# Zoom Meeting User Guide for Poster Presenter and Viewers .ISMBE2020

## [Overview]

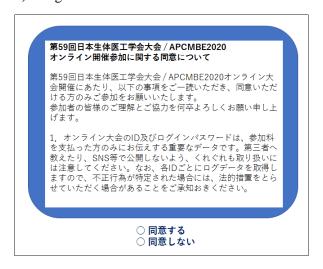
A poster presentation is a Zoom event where one person is a host and all the other participants are on an equal footing(unlike the attendees of an oral presentation using Webinar). The host can share hosting responsibilities with the other participants. Any participant can share his/her screen with the rest of the participants. Therefore, we are concerned that unexpected problems may occur in the event of a hacker gaining access to a poster session. We are afraid that our secretariat cannot provide aid to the poster presenter in the event of such problems. We expect that all participants will adhere to the principles of public order and morality.

## [Copyright Protection]

Viewers are required to prohibit saving the presentation data on their personal devices, record the video, and distribute the data and the video.

## [How to Join]

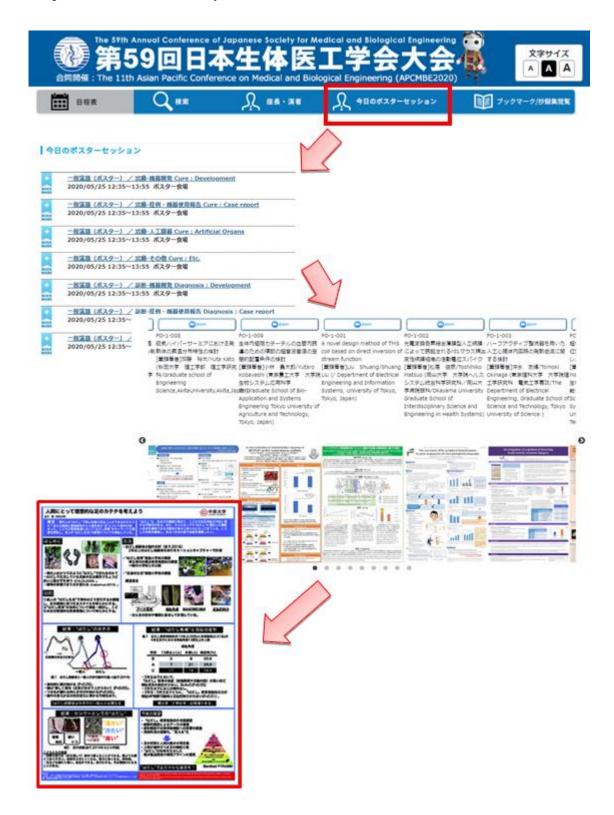
1) Log in to "Online Conference."



\* This picture is for illustrative purposes.

## < Poster View: Today's Poster Session >

2) Select the desired poster presentation from "Today's Poster Session" showing the poster presentation data on that day.



## < Poster Discussion >

3) Presenters: Click the Zoom button linked to your presentation of data five minutes before the start of the session.

Viewers: If you have a question or a doubt about the presentation, select the Zoom button linked to the presentation.



4) Download and install the Zoom application on your device if it is your first time to sign 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."

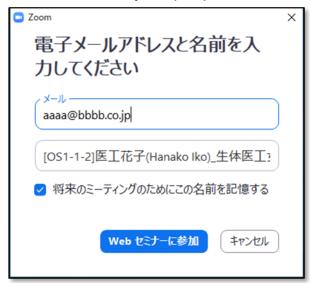


5) Enter your full name, and join the poster discussion.

Please refer to the example below:

Presenter: PO1-1-2 (*your abstract no.*)Hanako Iko(*your full name*) Seitai University (*your affiliation*)

Viewer: Jiro Okayama (your full name)Seitai University (your affiliation)



Note: If you have already signed in to the Zoom Meeting before, please change the user name for the poster discussion as mentioned above.



## [Caution: Video and Audio]

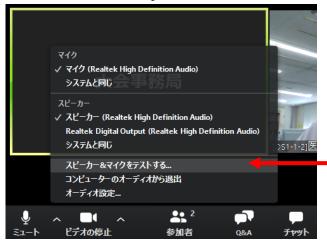
Presenters are not required to turn on the camera of their screen. However, it is easy for the presenter to communicate with the audience through his/her own video.



Please put your microphone on mute to avoid the noise and echo effect. We recommend that you use a headphone while using multiple devices in one room.



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



### 6) **■**Presenters

Please communicate with the viewers via a microphone and share your screen with them to show your presentation data. During the Q&A time, please stay in a meeting room for the poster discussion.

#### ■Viewers

If you have any questions, please join the meeting room linked to the presentation, and then ask questions to the presenter during the Q&A time. After the poster discussion, select "End," and then select "Leave Meeting."You can join and leave the meeting room freely. Also, you can continue staying in the meeting room if you want to listen to the discussion of other attendees.

7) When the Q&A time is over, select "End," and then select the option "Leave Meeting."