

Zoom Tips

1. What is “zoom”?

- Zoom <https://zoom.us/>
- Creating a free Zoom Account <https://zoom.us/signup>
- Zoom help center <https://support.zoom.us/hc/en-us>

2. Terms

Meeting

Meeting lets all the participants share screens and control over their camera and microphones.

Webinar

Webinar let hosts and panelists share screens, control over their camera and microphones, while audience can only view, chat, and ask questions (via text messages). Attendees can ask questions (verbally) only when the host allows to unmute their microphones.

Host

The administrator of a meeting or a webinar. JSAP secretariat staff including student assistants will be the host of each session room.

Co-host

Session chairs will be assigned as a co-host role, after they enter the session room.

3. Items you need to prepare (if you will be attending online)

a) Terminal

Zoom supports Windows, Mac, Linux, Android (smartphones, tablets, etc.), and iOS (iPad, iPhone, etc.). Please check if your terminal (OS version, etc.) is supported. A video conference requires high CPU performance. If the performance is low, the video and audio may be interrupted, and the system may slow down

You can participate using a web browser without installing the Zoom app. However, some functions are restricted depending on the browser. We recommend using Google Chrome.

b) Network

It would be desirable to have a cable or high-speed Wi-Fi connection to ensure network stability, but a reliable mobile phone network could also be used. Please make sure to check if the system works properly.

c) Microphone and speaker

The use of an external speaker-microphone unit is recommended so that unnecessary echoes can be prevented.

d) Camera

It is advisable that participants (other than the speaker, the chairperson, and those asking questions during a Q&A session) refrain from transmitting video and save the bandwidth.

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4. Prior preparations (if you will be attending online)

a) Prior installation, testing the system

To use the Zoom video conferencing system for the first time, you must download and install the app. If you plan to participate in a video conference from an outside location (outside your home, office, etc.), you may not be able to download the app in time for the conference depending on your network condition. Therefore, it is recommended that you test the system beforehand in a strong network environment. Make sure also that audio messages can be sent and received without any problem.

Some Zoom functions are available only through the latest version. Thus, even if you have already installed the app, it would be advisable to install the latest version before a Zoom call.

b) Confirming that the system recognizes devices

When connecting an external speaker/microphone or a webcam, confirm whether the installed app correctly recognizes the device you want to use, and whether you can send and receive audio without any problem. Even if you cannot confirm beforehand whether the video conferencing function will work, it is recommended that you test the system by yourself using the control panel, etc. For testing, use a Zoom testing service (as discussed earlier).

c) Settings for participants' names

Participants are requested to include their names, as well as information regarding their affiliation, so that the chairperson will be able to easily identify the speaker. Information can be updated after the participants have already been connected to the conference room.

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

- Speaker : *program number_name (affiliation)*
e.g.) 10a-N101-2_Albert Einstein (Univ. of Tokyo)
- Session Chair : [Session Chair] *name (affiliation)*
e.g.) [Session Chair] Max Prank (AIST)
- Audience : *your name*
e.g.) Erwin Schrödinger (NTT)

*put "program number" if you present a paper at the session,
or "Session Chair" if you preside the session.

d) Multiple people in the same room

Echoes and howling sounds may occur if multiple participants in the same physical location access a video conference using their own terminals and if their microphones or speakers are enabled on these terminals. Therefore, use only a single main terminal for handling audio. Make sure to mute microphone-speaker units for all other devices.

e) Maximum number of participants allowed in a conference room

The maximum number of participants allowed to join a single Zoom webinar is 500 and 1,000 (depending on the contract) and that for a single Zoom meeting is 300.