

Guide for invited speakers

Presentation format

- Please prepare power point or pdf slides and make an oral presentation using ZOOM screen sharing.
- Each presentation will be 25 min (talk) + 5 min (Q&A).
- A bell will ring after 20, 25 and 30 min. during your presentation.

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 higher, you will not 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 you register. 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.)

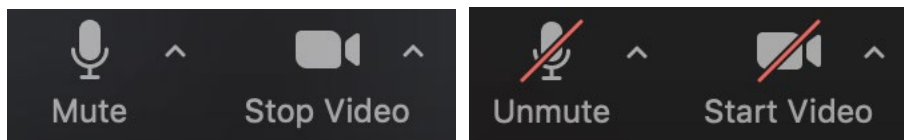


Fig. 1

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

Presentation

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

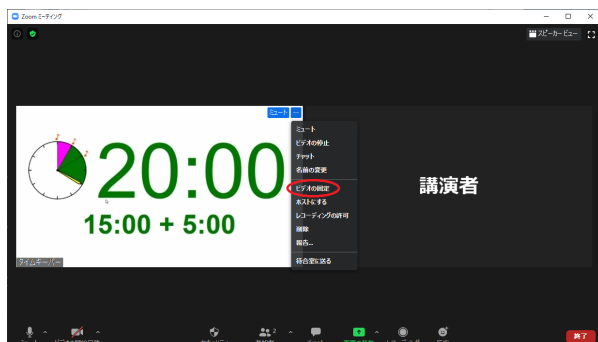
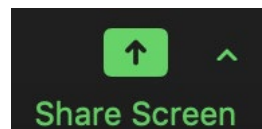


Fig. 3

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



3. Share your slide. 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.

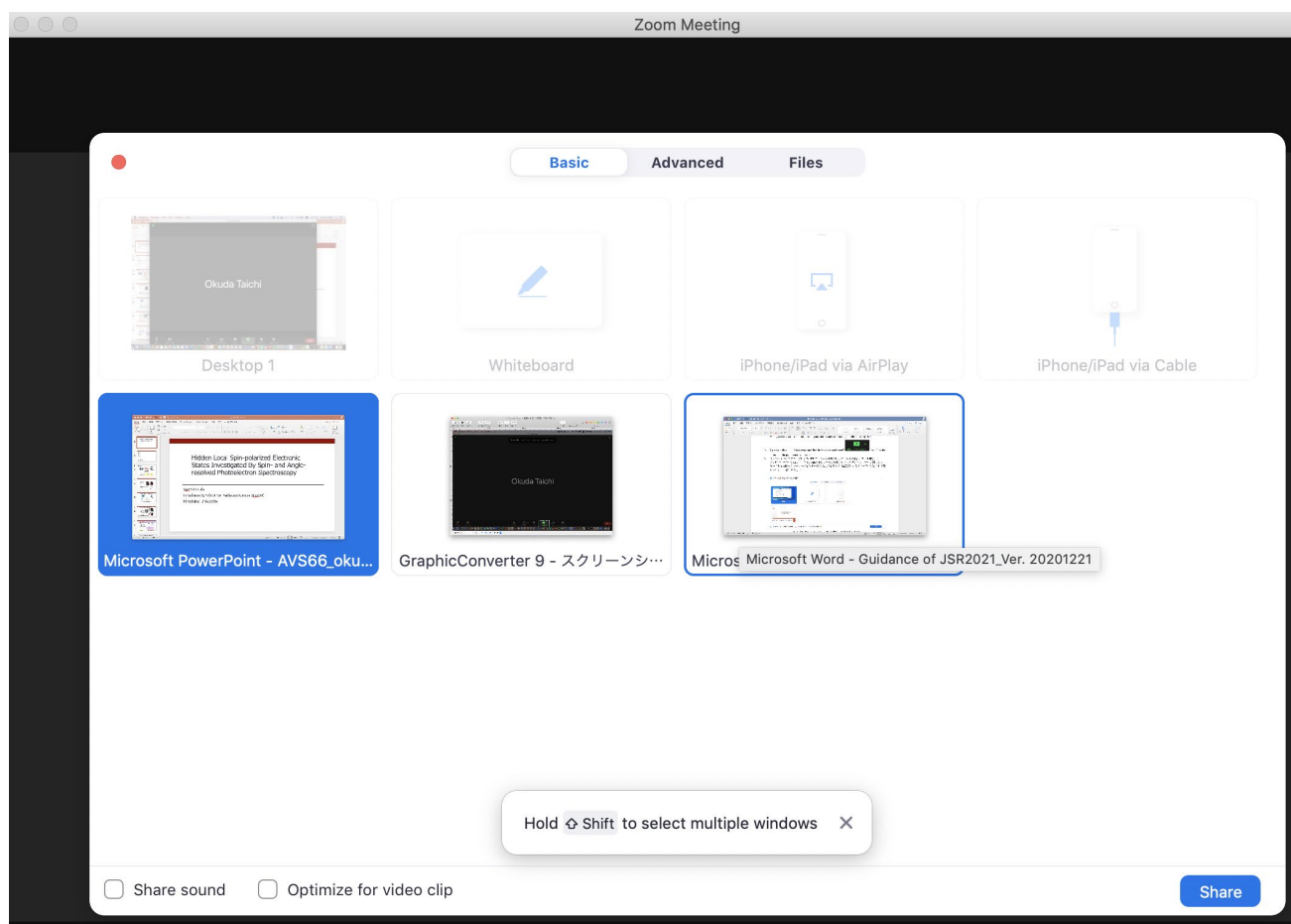
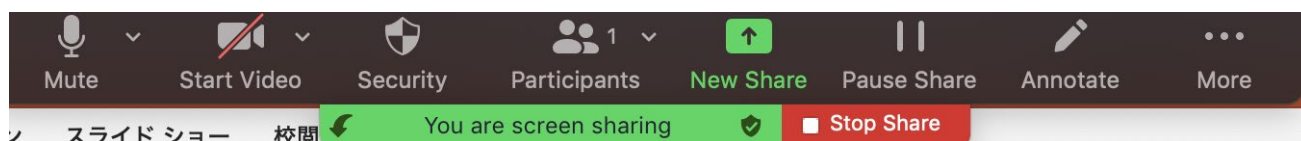


Fig. 4

4. Start your presentation.
5. After finishing the presentation and Q&A session, please stop screen sharing by clicking the red button “Stop Share” (Fig. 5) which appears at the top when you move your cursor.



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