Online Conference Using ZOOM
JSMBE2020／APCMBE2020

1. Overview

With the coronavirus disease (COVID-19) wreaking havoc across the world, it has become necessary to hold virtual meetings to conduct business by using a video conference system to prevent the spread of the disease. We have listed the precautions to be taken before using the video conference system ZOOM, below. Please note that this conference will be not a live broadcasting of the conference from the main venue. It is intended to be a complete online conference with one or a small number of participants.

2. Terminology in Zoom

● **Meeting**

It is a unit of Zoom.   Meeting ID or Link Address   is provided to   participants to sign in to the Zoom Meeting. Most of the meetings are scheduled.

● **Meeting Room**

It is a software-based room system that provides an integrated experience for audio conferencing, wireless screen sharing, and video conferencing. Meeting rooms can be used for room only attendees or remote attendees joining from another room, from their desktop or from their mobile device.

●**Host**

The meeting host is the person who has scheduled the meeting. The host has control   over all the functions and features in the meeting.

●**Webinar**

A meeting is a Zoom event where one person hosts and all other participants are on an equal footing. The host can share hosting responsibilities with other participants. Any participant can share his/her screen. Meetings can have up to 300 participants (or up to 500 participants if the presentation has a large meeting license).

A webinar has a more controlled environment than a meeting. While there is no minimum number of attendees   for a webinar, up to 1000 people (with appropriate licensing) can attend a webinar. Webinar roles are separated into panelists (as well as hosts/co-host) who are authorized to present in the webinar, and attendees who can participate in the webinar through live polling and Q&A discussion.

－**Meeting Host:** conference organizer

－**Panelist:** chairperson and speaker

    ✓   A panelist is required to be assigned by the host.

- ✓ Panelists can share their own video, audio, and screen.
- ✓ Panelists can check details such as the number of participants and details of the chat of all participants.

－**Audience**
- ✓ The audience cannot share their video, audio, and screen.
- ✓ If any member of the audience as any question, he/she needs to send it to the presenter by Zoom Q&A.

3. Please refer to details of the Zoom video conference system as shown below:

● Zoom:https://zoom.us/

⇒ Zoom HelpCenter for Users:https://support.zoom.us/hc/ja

⇒Join Meeting Test: http://zoom.us/test

⇒Sign up! It's free for 40 minutes:https://zoom.us/jp-jp/ent.html

4. Devices and Equipment for using Zoom

a. Zoom supports operating systems like Windows, Mac, Linux, Android (Smartphone etc.), and iOS (iPad, iPhone, etc.).

Please check the level of your CPU performance to avoid breaking up the audio transmission and shortening the hours of operation.

b. A stable internet connection is required for using Zoom. We recommend you to connect your device to a wired broadband or wireless (3G or 4G/LTE) internet service. In addition, please check the following factors:
- • WebProxy and restrictions on streaming services
- • Limitations of communication volume and billing amount in internet meter rate charging system

c. Additional equipment
- • Microphone and Speaker
  - ✓ We recommend you to use a headset to join the Zoom Meeting as using a headset helps in transmitting your voice clearly and in avoiding the echo effect.
  - ✓ Recently launched personal computers and smart phones are compatible with the four-pole jack for earphones with microphones. If there is no earphone jack in your computer, the earphone can be used via a USB wired connection or Bluetooth. Please check whether the battery of wireless earphones with microphones has been fully charged before the Zoom meeting. When using an analog wireless microphone, please test the sound quality of the microphone as the quality of sound is often poor, the

volume level being low or the sound being cracked.

- ✓ It is possible to communicate by using a built-in microphone with a speaker. However, it would be more comfortable to communicate by using an external USB headphone with noise canceling for a video conference to avoid the echo effect.
- ✓ If many participants share a microphone with a speaker in a room, it is difficult for participants to hear the voices of people who are far away from the microphone. We recommend using a multiple-microphone. In any case, we suggest that a participant should speak loudly and more clearly than usual so that the other participants can easily hear the voice of the participant from a remote location.
- ✓ The feature to share audio is available in a Zoom meeting. Please tick the box "Share Computer Audio" in the lower left corner of the screen. Please check whether the option is available or not before the start of the meeting.
- ✓ Please note that the microphone of the participants, excluding the panelists, is turned off in the Webinar Video Conference. It is not necessary for participants to turn off their own microphone.

- •Webcamera
  - ✓ As it is desirable to save the bandwidth of the network, all participants, except for chairpersons and presenters, should refrain from sharing their own video. In the case of sharing slides and giving presentations only by audio, a presenter does not have to share their own video. Please note that all webcameras of participants (excluding the web cameras of panelists) are turned off in the Webinar meeting.
  - ✓ It is easy to share a video using the built-in camera in your computer. If you would like to share your video at a wide angle or change the direction of the camera, an external USB camera would be a more suitable option.
  - ✓ It is advisable to use a video camera or digital camera connected to the computer. If you leave the camera unrecorded for a long time, the power often turns off after some period. Please change the camera settings before the meeting.

- • Projector

A projector is useful for a large number of participants who share one computer in a meeting room.

5. Please confirm the following items before the online conference:
   a. All participants are required to download and install the latest version of the Zoom application on your main device from Zoom's website. Please confirm whether a stable internet connection is available as

taking up a long time to download an application might result in your missing the meeting.

b. When connecting an external microphone with a speaker or a webcamera, you have to confirm the following factors:

- Please check whether the installed application can recognize the devices that you want to use.
- Please check whether there is any problem with the sound.

If you are not able to check the operation before the meeting, please make sure that the Zoom Testing Service, and Skype Sounding Testing Service are available for use in the Control Panel of your computer.

c. Names to be displayed in the meeting

A display of the name is important for a chairperson. Please ensure that your full name is displayed (including your affiliation), as mentioned below:

> Example:
>
> Audience: Taro Seitai (*your full name*), Seitai University (*your affiliation*)
>
> Presenter: OS1-1-2 *(Session No.)*Taro Seitai (*your full name*), Seitai University (*your affiliation*)
>
> Chairperson: OS1-1-2 *(Session No.)* Taro Seitai (*your full name*), Seitai University (*your affiliation*)
>
> *Please note that chairpersons and presenters are required to change the name of each session.

d. All participants are required to set up one device for audio to avoid the echo effect. Please turn on other devices during the session.

e. In Zoom, only a limited number of participants can join a session. Thus, if the number of participants exceeds the maximum limit number, then the session is unavailable for any additional participants. A conference session can have up to 500 or 1000 participants.

6. Important notice for the audience

a. In a Zoom meeting, the audience members are required to turn off their microphone to avoid noise such as the sound of typing keyboard and of flipping of papers. In the Webinar meeting, all the microphones of participants (excluding panelists) are turned off during the seminar.

b. It is prohibited to save the presentation data and record the video, and distribute this data without the permission of the presenters or the conference organizer. If you need to save the data or distribute the data, please obtain the permission from the presenters in advance.

c. Since the audience cannot use the microphone, they should send questions to the presenters by Zoom Q&A.

d. The conference organizer will disconnect the Zoom system if they realize that the meeting is hindered due to inaccurate voice inflow or unstable network.

7. Important notice for presenters

a. Please secure a quiet meeting space where it is hard to hear the voices from outside. Presenters are required to speak loudly. If you do not want anyone to hear your presentation, you should select an isolated place to conduct the meeting. It is desirable that the environment of the network and the electric device should be enhanced. When sending your own video, you should ensure that no other person apart from you is visible in the camera.

b. When giving a presentation continuously for a long time, it is desirable for a presenter to make sure (through Zoom chat) whether any problem in the internet connection is hampering his/her audio transmission to the audience. Please pay particular attention when answering the questions during your presentation. You should be watchful about problems related to the internet connection. For example, while sharing the screen, there might be a significant delay to switch the video. Thus, video and audio track of your presentation may get out of sync.

c. Please turn off your microphone after your presentation to avoid the echo effect.

D .In order to give your presentation properly to the audience, it would be better to share your video through a camera connected to the device. In case of any internet connection issues, you should stop sending the video to the audience and confirm the status of the video. Please respond o such issues flexibly. When sending a video recording of your presentation, a shot of the camera set near the device's display screen can be created to show the object of interest of the audience.

e. Presentation Material
- When you quote passages from other people's writings, you must include a chapter and verse inyour presentation. You should confirm the content of online presentation in consideration of the retransmission of data by automatic public transmission. You should follow the organizers' specific instructions.

- It is necessary for presenters who work at a company or who are members of a joint study of delegated research, to get approval regarding your presentation style and target number of the audience for the online conference (even if you have already approved it for in-person components of JSMBE2020 and APCMBE2). In particular, you should be careful to check whether the content is at a variance with the Export Trade Control Order, as in such a case, the online presentation might be forbidden.

f. Sharing Screen

- Your computer screen can be shared with the participants of the Zoom meeting. However, as mentioned above, only the panelists can share the screen in the Webinar meeting.

- You can select "Full Screen Sharing" or "Sharing Window of Specified Application" depending on your device. If you choose "Full Screen Sharing, please pay attention to prevent disclosing extra information to the participants. You should turn off communication tools such as e-mail and SNS in the "Full Screen Sharing" mode. After your presentation, please turn off the function for sharing the screen.

g. Share your presentation data

If you are permitted to distribute your presentation data, you should send the link to download the data by chat before the meeting. Please make sure that no copyright violation takes place due to the sharing of the presentation data.

8. Security measures for Zoom

a. Oral Presentation

All presentations excluding poster presentations will be held online using Webinar. We are making our utmost efforts to prevent intrusion from malicious third parties and protect the presentation data. In addition, we constantly monitor sessions in order to quickly respond to unexpected trouble. We request you to attend the online conference while keeping in mind of the possibility of unexpected trouble by the Zoom system, as it has been made available to the public.

b. Poster Presentation

As mentioned above, the poster presentation is a Zoom event where one person hosts and all other participants are on an equal footing (unlike the participants in an oral presentation using Webinar). The host can share hosting responsibilities with the other participants. Any participant can share their screen. Therefore, we expect that all participants adhere to the principles of public order and morality.