Guide for Poster Presenter

Presentation format
- Please prepare power point or pdf slides and make an oral presentation using ZOOM screen sharing.
- Short oral presentations (students only) will be 1~2 min. Please share your slides by yourself.
- Poster presentations (~1.5 hours: After finishing short presentations) will be done in breakout rooms in ZOOM (the same URL of the ZOOM meeting room). You can share your slides with the audience in your breakout room.

Presentation procedure

Before presentation
●Please install (or update) the latest version of ZOOM (software program). If you do not use ver. 5.3.2 or later, you will not be able to access our ZOOM meeting room.

●Please register in advance by Mar. 7th (http://www.hsrc.hiroshima-u.ac.jp/symposium/2022/registration.htm). After that, the URL of the ZOOM meeting room will be automatically sent to you by e-mail.

Please enter the zoom meeting room at least 5 min. before the start of the session and complete the following steps.
1. Install the ZOOM application on your PC. If you have never used the ZOOM application, please follow the instructions to connect with the ZOOM meeting room.
2. Connect to the URL of the zoom meeting room that was sent in advance after your registration. Then, click "Join with computer audio".
3. Adjust the volume of your PC speaker to the appropriate level and mute your microphone.
4. Please turn off your microphone and camera until your presentation starts. (You will see the icon (Fig.1) for turning your microphone and camera on and off when you move your cursor.)
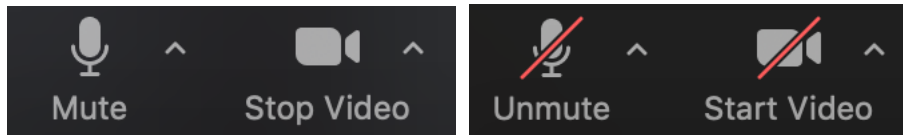

Fig. 1

5. Please change your name as "Name (Affiliation)".
   (Click the "participants" icon (Fig.2)>>> You will see your name at the top of the list. >>> Move the cursor over your name >>> Click "more" >>> click "rename" and change your name.)

Fig. 2

Short Oral Presentation

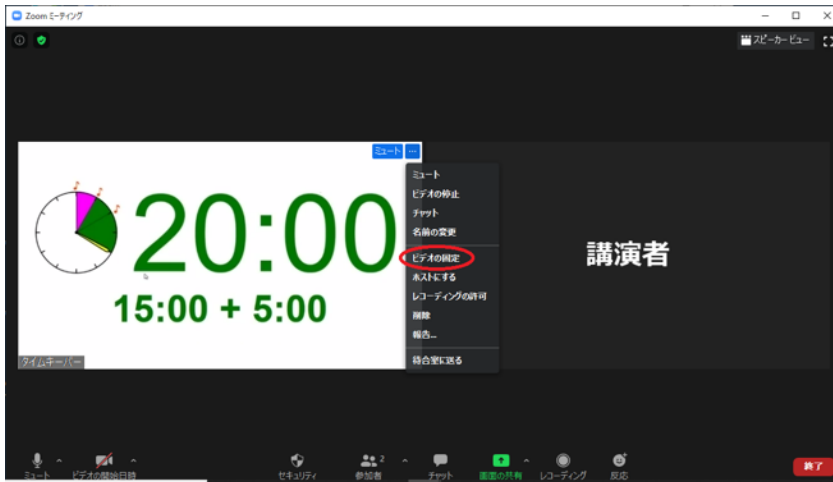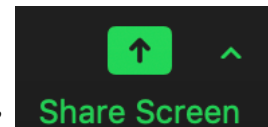1. You will see a timer for the presentation (Fig. 3) in the host's window.

Fig. 3

2. To start your presentation, turn on the microphone (stop muting as shown on the left of Fig. 1).

3. Share your slides.   Move the cursor and find the "share screen button" >>> Click the button, then the pop-up window (Fig. 4) will appear. >>> Choose your presentation and click the "Share" button.
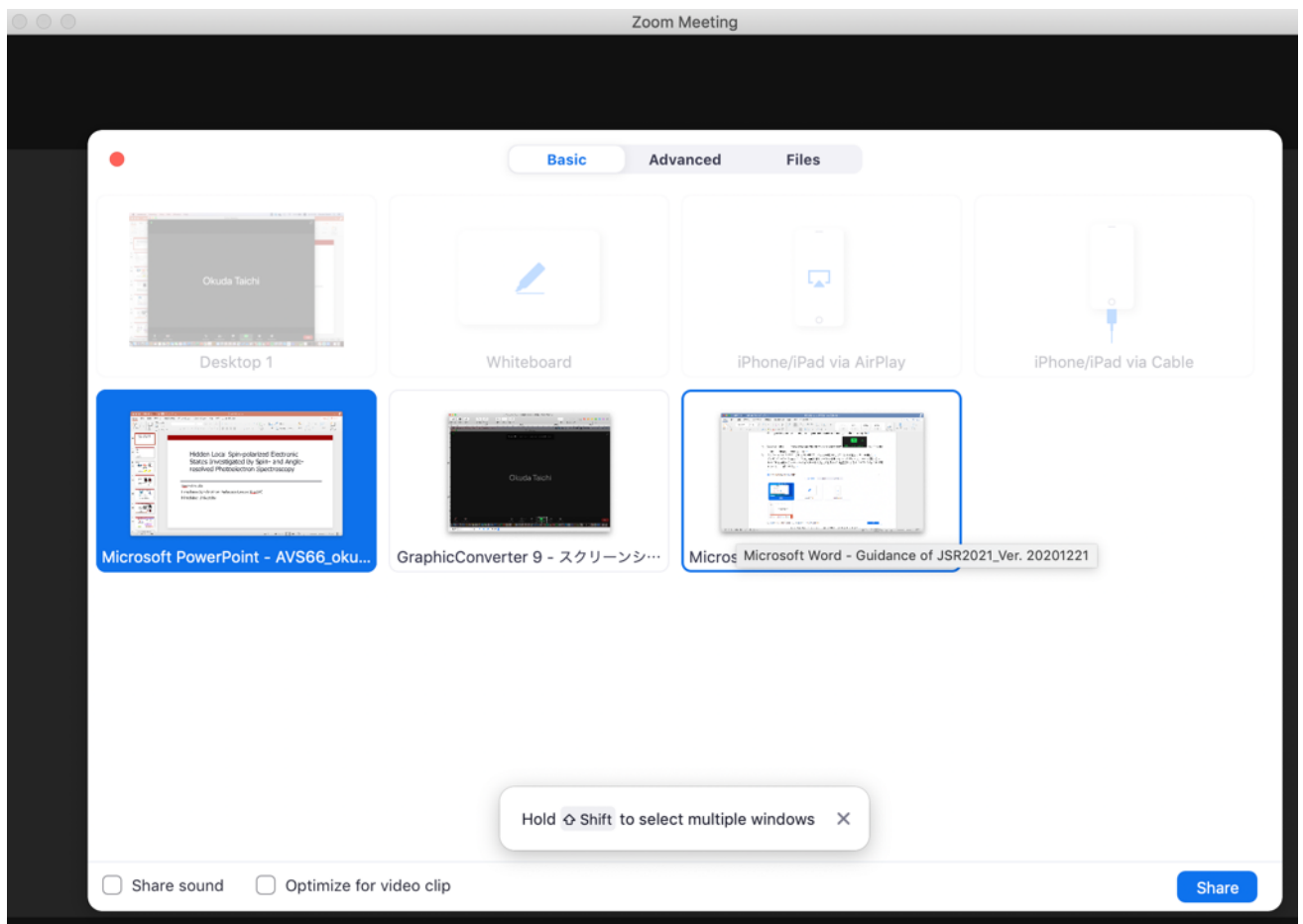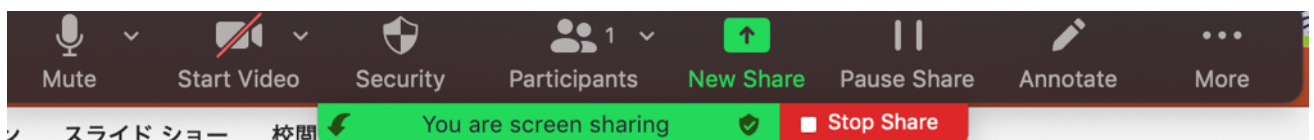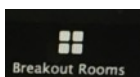
Fig. 4

4. Start your presentation.
5. After finishing the presentation, please stop screen sharing by clicking the red button "Stop Share" (Fig. 5) which appears at the top when you move your cursor.

Poster Presentation (PC)

After finishing the short presentation, we will open the breakout room. Then, you will see the icon for the "Breakout Room"
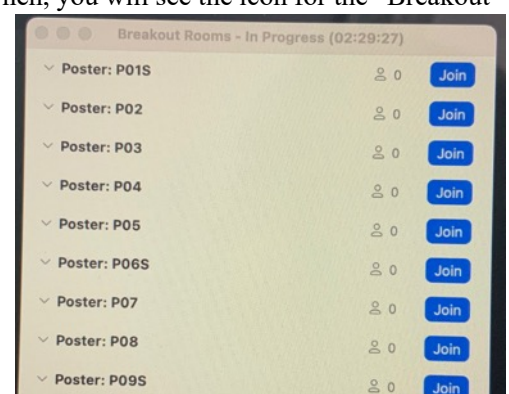

How to enter the "Breakout Room"

1. Click the "Breakout Room" icon
You will find the list of "Poster: number". Here, the number on the right side ("0") is the number of people in the room of the poster number.

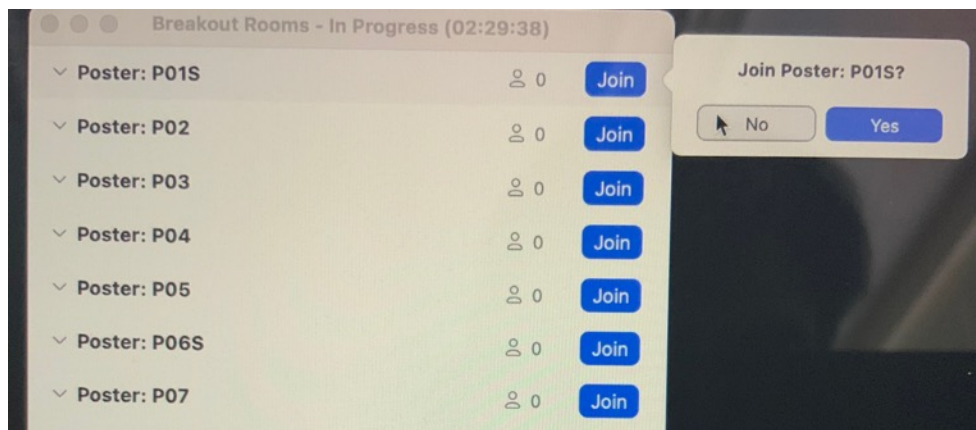2. You find the "Join" button next to the number of people in the room

corresponding to your presentation.

3. Click "Join"

4. You find the additional window ("Join Poster:XX") . Please click "Yes".

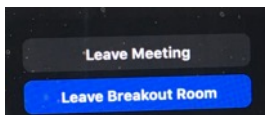5. After that, you can use share screen in the breakout room (the exactly same process as a normal ZOOM room).

When you wish to go to a different poster, please repeat the same steps.

●When you wish to go back to the main room of the ZOOM meeting
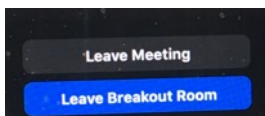1. Click "Leave Room"

2. Click "Leave Breakout Room".

●When you wish to leave the ZOOM meeting
1. Click "Leave Room"

1. Click "Leave Meeting".

＊If you have any further questions please contact the HiSOR office (hisor@hiroshima-u.ac.jp).