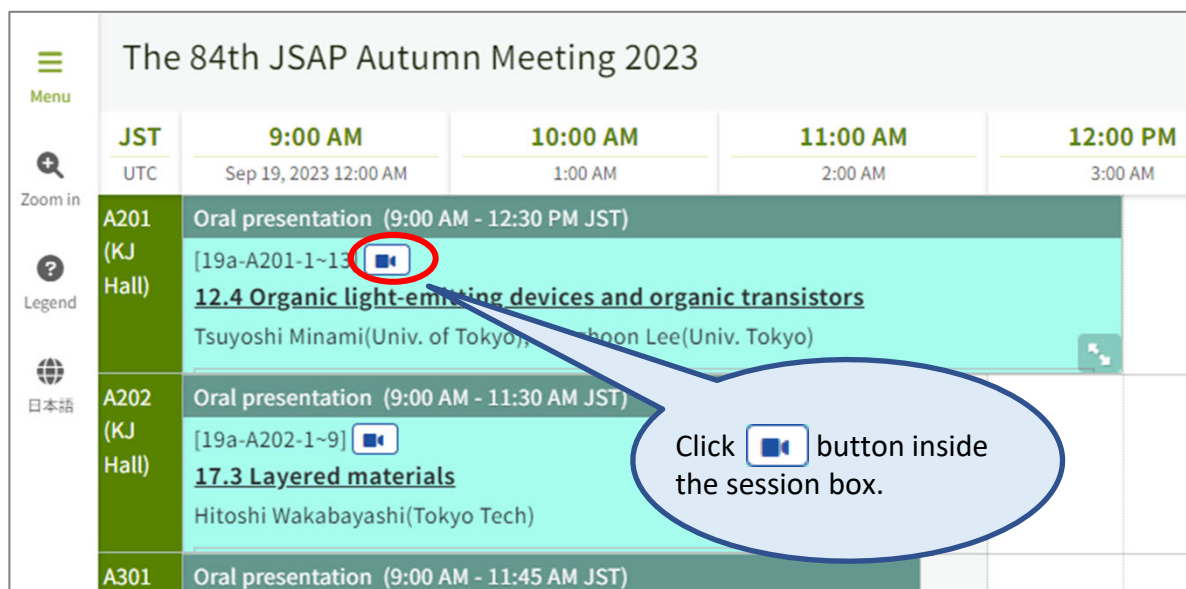


Online Presenter Manual (Oral Sessions)

(Regular Sessions)

Click “Zoom” on the timetable and enter the Zoom meeting room before the session starts.

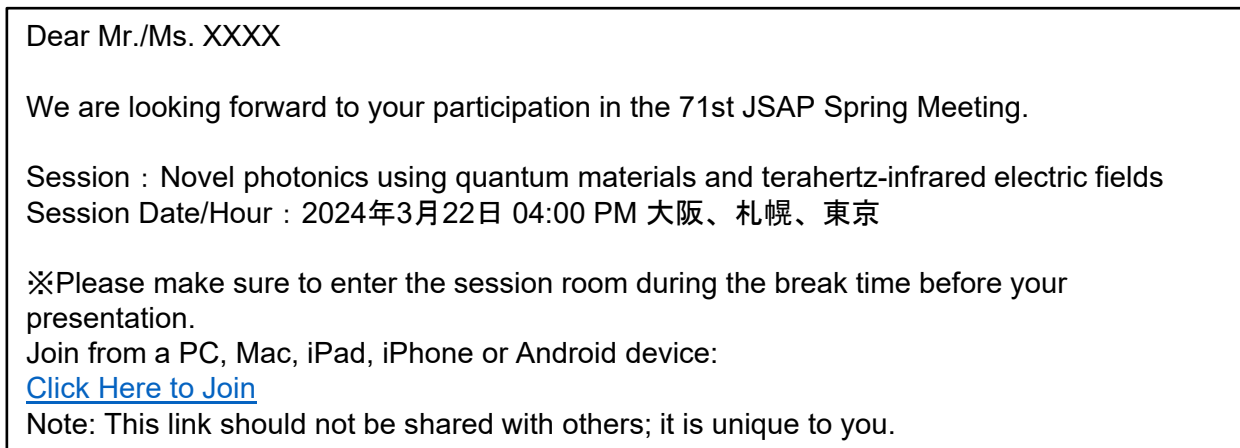


(Symposium)

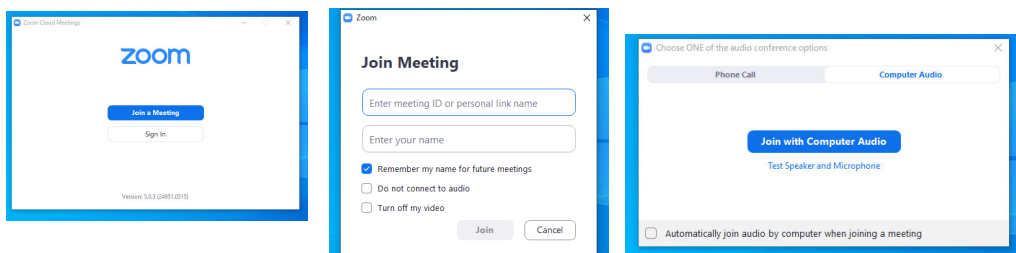
Symposium will be held using Zoom webinar and speakers in a symposium will attend as “Panelist”.

JSAP secretariat will send you a unique link to enter as a panelist.

Click the Webinar URL provided in the email.



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



Online Presenter Manual (Oral Sessions)

Q&A

(Regular Sessions)

Regular sessions will be held using Zoom meeting.

Although participants (both speakers and audience) have control over their microphones, DO NOT unmute your microphone unless you are selected as a questioner by a session chair.

If you wish to ask questions during the session, click “Raise Hand”.
Unmute your microphone only if you are selected as a questioner.



If you click on “Participants,” you will see the list of participants, with your name at the top on the “Panelists” column. “Raise Hand” button is on the bottom of the column.

(Symposium)

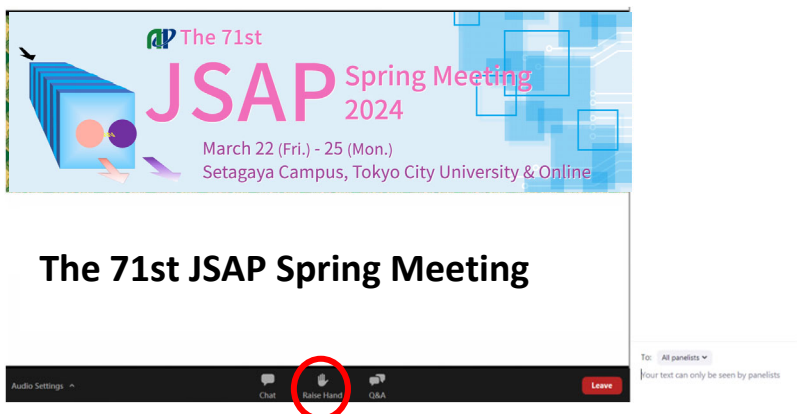
Symposium will be held using Zoom webinar.

Participants cannot mute/unmute their microphones.

If you wish to ask questions during the session, click “Raise Hand”.

The chair will select the questioner and give them control to mute/unmute their microphone. Then unmute your microphone and ask questions.

Panelists (speakers of the symposium) cannot use “Raise Hand” options. If you are a panelist and wish to ask questions, send a chat to the chair, unmute your microphone by yourself and ask a question.



If you have administrative questions, use the chat function.

Click on “Chat,” a chat screen appears on the lower right side and select “Host (Secretariat)” and enter your message.

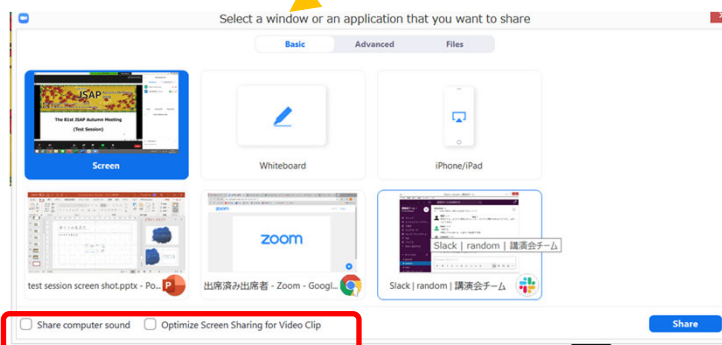
Online Presenter Manual (Oral Sessions)

Starting the Video

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



Sharing the Screen



Share your screen when your turn comes.
PowerPoint documents, etc. should be displayed in a full-screen.

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.

*If you play a video clip, make sure to test it beforehand.

Online Presenter Manual (Oral Sessions)

After the Presentation

Stop sharing the screen and unmute your microphone.

Leave a Session Room

Click “Leave” then “Leave Meeting”.



If you wish to attend another session, go back the timetable on the conference web program.
(Please see Audience Guidelines for more details.)



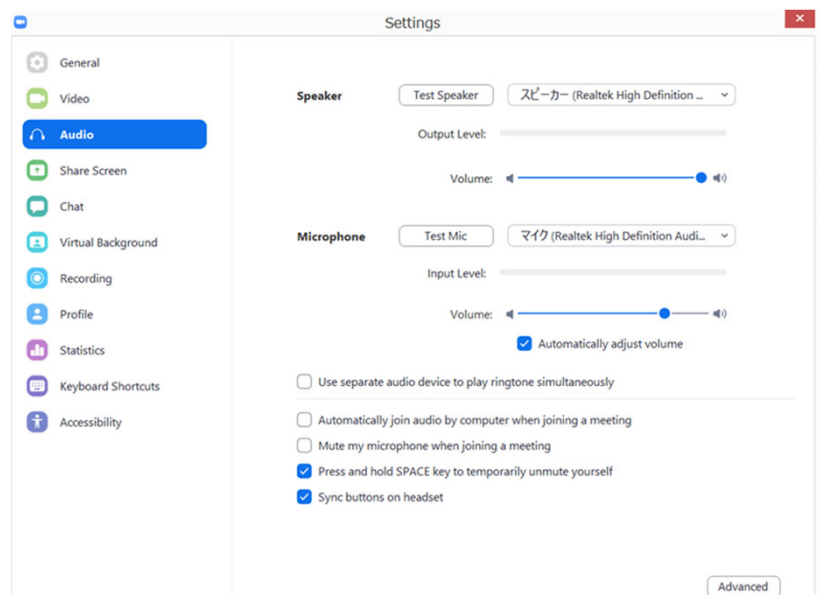
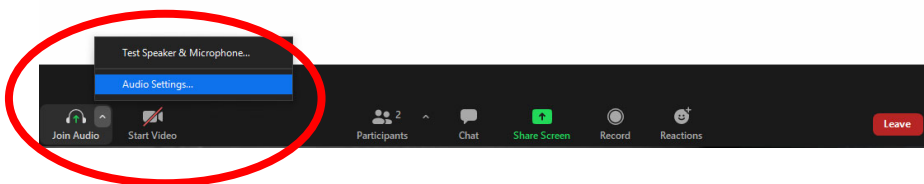
Online Presenter Manual (Oral Sessions)

Adjust Audio Settings

Click the Audio Settings button in the lower left to check your speaker settings.



The 71st JSAP Spring Meeting



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.

Online Presenter Manual (Oral Sessions)

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.

Please indicate your Zoom username (display name) as below.

- Speaker : *program number_name (affiliation)*
e.g.) 22a-13A-2_Albert Einstein (Univ. of Tokyo)
- Audience : *your name*
e.g.) Erwin Schrödinger (NTT)

*put “program number” if you present a paper at the session.

The image shows a Zoom meeting interface. At the top, the meeting title is "17a-Z01_1 : Alb..." and the host is "Taro Obutsu". Below this is a banner for "The 71st JSAP Spring Meeting 2024" with the dates "March 22 (Fri.) - 25 (Mon.)" and location "Setagaya Campus, Tokyo City University & Online". The main content area displays "The 71st JSAP Spring Meeting". On the right side, the "Participants (2)" list is visible, with a red box highlighting the "More" button next to the first participant, "1... (Me, participant ID: 234294)". A "Rename" dialog box is open, showing the current name "17a-Z01_1 : Albert Einstein_Univ. Bern" and buttons for "OK" and "Cancel".