Guide for Participant

<u>Presentation format</u>
● Please prepare power point or pdf slides and make an oral presentation using ZOOM screen sharing.

<u>Presentation procedure</u>

<u>Before presentation</u>
●Please install (or update) the latest version of ZOOM (software program). If you do not use ver. 5.3.2 or higher, you won't be able to access our ZOOM meeting room.

●Please register in advance by Feb. 28th (http://). After that, the URL of the ZOOM meeting room will automatically be 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 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.)
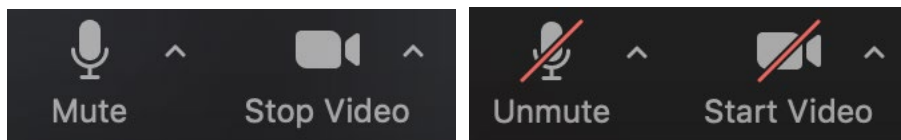

Fig. 1

5. Please change your name to "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.
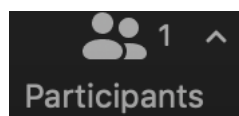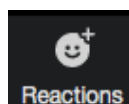

Fig. 2

Q&A (PC): ZOOM Ver 5.4.7
If you have any questions, please use the "Raise Hand" icon. After that, we will prompt you to ask the question. After finishing your question, please click "Lower Hand".

●How to raise your hand in ZOOM
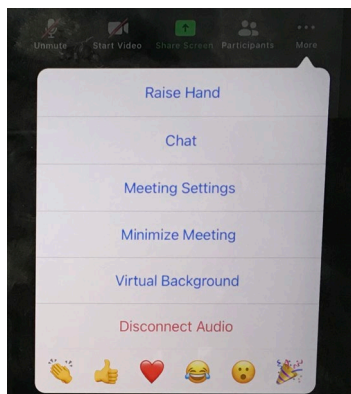1. Click the "Reactions" icon.

2. Click the icon of "Raise Hand"
   (When you use "Raise Hand", click the icon of "Reactions". Then, you will see the "Lower Hand" icon)

If you have any questions, please use the "Raise Hand" icon. After finishing your question, please click "Lower Hand".
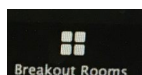
●How to raise your hand in ZOOM
1. Click the "more" icon. You will see "Raise Hand" at the top of the list.

2. Click "Raise Hand"
(When you use "Raise Hand", click the "more" icon. Then, you will see "Lower Hand" at the top of the list)
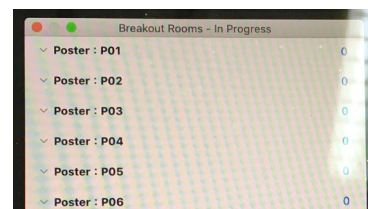
Poster Presentation (PC)
After finishing the short presentation, we will open the breakout room. Then, you will see the "Breakout Room" icon.


How to enter the "Breakout Room"
1. Click the "Breakout Room" icon
You will see 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. Position the mouse pointer over the number of people in the room that you wish to enter. You will see the "Join" icon.

3. Click "Join"

4. After that, you can use share screen in the breakout room (the exact same process as with a normal ZOOM room)
When you wish to go to a different poster, please repeat the same process.
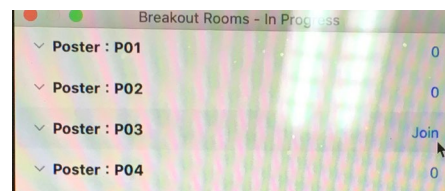
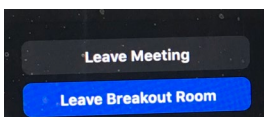●When you wish to go back to the main room of the ZOOM meeting…

1. Click "Leave Room"
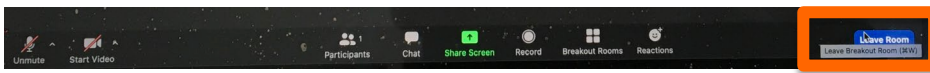
2. Click "Leave Meeting".

●When you wish to leave a breakout meeting room…

1. Click "Leave Room" at the bottom right (as shown in the figure below)
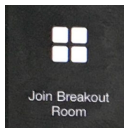

2. Click "Leave Breakout Meeting".

Poster Presentation (iPad& iOS): ZOOM Ver 5.4.7

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

●How to enter the "Breakout Room"
1. Click the "Join Breakout Room" icon.

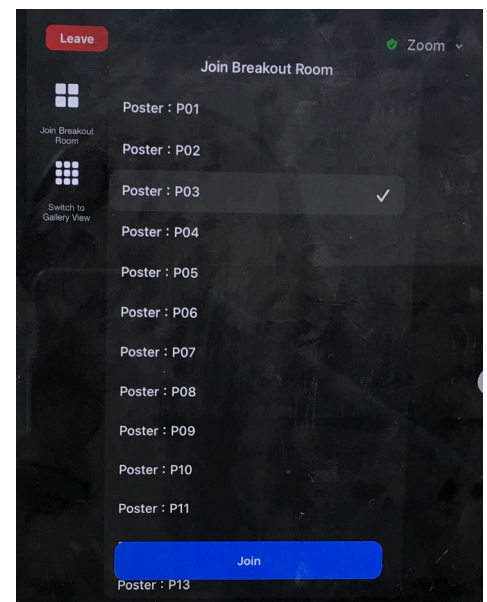3.   From the list, click the "Poster: P…" in which you wish to enter (Fig. to the right).
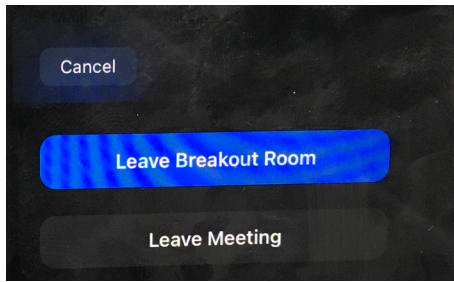
3. Click the "Join" icon at the bottom of the list.

4. When you wish to enter a different room, please repeat steps 1-3.

●When you wish to leave the breakout room

1. Click the "Leave" icon in the upper left corner (as shown on the right)

2. Click "Leave Breakout Room".

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