Presenter Guidelines

Join a Session as a Panelist

1. Click the Webinar URL provided by the host (JSAP Secretariat).

Dear Mr./Ms. XXXX

We are looking forward to your participation in the 81st JSAP Autumn Meeting.

Session：4.6 Teraherz Photonics

Session Date/Hour：2020年7月3日 04:00 PM 大阪、札幌、東京

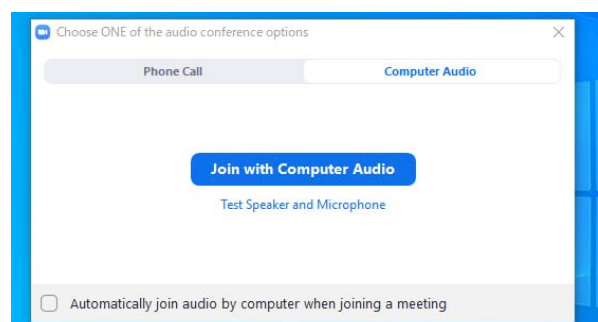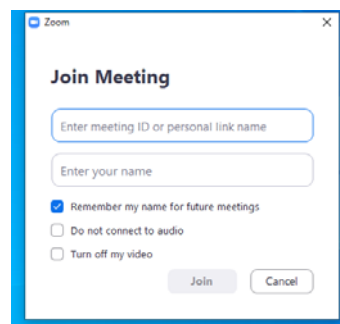※Please make sure to enter the session room during the break time before your presentation.
Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
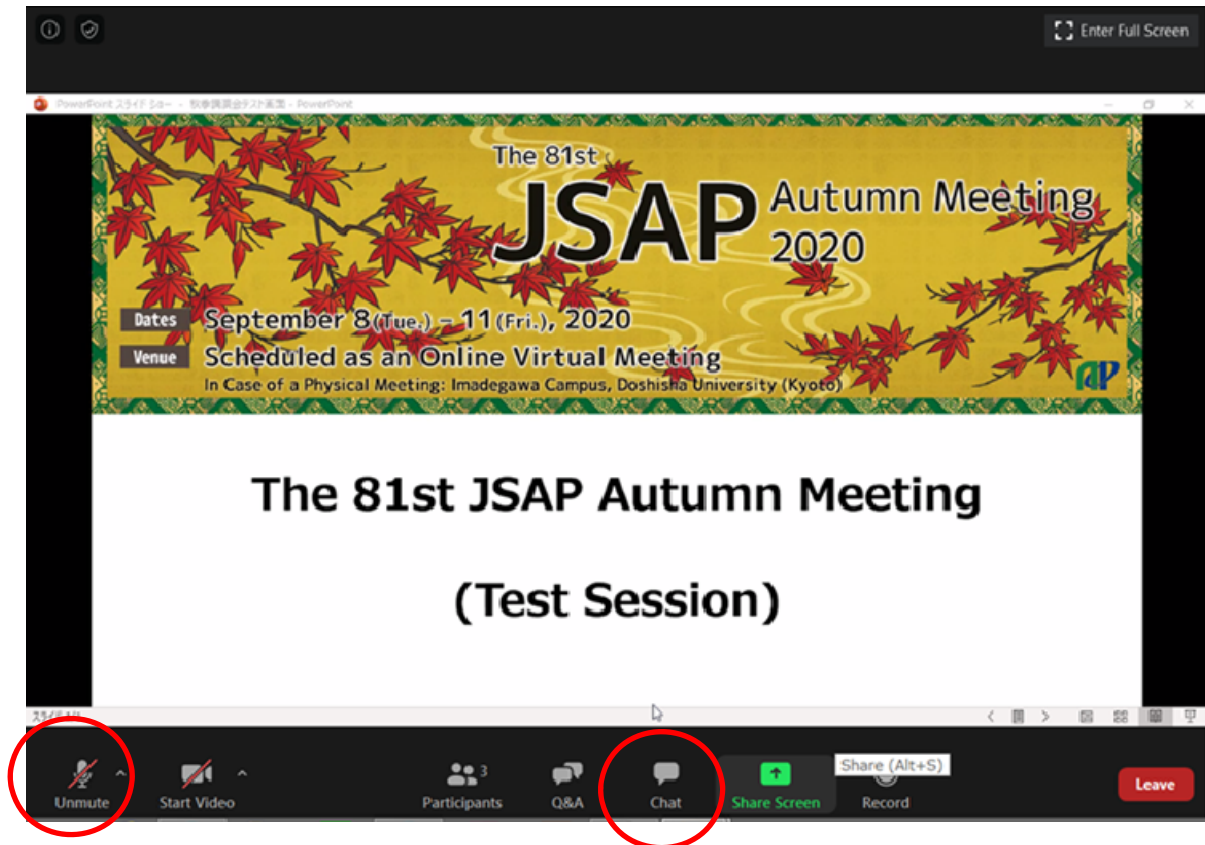Note: This link should not be shared with others; it is unique to you.

Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

2. Follow the prompts to download and install the Zoom desktop application.

Presenter Guidelines

Audio Settings

The audio is muted when you enter the room.
Please keep the audio muted until you begin your presentation. Unmute the audio only when you ask questions or when you have to make a statement after being cued by the chairperson. When asking questions, do not use your microphone right away. Instead, use the chat function to indicate that you have a question.

A problem could occur if another participant is using a speaker in the same physical location. When multiple PCs are used to listen and watch an event, howling sounds (echoes that cannot be cancelled) could occur even if only one microphone is turned on. Therefore, it is recommended that you use a headset.

Presenter Guidelines

Adjust Audio Settings

Click the Audio Settings button in the lower left to check your speaker settings.
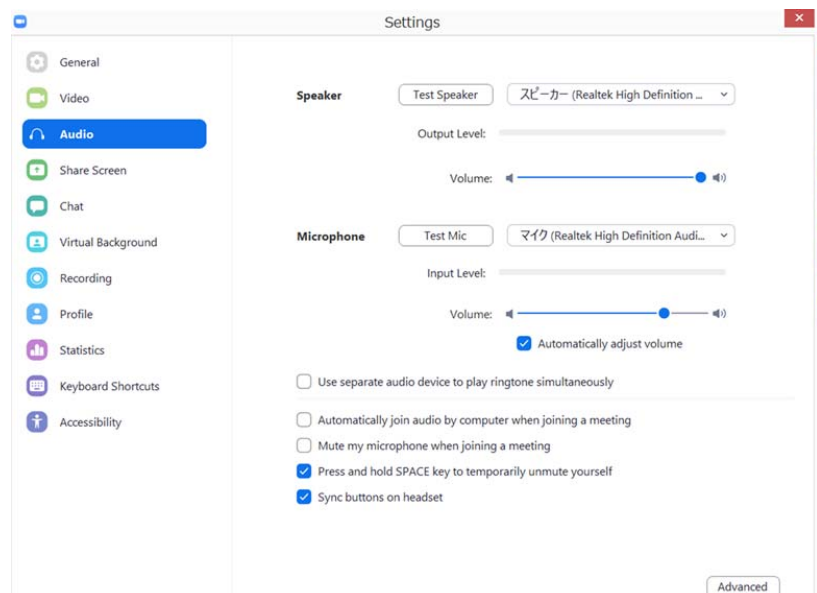
If you are informed that your remarks are not audible, check your audio settings to see if you have selected an appropriate speaker or microphone.
If the problem persists after you have confirmed that all the settings are correct, find out if the system is muted or the headset is turned off.
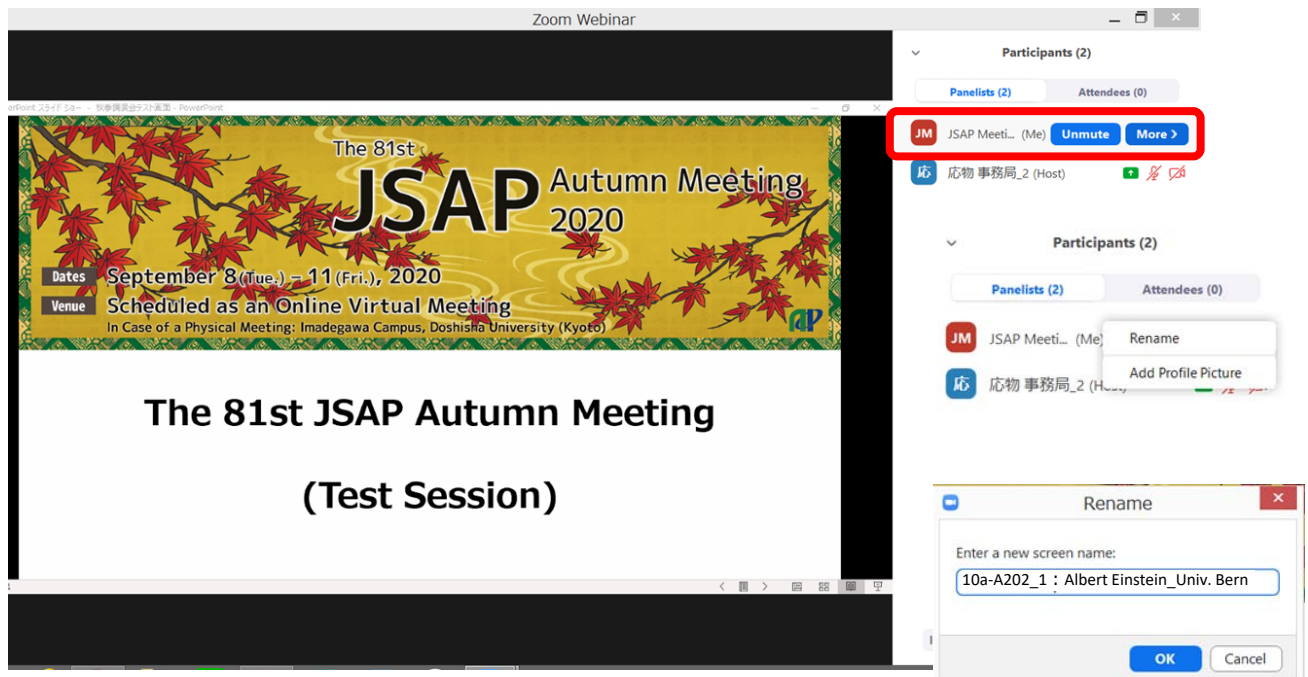
Presenter Guidelines

Rename

 If you click on "Participants," you will see the list of participants, with your name at the top on the "Panelists" column. There, you can check your microphone and video status.

   If you move your cursor to your name, and click on "More ," "Rename " will appear. This will let you change your name.

   The Japan Society of Applied Physics requests that the speakers change their names according to the following format so that the chairperson will be able to identify them more easily.

     10a-A202-1：Albert Einstein

Presenter Guidelines

Q&A

For questions regarding presentations, use Q&A .
For administrative notices, etc., use the chat function.

If you click on "Chat," a chat screen appears on the lower right side. If you want to send a message to a host, select "Host" and enter your message.

If you click on "Q&A," you can ask questions during the session.
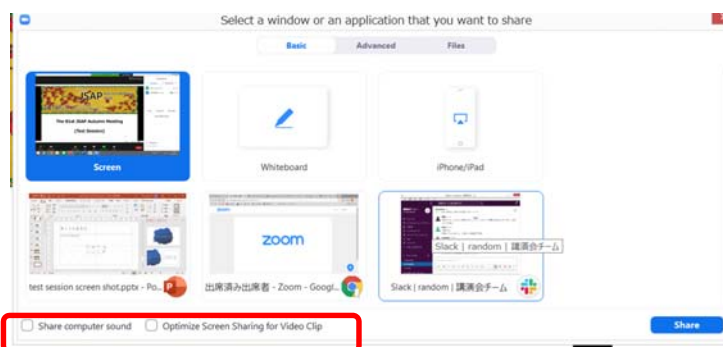The speaker, chairperson will be able to answer these questions

Presenter Guidelines

Starting the Video

Turn on the video and microphone when your comes.
Do not transmit video unless you are making a presentation.

Sharing the Screen

Please share your screen when your turn comes. **Never share your screen until your turn comes. If you do so, the screen being shared by a person who is making a presentation will be interrupted.** PowerPoint documents, etc. should be displayed in a full-screen mode so that other participants will be able to see them easily. Stop sharing the screen when your presentation is over.

One way to share the sound when playing a video clip is to tick the following two boxes:

☐Share computer sound
☐Optimize for full-screen video clip

If you check both boxes, you can share the sound of a video clip with the other participants.

*Playing a video clip could be troublesome. Make sure to test it beforehand. The sound and the image may become distorted in many cases.

Presenter Guidelines

After the Presentation

Your role will be changed from "Panelist" to "Attendee". You can keep watching the session as "Attendee" until you leave the session room.
If you wish to move to another session room, leave the session room and log in to the Online Conference Platform. (Please see the Audience Guidelines for more details.)

Leave a Session Room

Click "End" then "Leave Meeting".

If you wish to attend another session, log in to the Online Conference Platform.
(Please see Audience Guidelines for more details.)

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Presenter Guidelines

Points to Note when Making a Presentation

a) Secure a place
Secure a place where you will not be distracted by people's conversation or interrupted by telephone calls. As you must speak loudly and clearly , you should make any necessary arrangements if you do not want people around you to hear your presentation. In addition, it would be ideal to have a stable network and a strong power source. (As a large amount of power is required, ensure that the battery does not run out during the session.)
When transmitting your video, be careful not to capture people who have nothing to do with the event.

b) Check the situation throughout your presentation
When speaking for a prolonged period of time, it is advisable that you regularly check the participants' reaction and their chat messages to make sure that the network is working properly and that you are being heard. Be extra careful when taking questions during your presentation. In addition, changing video images may take a long time when you are sharing your screen on a weak network, and your oral presentation may not match the video on the receiving end. Be careful and avoid such a situation.

c) Mute the microphone
When you verbally interact with other participants, such as during a question and answer session, you may inadvertently produce an echo while someone else is speaking if there is a problem with your sound system. Be sure to mute your microphone when you are not speaking.

d) Check video transmission
It is preferable that you use video so that you can more effectively convey your presentation to other participants. However, the communication may become unstable if participants are using a narrow bandwidth. You should respond to such a situation flexibly. Stop transmitting the video and see if this improves the situation.

e) Handle shared material carefully
 Cite your sources clearly to avoid unauthorized use of other people's work. In addition, check your content beforehand, as an online presentation at an academic conference is regarded as a re-transmission through automatic public transmission .
 A speaker from a corporation or university who has obtained prior permission through contract or joint research regarding the format and the scope of the audience must obtain fresh permission if the presentation switches to an online format. In particular, permission might not be given for any content that could conflict with the Export Trade Control Order. The speaker must be fully aware of the issue.

Presenter Guidelines

f) Sharing your screen
- Zoom lets you share your PC screen with other participants when making a presentation. Launch the app you want to use before you begin to share. If you need authorization to share your screen, make a request to the host.
  (JSAP allows all speakers at an online conference to share their screen.]
- Depending on the environment, you can share either an entire screen or the window of a specific app. Thus, you should alternate depending on the situation. If you share an entire screen, be careful that sensitive information will not be shown. For example, other participants may be able to see your e-mails or social media messages. Therefore, turn them off beforehand.
- The mouse pointer may not work in some cases (the mouse pointer may not be displayed on other participants' screens). However, some software programs let you add notes on the screen (temporarily). Check this issue in advance.
- Stop sharing immediately when you finish your presentation.

g) Sharing material beforehand
  If there is material to be distributed, it may be helpful to share the download link via Zoom's chat function. However, the copyright issues discussed earlier should be examined further.