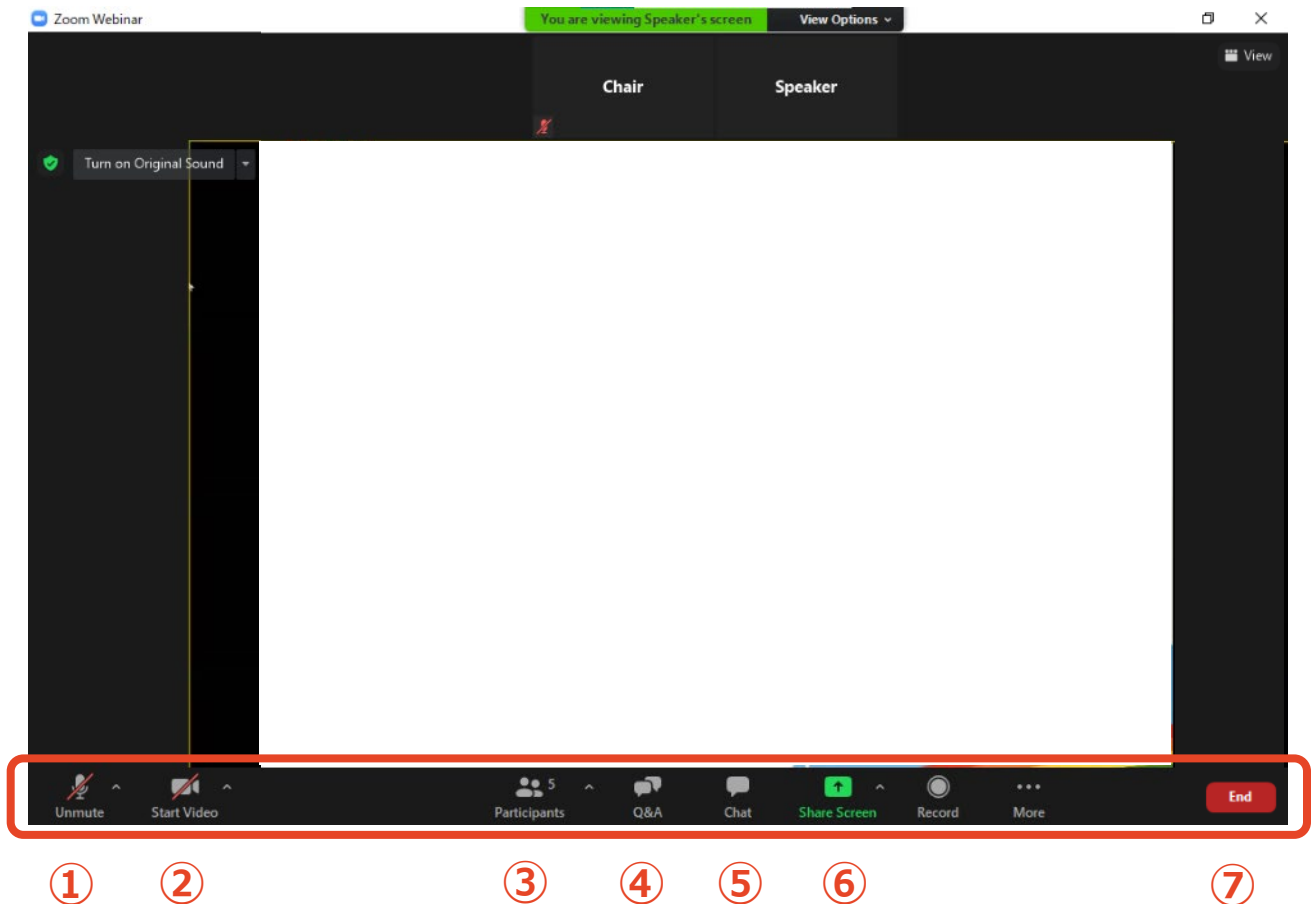
3-1. How to use Zoom Webinar

3-2. Respond to Qs（Raise Hand）

3-3. Respond to Qs（Q&A）

3-4. See comments from audience (Chat)

3-1. How to use Zoom Webinar

*Functions of "Zoom Webinar" is different from those of "Zoom Meeting".

① **Mute / Unmute:** Mute and unmute your microphone.

② **Start Video / Stop Video:** Turns your camera on or off.

③ **Participants**: See who are currently Raising Hands.

④ **Q&A:** See questions from audience.

⑤ **Chat:** See comments from audience / contact other panelists

⑥ **Share Screen:** Share presentation slides with audience.

⑦ **End:** End the meeting for all.

3-2. Respond to Qs (Raise Hand）

## 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.
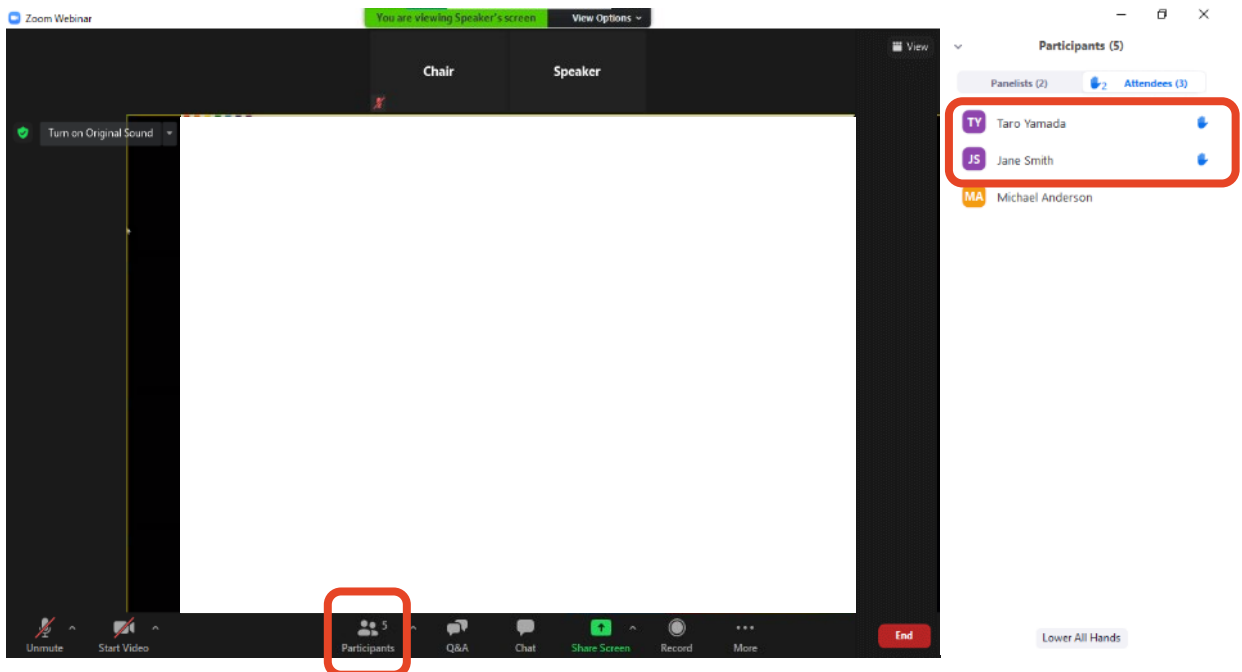
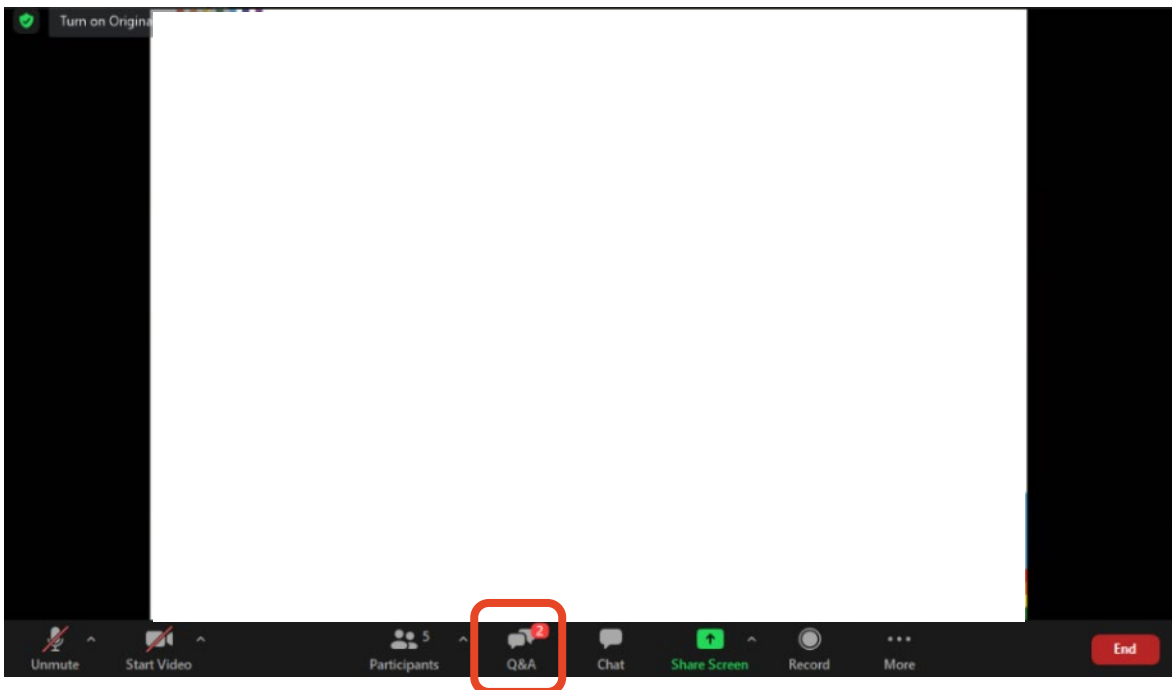## ② Pick a questioner

Pick a questioner and call her/his name.

An operator will authorize the questioner to unmute her/his microphone by clicking "Allow to Talk", then she/he starts questioning verbally.
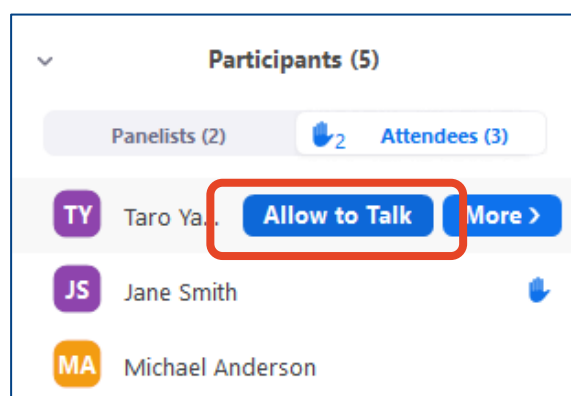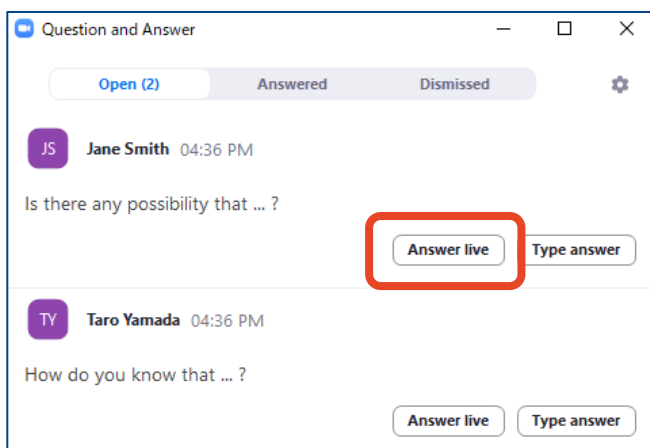
3-3. Respond to Qs (Q&A)

① See questions indicated on "Q&A" tab.

As questions are posted on "Q&A", number of questions is displayed in the upper right of "Q&A" tab in red. Double-click the tab then you can see questions.

② Pick a question then click "Answer live" (=pick a questioner)

Before clicking on " Answer live", only organizers and presenters can read questions. Pick a questions and click "Answer live".
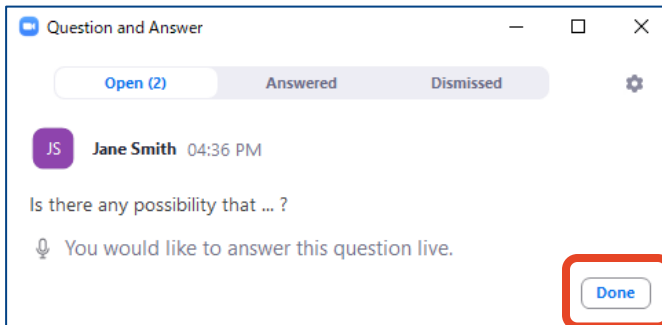
3-3. Respond to Qs (Q&A)

③ Following ② , click on "Done".

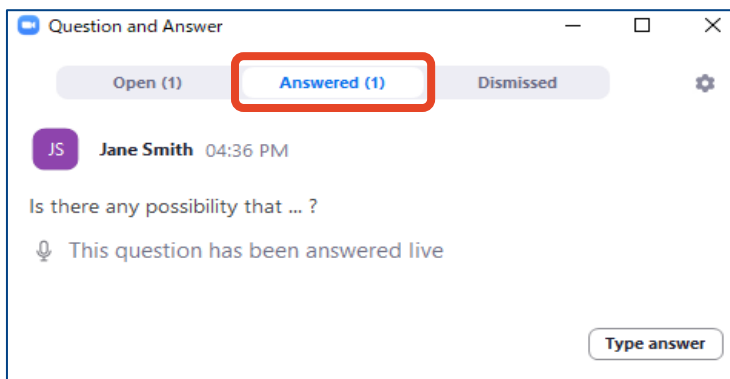Following clicking "Answer live", click "Done".

Now <u>audience can see the question.</u>

④ Read out the question on behalf of the questioner and ask the presenter to answer that.

After clicking on "Done", <u>the question will be moved to "Answered" tab.</u>

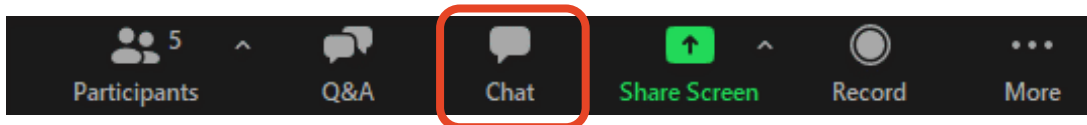Read out the question and ask the presenter to answer it.

Note: You can organize questions by using "Dismissed" tab.

3-4. See comments from audience (Chat)

① Open "Chat" tab.

Audience will post comments (except for questions on presentations) via Chat. Please click on "Chat" to see them.

② Input text and choose destination then send it.

When you reply to audience's comments or contact other panelists, input text in "Type message here" field, choose delivery destination then send.

*If you choose "All panelists and attendees", entire audience can read your message.

*Text you input will be sent immediately if you press "Enter" key. Press "Shift+Enter" (Windows) or "Control+Return" (Mac) to start a new line.