

■ The flow of the day

- When the time comes, after giving a short introduction of yourself, please start your session.
- Questions will be accepted both onsite and online. Please designate a questioner. If a question is written in the Q&A, please read it out loud and start the Q&A session.
- Please cooperate for a smooth operation within the time frame.
- The plenary session and ECR chairpersons shall introduce the presenters before the start of their presentations.

■ If you are participating on-site

- Please be seated in the second chairperson's seat (the first row on the right side facing the stage) at least 10 minutes before the start of your session.
- Please give the certificate to the participants who gave a plenary lecture, keynote, or an invited speech after their session.

■ If you are participating virtually

- Please enter Zoom from the link provided by the secretariat **at least 15 minutes** before the start of your session.
- After entering the room, please change your name as follows.
 Ex. Chair:Taro TOYAMA@Toyama Univ.
- Please turn on your microphone and camera when the time for your session comes.
- If an onsite audience has a question, the room attendant will inform you.
- After the session, please turn off your microphone and camera.
- Please check the rest of the guideline for ZOOM operation.

■ Notification

- The conference will be held in a hybrid style, online participants will be using Zoom to join the conference. Please make sure to update your Zoom application to the latest version.
- On-site Presenters are allowed to take off their masks when standing behind the acrylic shields. Although the ventilation of the venue is on, on-site audiences are asked to wear masks throughout the session.
- Please join the conference from an environment with a good internet connection and undisturbed.
- Please make sure to prepare the camera, microphone and speaker. If possible, please prepare a pair of headsets for a better online experience.

■ Trouble Shooting

There will be a staff in each room, please do not hesitate to contact us if you have any questions.

Cannot hear other participants' voices / own's voice cannot be heard

1. Check the correct microphone and speaker have been selected.
2. Check the on/off switch on your own's headset.
3. Please contact the staff via chat if the problem still not being solved.

Not able to turn on the camera or microphone

1. Turn on app permissions for your camera in your device.
2. Example : [For Windows users](#)

Audio echo

1. If Multiple computers with active audio in the same conference room, it will cause the echo easily. Please use a headset if you are in the same room with multiple participants/presenters. Also remember to mute yourselves after talking.

Create a ZOOM account

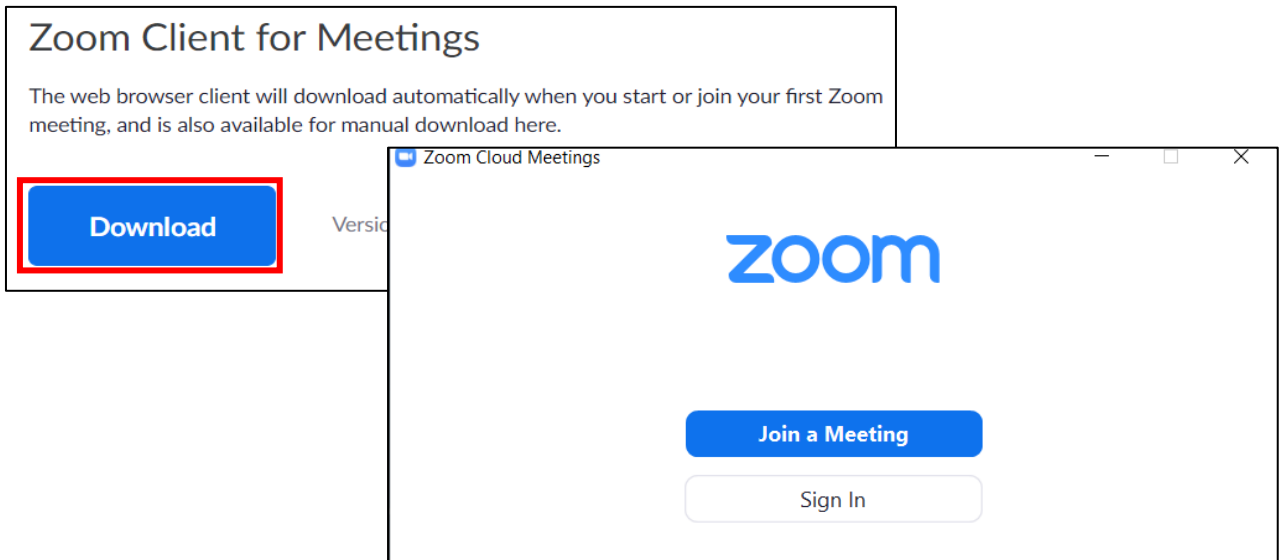
Enter ZOOM's website and click **SIGN UP, IT'S FREE** to create an account.

<https://zoom.us/>

Download the ZOOM application

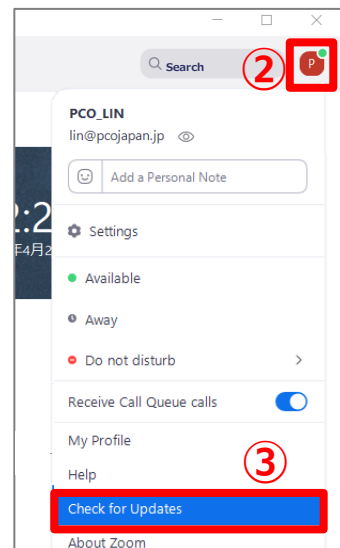
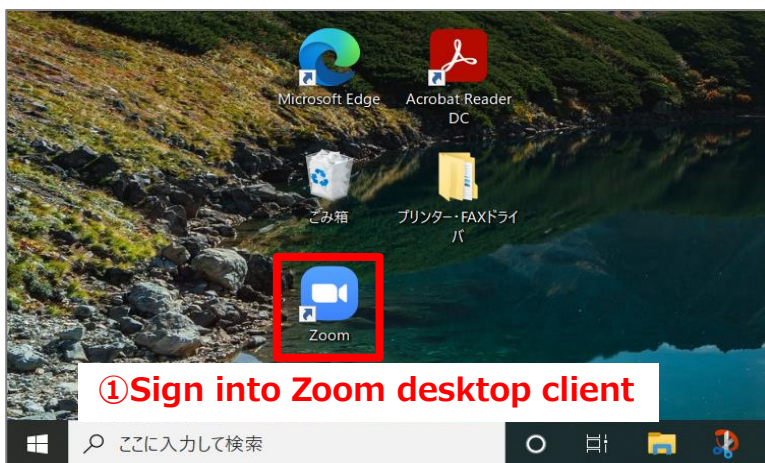
The sign-in screen will pop up after the application is successfully installed.

https://zoom.us/download#client_4meeting



Update Zoom application for desktop client (PC, Mac, or Linux)

In order to verify new features of Zoom, please make sure to upgrade your Zoom to latest version.



Equipment for online meeting

| | | | | |
|----------|---------|--------|---------|------------|
| Computer | Network | Camera | Speaker | Microphone |
|----------|---------|--------|---------|------------|

Testing your video and audio

You can test your video camera and audio with Zoom before joining the meeting to ensure the camera is working properly.

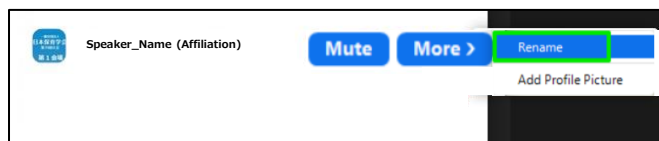
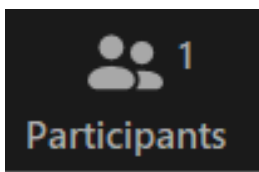
- [Testing your camera](#)
- [Testing your device audio](#)

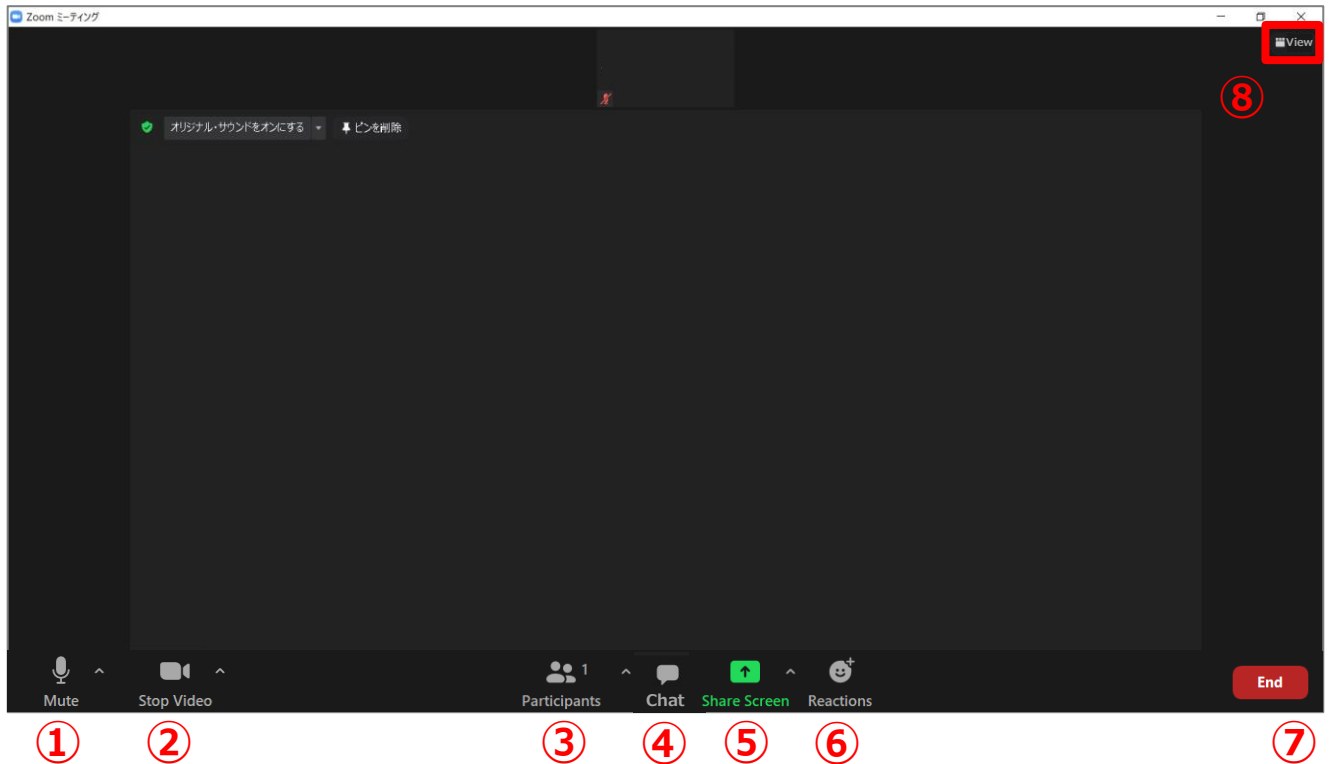
Screen name setting

Please make sure to change your screen name with full name and affiliation for recognition. Users can change their name even after join the meeting.

| Screen name format | |
|--------------------|--|
| Audience | Name (Affiliation) e.g., Kenji Matsuda (University of Toyama) |

Click the **Participants** button at the bottom of your screen. Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.



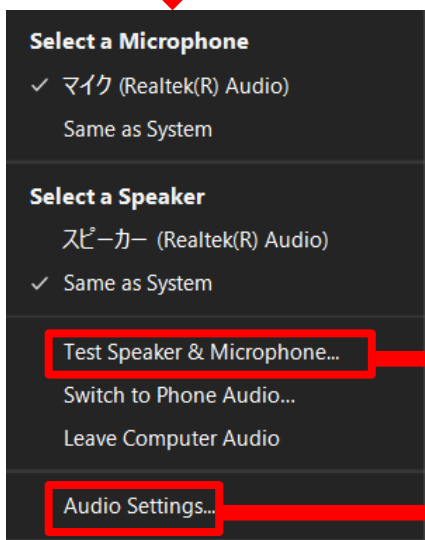
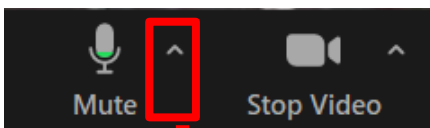


- ① Mute/Unmute : Mute and unmute your microphone.
- ② Start Video/Stop Video: Turn on and off your camera.
- ③ Participants : See who's currently in the meeting
- ④ Chat : Access the chat window to chat with other participants.
- ⑤ Share Screen : Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- ⑥ Reactions : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting
- ⑦ Leave : Leave the meeting while it continues for the other participants.
- ⑧ View : Switch between Gallery view Speaker view.
 - Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.
 - Speaker view will switch the large video window between who is speaking with 3 or more participants in the meeting.

Most of the computers come with a microphone and camera which is enough for joining a Zoom meeting. However, we would like to recommend chair and presenters to prepare a headset (headphones comes with a microphone) for a better online presentation.

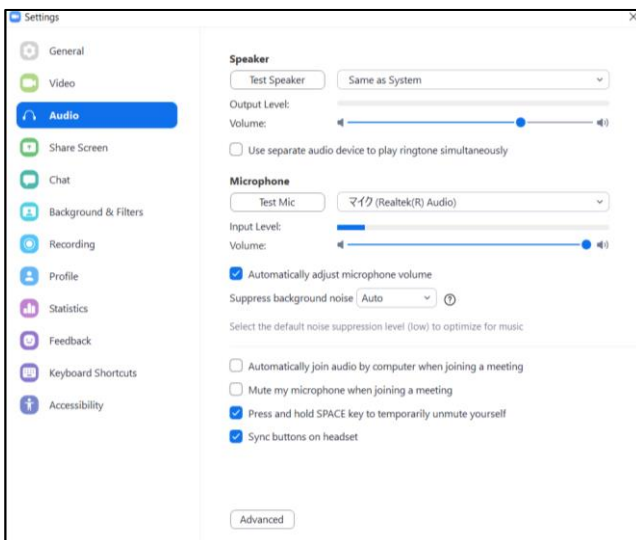


Participants' microphones and camera are automatically turned off after entry the meeting room. Please only Unmute yourselves when your name are called by chair.



→ You could test the speaker & microphone after joining.

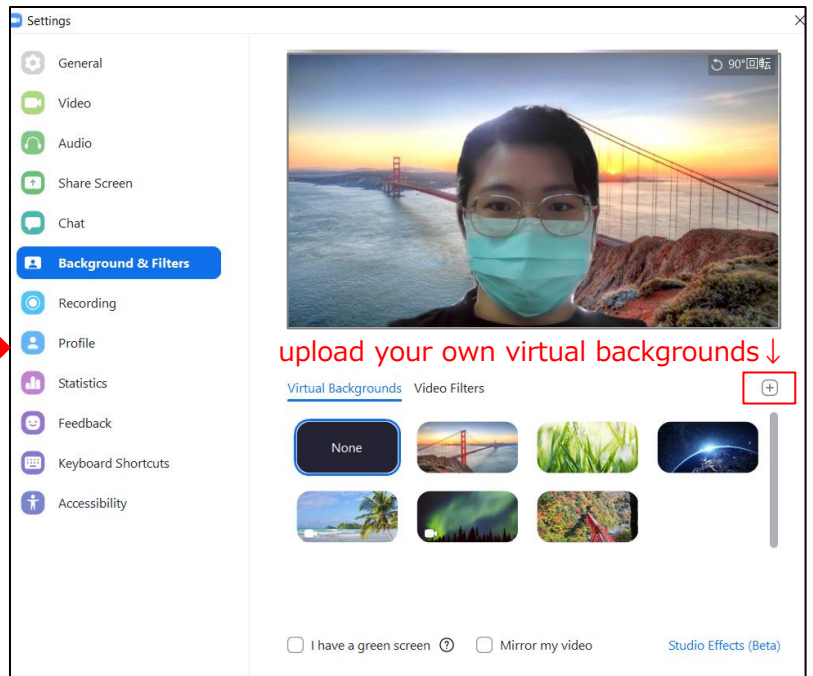
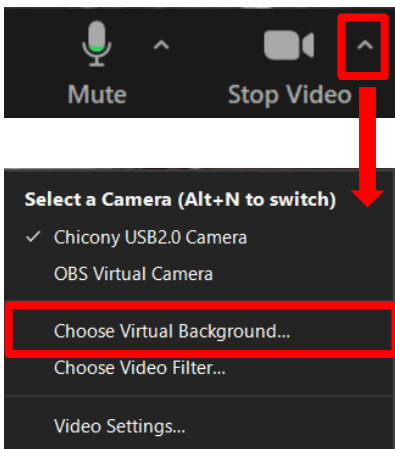
→ Click "Audio settings" for detailed adjustments.



Virtual Background

You could upload your virtual backgrounds in addition to the backgrounds currently uploaded.

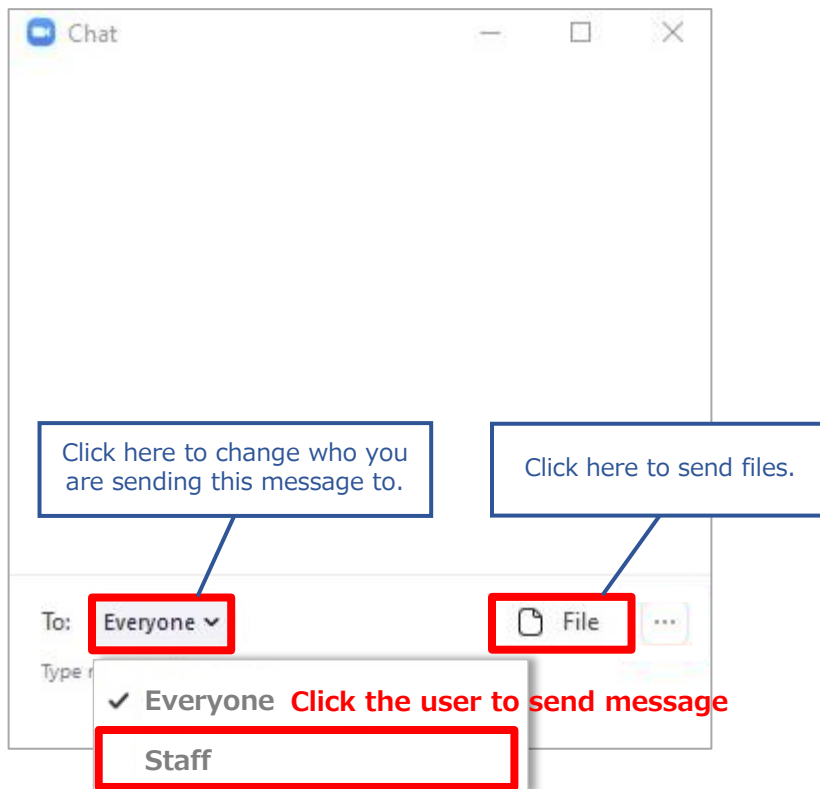
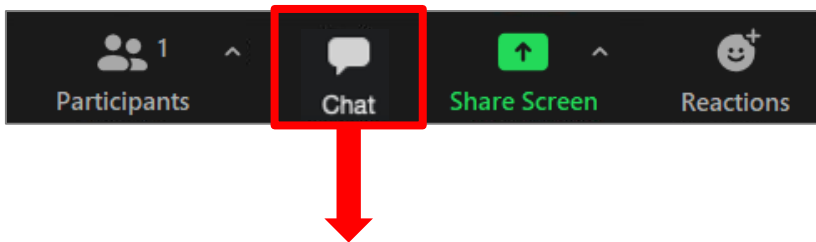
Example: If your camera is set to 16:9, an image of 1280 by 720 pixels or 1920 by 1080 pixels would work well.



Chairs, presenters and the staffs could contact each other via chat during sessions.

Steps

Click the CHAT icon on the bottom of ZOOM.



Q&A Session

- Virtual participants will raise their hand when they have questions for the presenters. Please call their name so they will unmute themselves.
- You will see a hand icon next to the participants who raised their hand.

