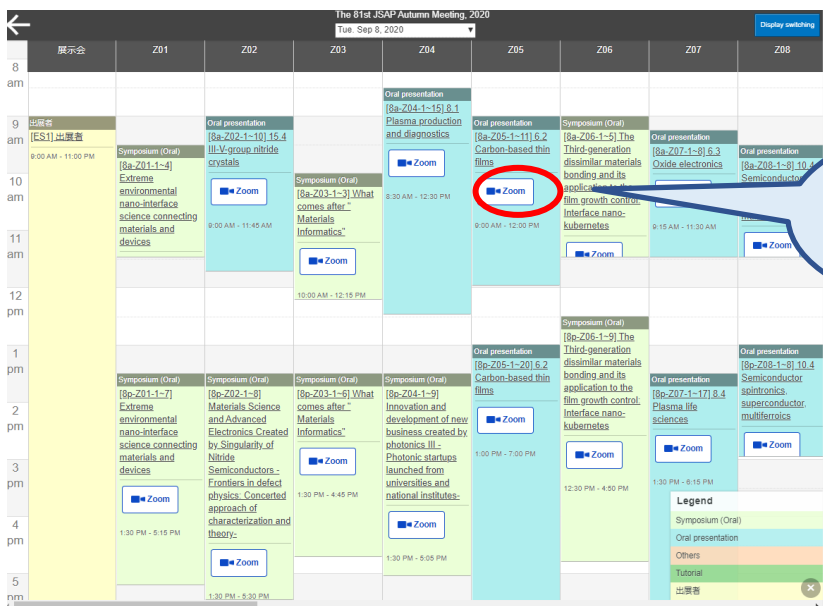


# Online Presenter Manual (Oral Sessions)

## (Regular Sessions)

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



Click “Zoom” button inside the session box.

## (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.

Dear Mr./Ms. XXXX

We are looking forward to your participation in the 69th JSAP Spring Meeting.

Session : Novel photonics using quantum materials and terahertz-infrared electric fields

Session Date/Hour : 2022年3月22日 04:00 PM 大阪、札幌、東京

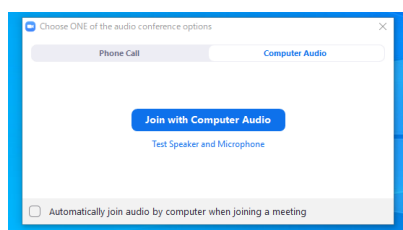
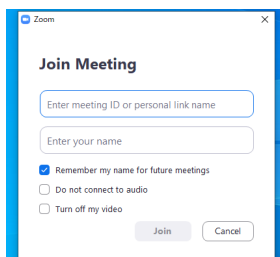
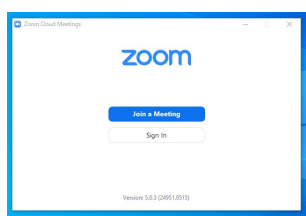
※Please make sure to enter the session room during the break time before your presentation.

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.

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.

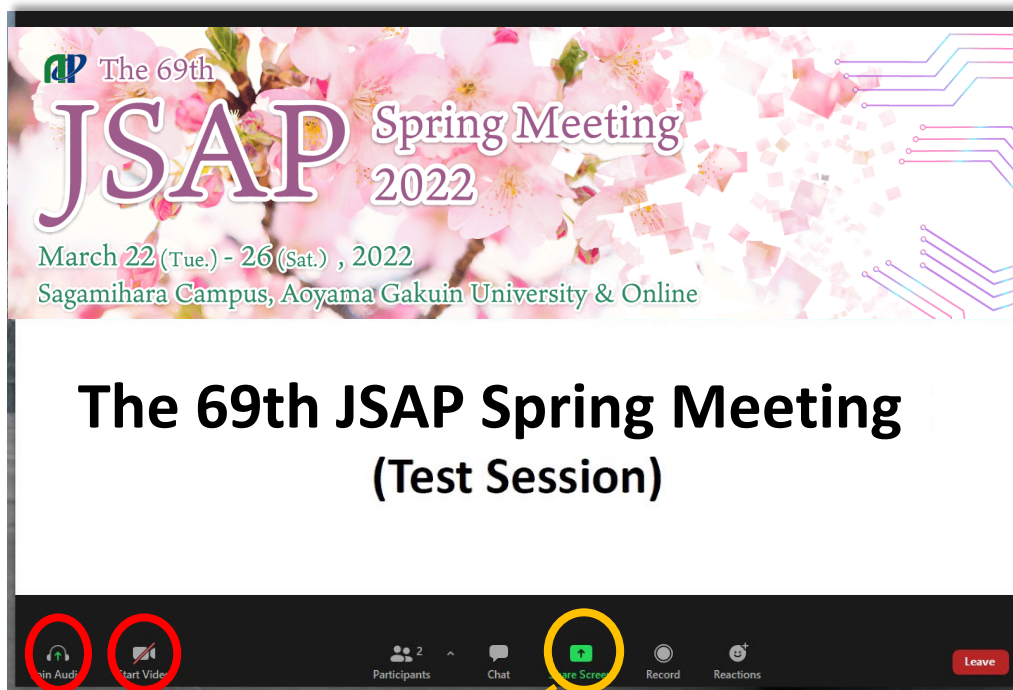
If you click on “Chat,” a chat screen appears on the lower right side.

Select “Host (Secretariat)” and enter your message.

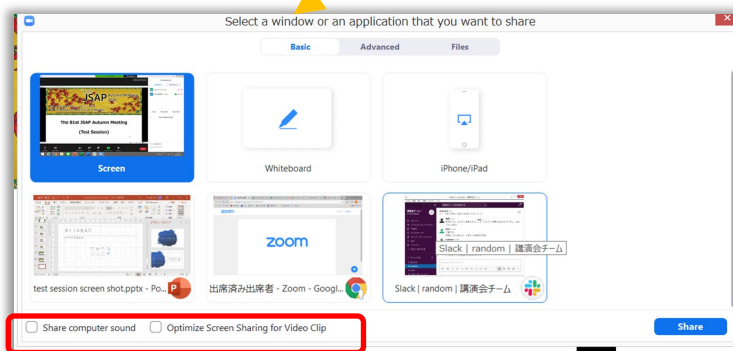
# Online Presenter Manual (Oral Sessions)

## 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.

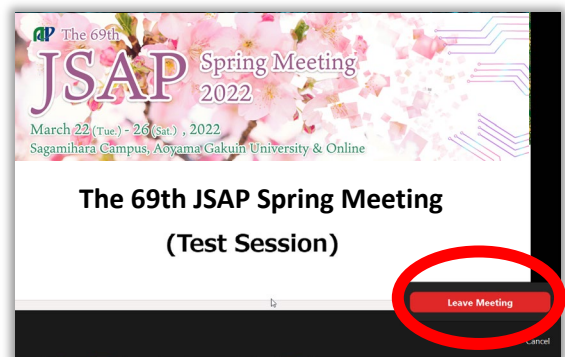
## Leave a Session Room

Click “Leave” then “Leave Meeting”.



If you wish to attend another session, go back the timetable on the Participant Portal.

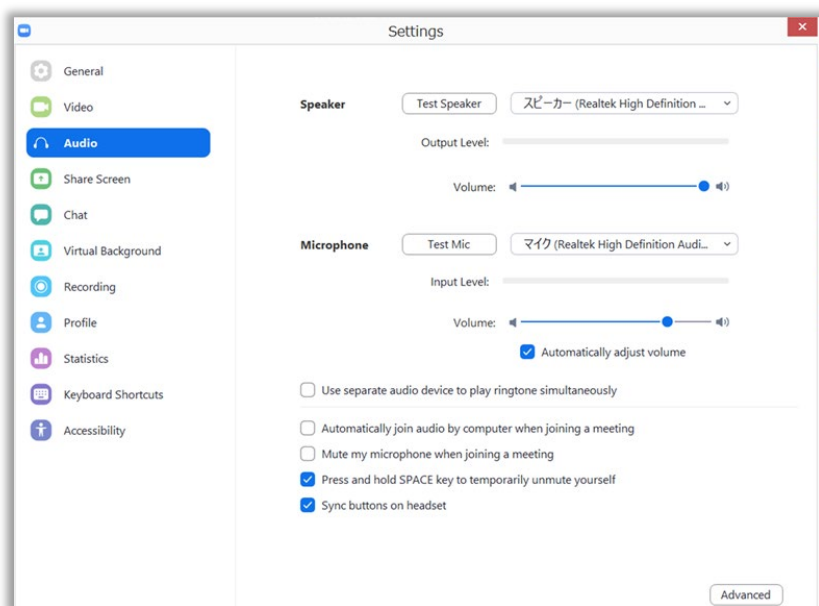
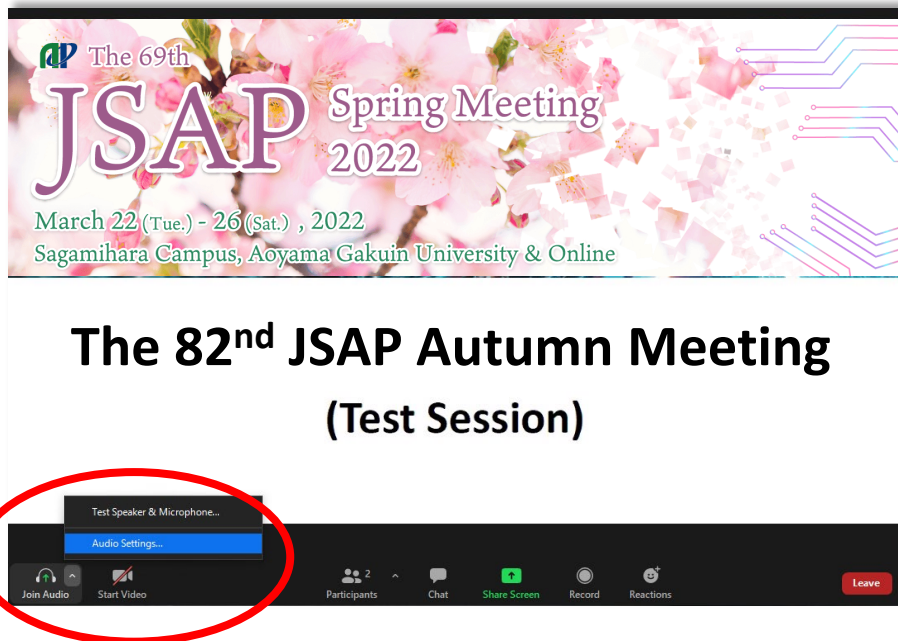
(Please see Audience Guidelines for more details.)



# Online Presenter Manual (Oral Sessions)

## Adjust Audio Settings

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



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-E101-2\_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.

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 69th JSAP Spring Meeting 2022" with dates "March 22 (Tue.) - 26 (Sat.) , 2022" and location "Sagamihara Campus, Aoyama Gakuin University & Online". The main content area displays "The 82<sup>nd</sup> JSAP Autumn Meeting (Test Session)". On the right, the 'Participants (2)' list shows "1... (Me, participant ID: 234294)" and "Taro Obutsu (Host)". A red box highlights the 'More' button next to the first participant, which has opened a menu with 'Rename' and 'Add Profile Picture' options. A 'Rename' dialog box is open, showing the text "Enter a new screen name:" and a text input field containing "17a-Z01\_1 : Albert Einstein\_Univ. Bern". The dialog has 'OK' and 'Cancel' buttons.