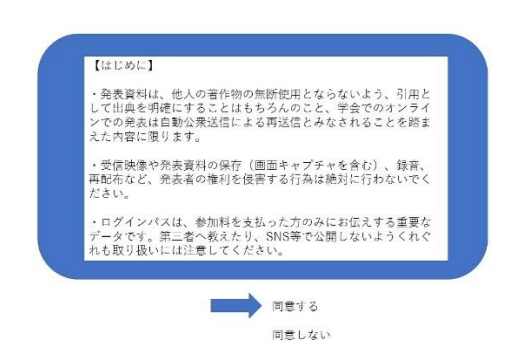


<<APCMBE2020>> ZOOM Meeting User Guide for Chairpersons and Presenters in Oral Sessions

1) Log in to “Online Conference.”



* This picture is for illustrative purposes.

2) Choose your session from the daily program schedule.

日程表

5月25日(月)	5月26日(火)	5月27日(水)
第1会場 8:00-10:00 10:00-11:00 11:00-12:00 12:00-13:00 13:00-14:00 14:00-15:00 15:00-16:00 16:00-17:00 17:00-18:00 18:00-19:00 19:00-20:00		

オンラインセッション OS-1-3 / 多元計測創学の基礎と工学への応用

【座長】 横川 颯/MAKOTO HASHIZUME (北九州中央病院)
【発表】 森 健輔/KENSAKU MORI (名古屋大学大学院情報科学研究科 知能システム専攻)
新学術領域「多元計測創学」
2020/05/25 15:55~17:25 第2会場

【OS-1-3-1】【筆頭発表者】 清水 昭伸/Akinobu Shimizu (東京農工大学 大学院 工学研究科/Institute of Engineering, Tokyo University of Agriculture and Technology)
一生員の多元計測創学モデル

【OS-1-3-2】【筆頭発表者】 本谷 秀聖/Hidekato Hontani (名古屋工業大学/Nagoya Institute of Technology)
KPCマウスの脳画像のMRI画像と病理画像の統合モデル構築

【OS-1-3-3】【筆頭発表者】 佐藤 高伸/Yoshinobu Sato (奈良先端科学技術大学院大学 情報科学領域/Division of Information Science, Nara)

3) Download and install the Zoom application on your device if it is your first time signing in to the Zoom system.

If you have already downloaded the Zoom application, the window“Do you want to open Zoom?”appears. Select the option “Open Zoom.”



Enter your full name and your e-mail address.

Please enter you name in the Zoom system according to the example below:

Chairperson: OS1-1-2 (Session No.) Taro Seitai (your full name), Seitai University (your affiliation)

Presenter: OS1-1-2 (Session No.) Taro Seitai (your full name), Seitai University (your affiliation)

Join Online Seminar

【Note】If you have already signed in to the seminar before, please change the user name as mentioned above.

Zoom

電子メールアドレスと名前を入力してください

メール
aaaa@bbbb.co.jp

[OS1-1-2]医工花子(Hanako Iko)_生体医工

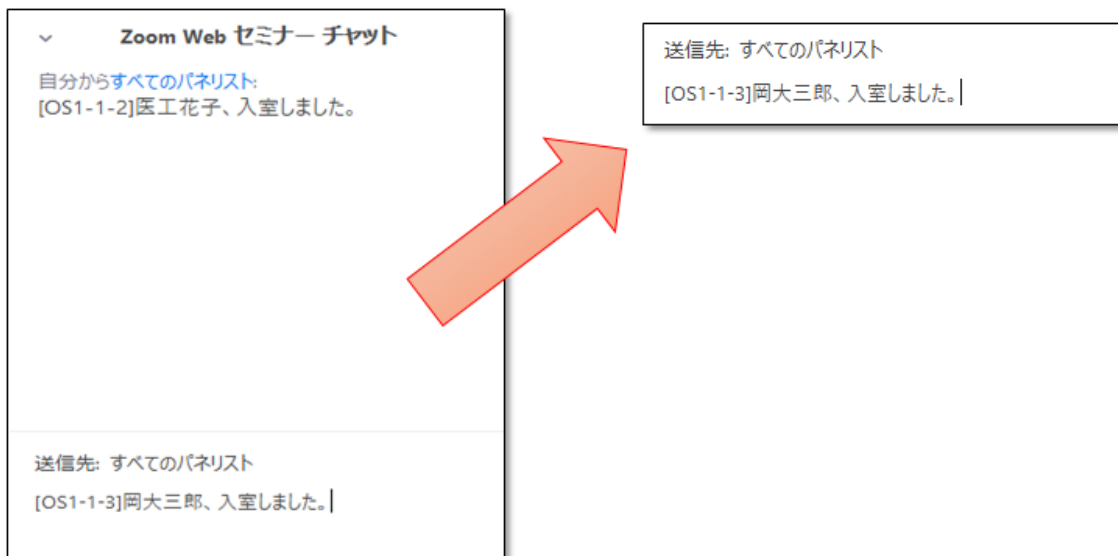
将来のミーティングのためにこの名前を記憶する

Web セミナーに参加 キャンセル

- 4) All people will be signed in as audience members at the Webinar meeting.
The conference organizer acts as a host and will assign the panelists.
Please note that the chairpersons and the presenters (who act as panelists) can share video and interact with the audience.
Please note that the audience cannot share the screen. Only the chairpersons and the presenters (who act as panelists) can share the screen.



- 5) Please send a message by Zoom chat when signing in to the meeting room.
→After receiving the message, the secretariat acts a host and assigns the chairperson and the presenter as panelists.
→After being assigned as a panelist, you will be disconnected from the Zoom system. A short while later, you will be reconnected to the system.

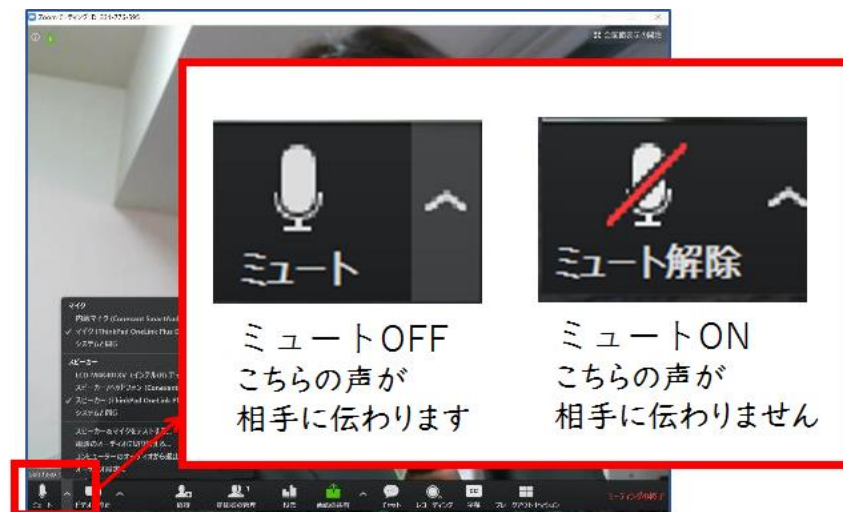


- 6) Panelists can use their own video and microphone to interact with the audience.
 When the message “The host requests you to start the video” appears on your laptop, select the option “Starting my video.”
 → Multiple screens will be added in your laptop.
 (Chairpersons and presenters are not required to share their video with the audience. However, it is easy to communicate with the audience through your own video)



Please mute your microphone to avoid the noise and echo effect. We recommend that you

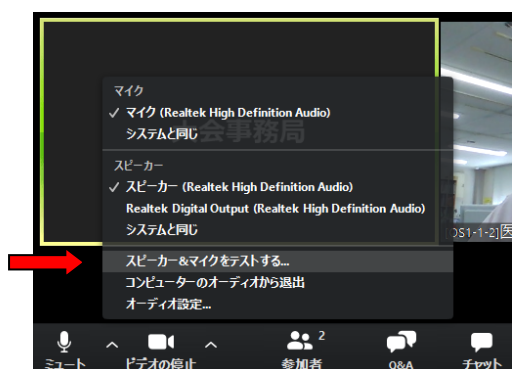
use a headphone when using many devices in one room.



【Audio】

Please test your computer audio when joining the session as a panelist.

When people cannot hear your voice or cannot hear the voice of a chairperson or a presenter, please confirm if the appropriate microphone has been selected. If your selection is correct, please check whether the headset's microphone is turned off.



7) A chairperson will start the session.

<Chairperson>

Please introduce yourself and the presenter to the audience in addition to informing them the names of absentees.

< Presenter >

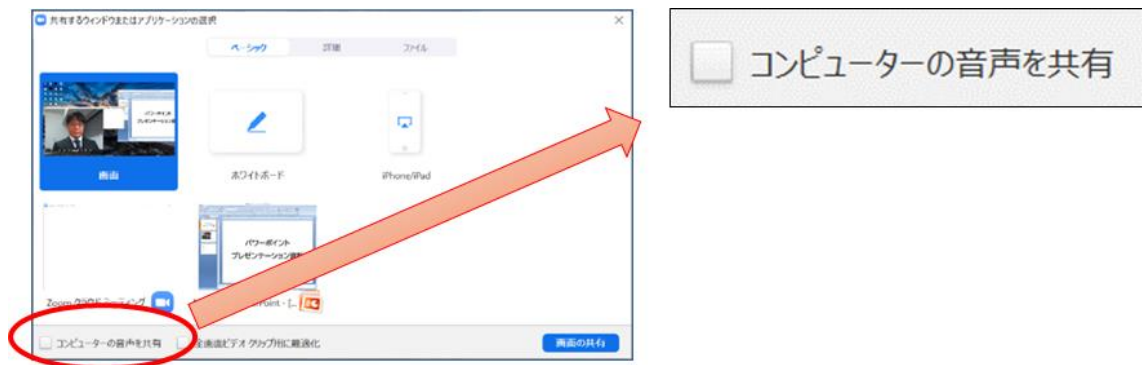
Please be ready to click on the “Share Screen” icon just before the end of the preceding presenter’s speech. Please do not click on the “Share Screen” icon during the preceding presenter’s speech as his/her screen will stop being shared with the attendees. When it is your turn to make a presentation, click on the “Share Screen” icon.

Please note that you will make a PowerPoint presentation in a full screen mode for the audience.



【Sharing Computer Sounds during Screen Sharing】

Click on the option “Share Computer Sound.”



Please mute the “Share Screen” icon after your presentation.

9) Discussion

We will receive questions from the audience through the Q&A system.

< Chairperson >

A chairperson should address the questions by the audience (which are displayed on his/her laptop regularly). Please report the questions to the presenters at the time of discussion.

12) In a general discussion, a chairperson leads the discussion. The “Share Screen” feature is useful for conducting a discussion.

13) A chairperson will send a message at the end of the session.

※If you want to join another room, please confirm the date and time in the program’s daily schedule. →Manual No. 2