

Zoom Instruction for Presenters and Participants

26 Nov. 2020

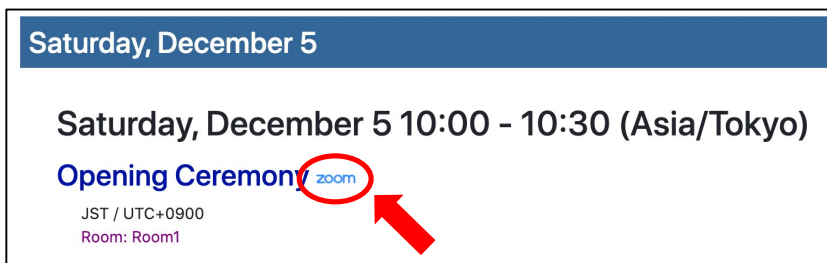
SCIS&ISIS2020 Online System Committee

1. Common Rules for All Users

- Please create your Zoom account and install the client **in advance**.
- If you already have your Zoom account, please update your Zoom client to the latest version.
- A Zoom meeting ID is assigned to each Room. **Please click the Zoom link in the program on EDAS (<https://edas.info/p27304>) to access it.**
- Please mute your microphone and turn on your camera (if possible) while attending sessions. The face-to-face interaction between participants will give us the same feeling as in an offline presentation.
- A staff member keeps the authority of a Zoom host and gives co-host to chairs and presenters. Only users who have the authority of a Zoom host and co-host can share a screen.
- Each oral presentation has the following time slot:
 - For full papers, 20 minutes of video presentation session and 5 minutes of Q&A session.
 - For short papers, 15 minutes of video presentation session and 5 minutes of Q&A session.
- Please do not record any presentations.
- **Please change your Zoom account name as follows to indicate your role and affiliation while participating in sessions.**
 - **Session Chair** : Chair_Name (Affiliation)
 - **Presenter** : Paper ID_Name (Affiliation)
 - **Participants** : Name (Affiliation)

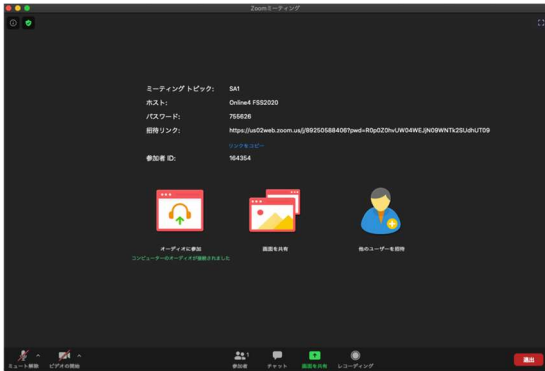
2. How to Join Sessions

1. **Click on a Zoom icon next to the session name on the program on EDAS (<https://edas.info/p27304>).**



2. Although it is not mandatory for users to turn on your video, SCIS&ISIS2020 recommends that all users turn it on for lively sessions.

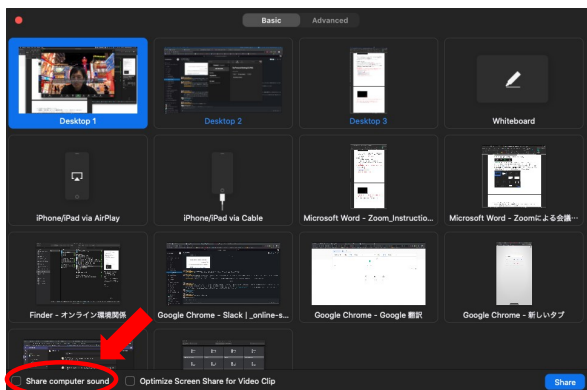
3. If your screen like the one shown below is displayed, it is ready for participating in a session.



4. There are microphone and camera icons in the lower-left corner of your Zoom window. Click on the triangle next to the icon to confirm that the correct microphone or camera has been selected. To avoid feedback and noise, it is recommended to use a headset or earphones with a microphone.
5. To leave a Zoom session, click the “Exit” button at the bottom right of the Zoom window.

3. Join Sessions as a Presenter

1. Please join the Zoom meeting **10 minutes before** your presentation session.
2. Join the session and call out or chat with a staff member to obtain co-host authority. Screen sharing is not possible without co-host authority.
3. Please change your name to **“Paper ID_Name (Affiliation)”** so that others can identify you as the presenter.
4. Please test your screen sharing and microphone before your session begins.
 - ✓ Click the “Share Screen” icon to display the shareable displays and windows.
 - ✓ Choose the display on which you want the slides to appear, or set the slides to presentation mode and choose the display screen.
 - ✓ Click “Share Screen” in the bottom right corner to share the selected screen with all participants. Be sure to check that the slides are properly displayed before the session.
 - ✓ Check the **“Share computer audio”** box in the lower-left corner if your slide contains audio.



5. The chair will play your video. After watching the video, follow the chair's instructions for Q&A.

6. Please prepare to play your presentation video and slides on your computer in case EDAS has problems.
7. After your presentation, please click on “Stop Sharing” to stop screen sharing. During screen sharing, you will see the icon at the top of the screen.
8. Please unmute your microphone when you ask questions to other presenters because the hand-raising function is not available if you have co-host authority.
9. **IMPORTANT: The conference staff will check for No Show, so please make sure the camera is ON during the Q&A to capture your face.**

4. Join Sessions as a Participant

1. Please join a Zoom meeting from the program on EDAS (<https://edas.info/p27304>) to the session you are interested in.
2. Please change your name to "**Name (Affiliation)**" so that we know who is listening to the presenter.
3. Please mute your microphone.
4. You may post any questions that come to mind during the presentation at the chat box in your Zoom client.
5. To ask questions after the presentation, please use the hand-raise function or unmute yourself.