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

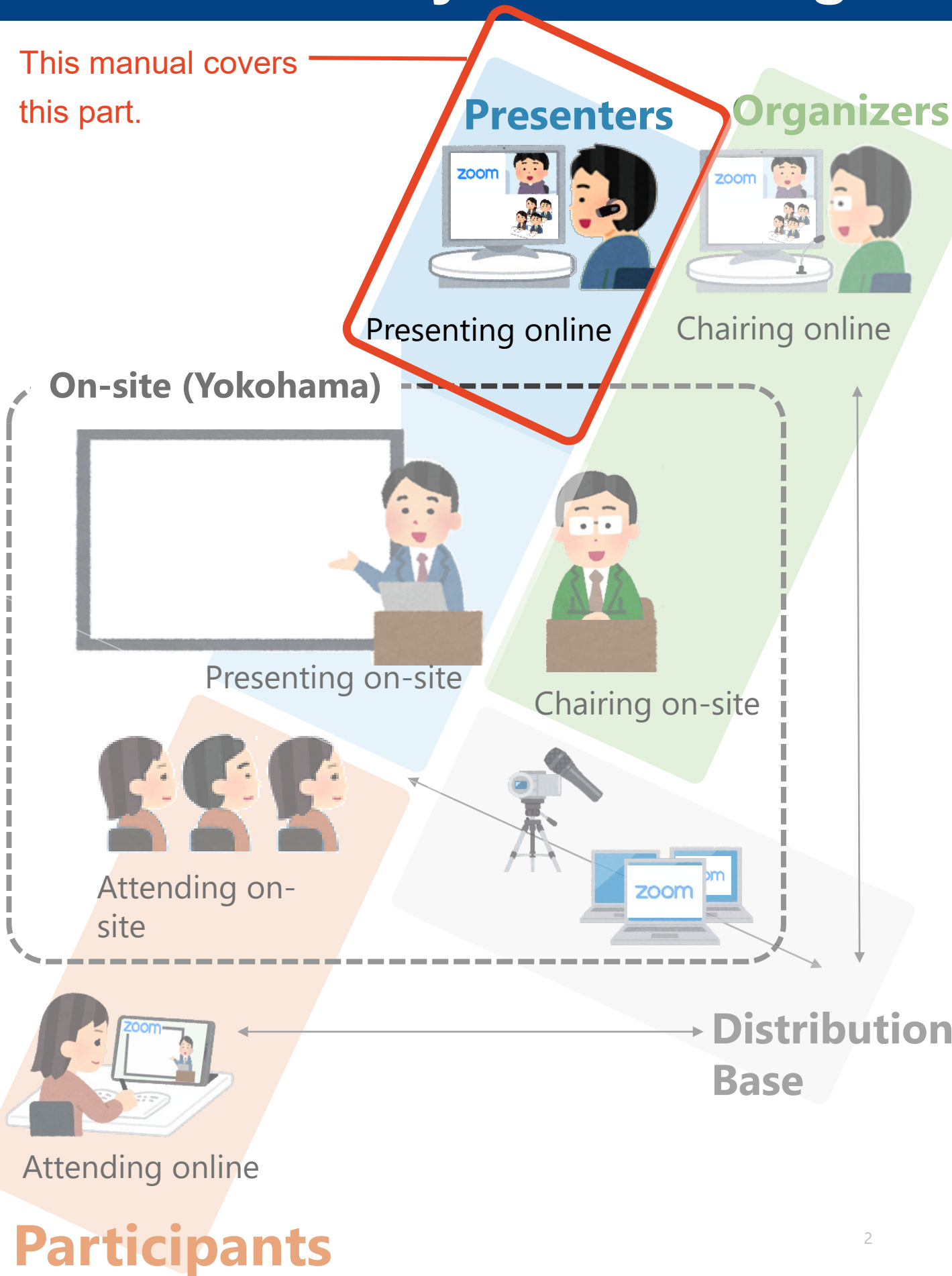# Zoom Manual

for Presenters

What is a Hybrid Meeting?

This manual covers this part.

Presenters **Organizers**

Presenting online

Chairing online

On-site (Yokohama)

Presenting on-site

Chairing on-site

Attending on-site

Distribution Base

Attending online

Participants

Contents

1. How to present

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

Before entering the Zoom meeting room,

close all other Apps to avoid connection troubles.

① Join the Zoom meeting as a panelist

Please access the Zoom URL distributed by the secretariat.

② The session starts

The session will be broadcasted live.

③ Start sharing your slides

Start sharing screen while the organizer is introducing you.

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

⑤ Respond to questions

Audience will ask questions via "Raise Hand" and "Q&A".

Please answer the questions according to the organizers' instructions.

⑥ Stop screen sharing and turn the video and microphone off

■ Timekeeper

Presenters are required to give a presentation acc. to schedule. The alert bells will be sounded as follows.

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

1. How to present

2. Installing Zoom

3. Zoom operations during the session
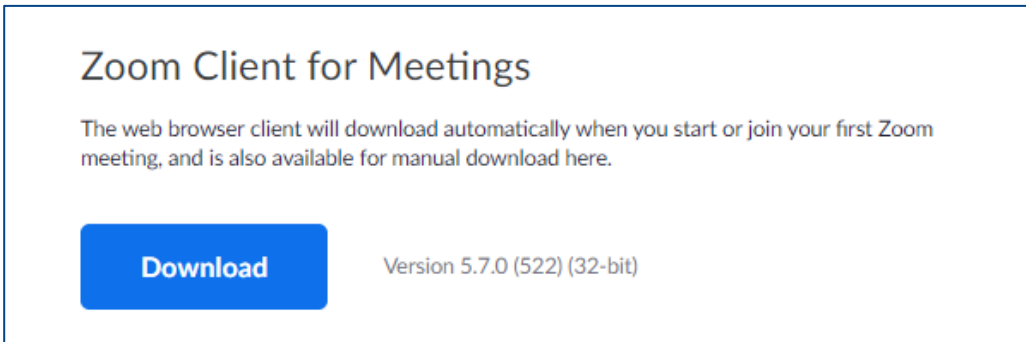
2-1. Installing Zoom

2-2. Technical requirements

# 2-1. Installing Zoom

① Download Zoom Client for Meetings

https://zoom.us/download#client_4meeting

Go to the URL above and start downloading.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.7.0 (522) (32-bit)

② Install the App

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

Zoom Cloud Meetings

zoom

Join a Meeting

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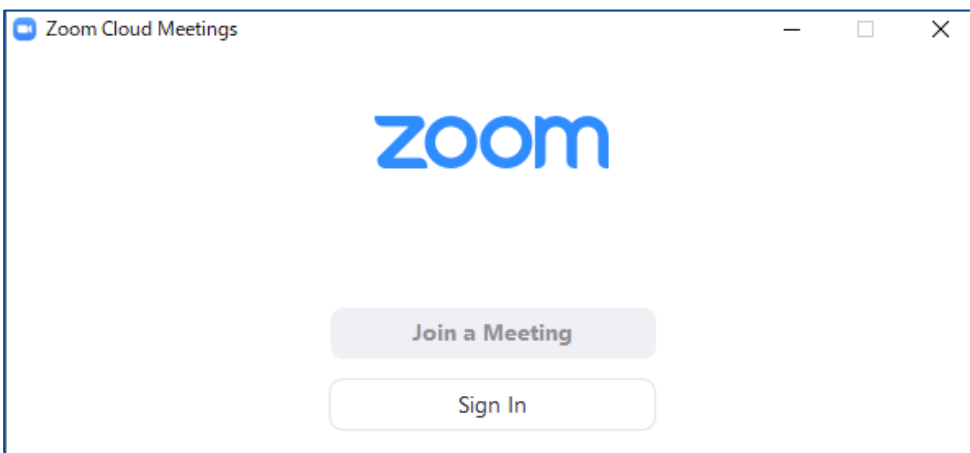
*Zoom is constantly upgrading its version. Use the latest version of Zoom for greater security.

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. How to present

2. Installing Zoom

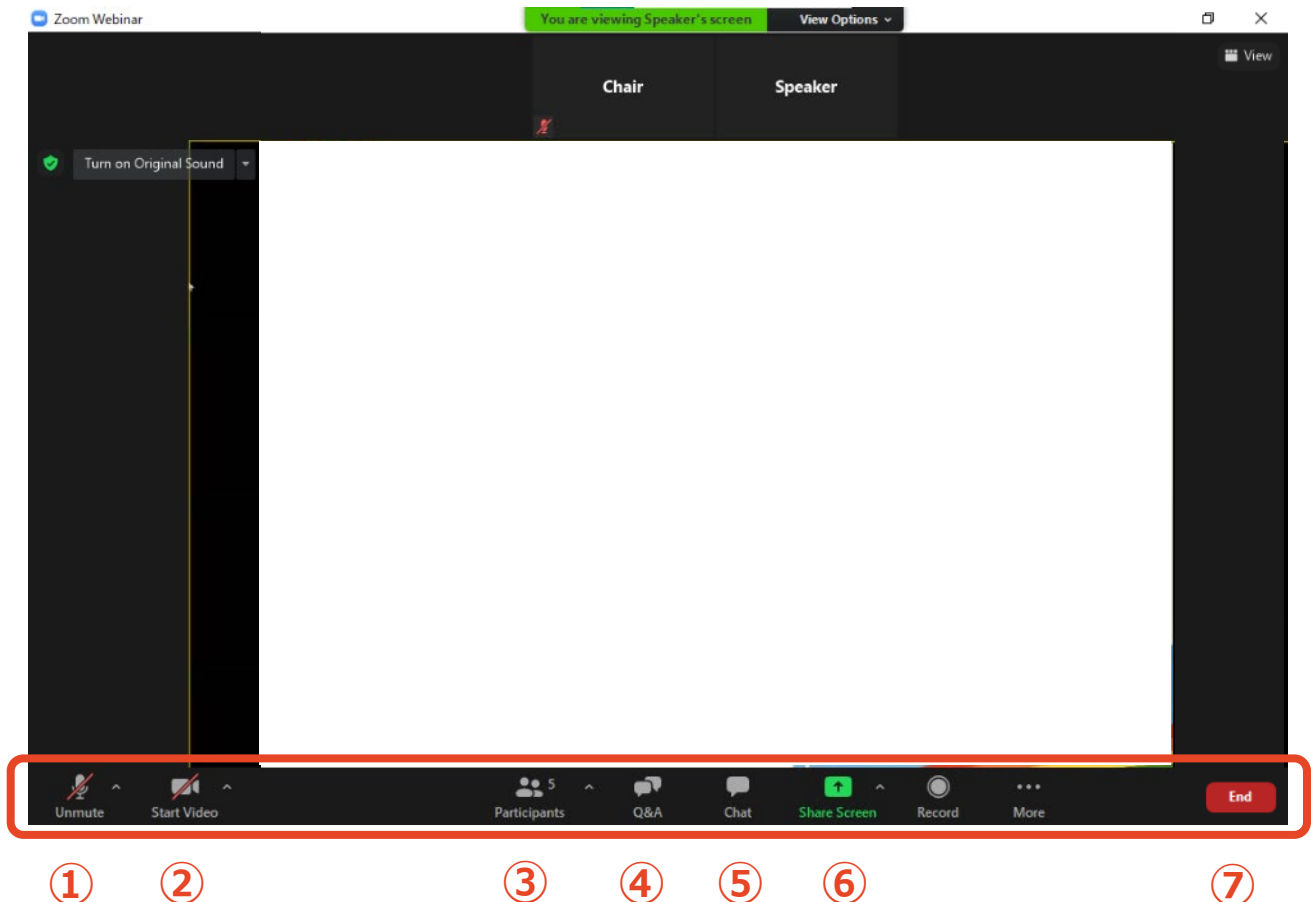# 3. Zoom operations during the session

3-1. How to use Zoom Webinar

3-2. Share screen

3-3. See questions from audience (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.
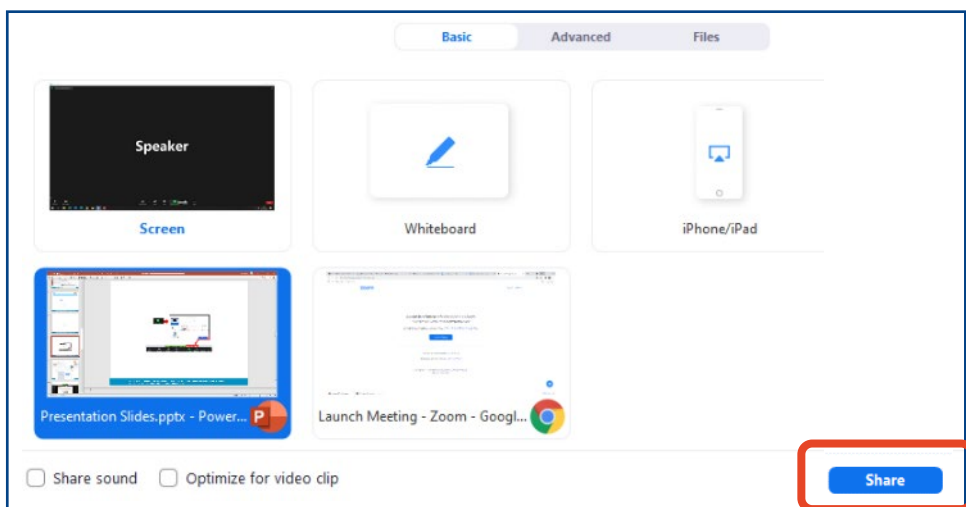
⑦ **Leave:** Leave the meeting.

3-2. Share Screen

① Open your presentation file beforehand.

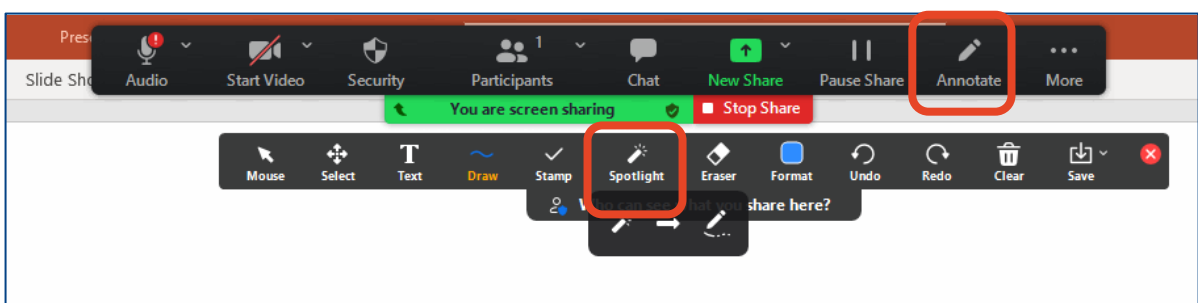## ② Click on " Share Screen" on the menu bar.
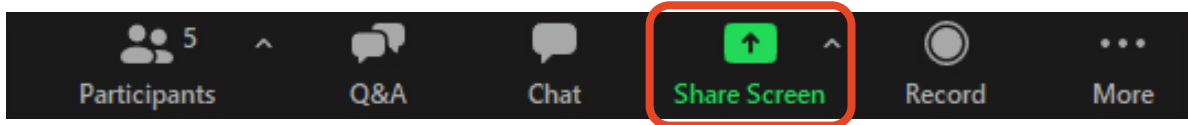
③ Select the presentation file, then click "Share".

Be careful not to share your desktop.

④ How to use a Laser Pointer
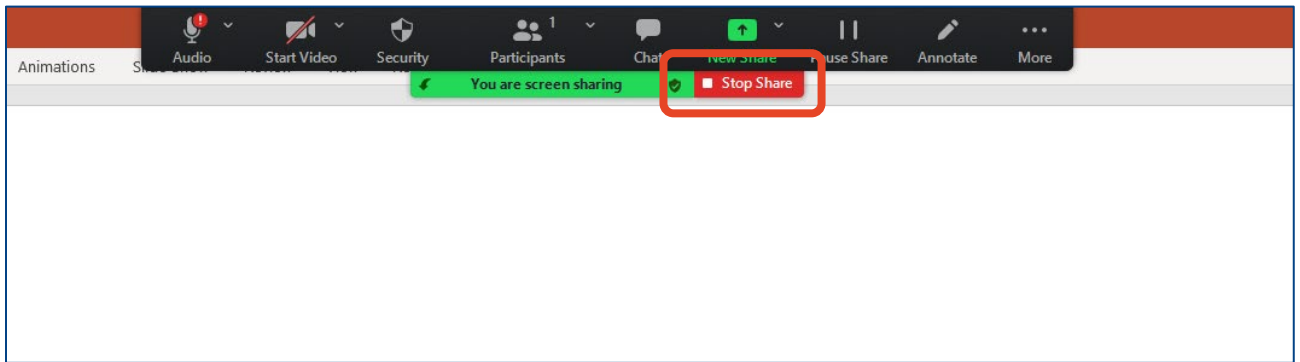
Click "Annotate" then "Spotlight" on the menu bar.
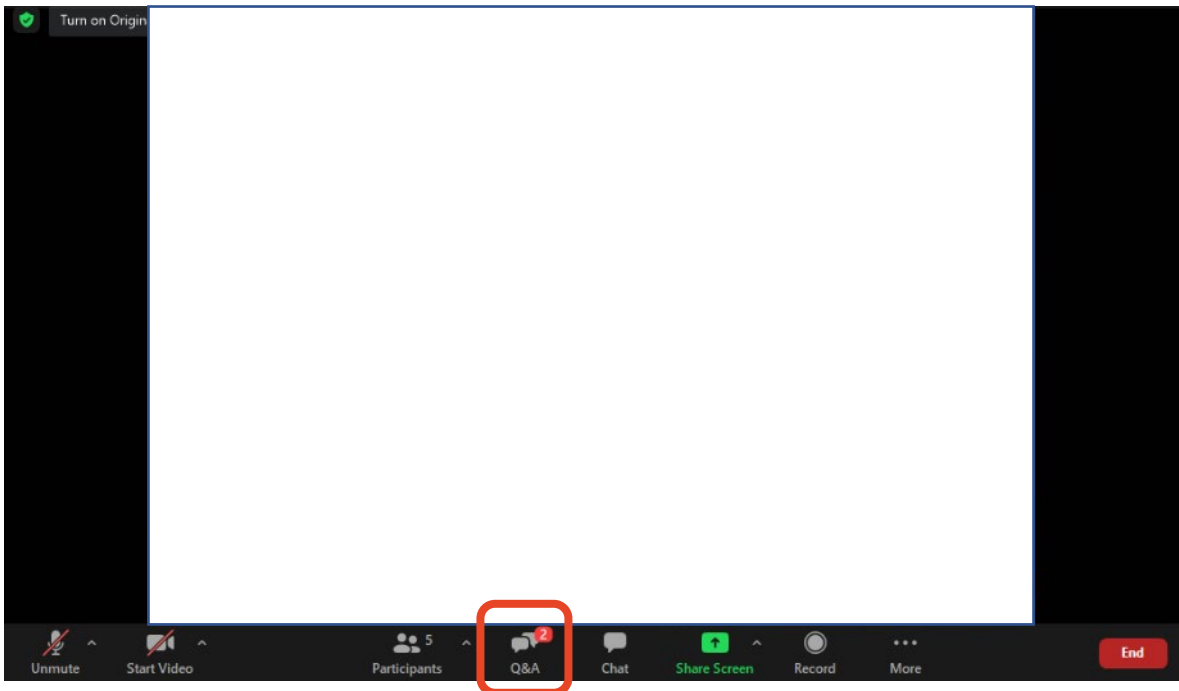
3-2. Share Screen

⑤ Stop sharing screen

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

3-3. See questions from audience (Q&A)

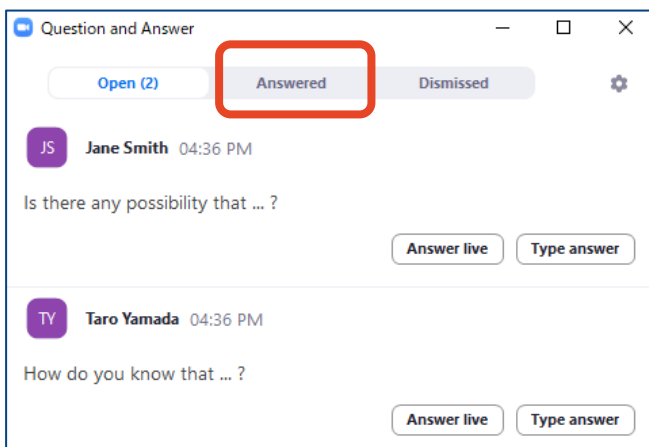## ① **Click on "Q&A" tab.**

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

② **Posted questions**

Since the organizer picks up and read out a question, you don't need to operate.　Questions the organizer selects will move to "Answered" tab.
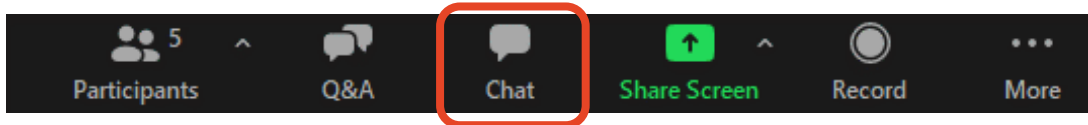
3-4. See comments from audience (Chat)

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.