



SAES2020

Oral Presenters' Manual Vol.1

on Zoom / Eventhub system

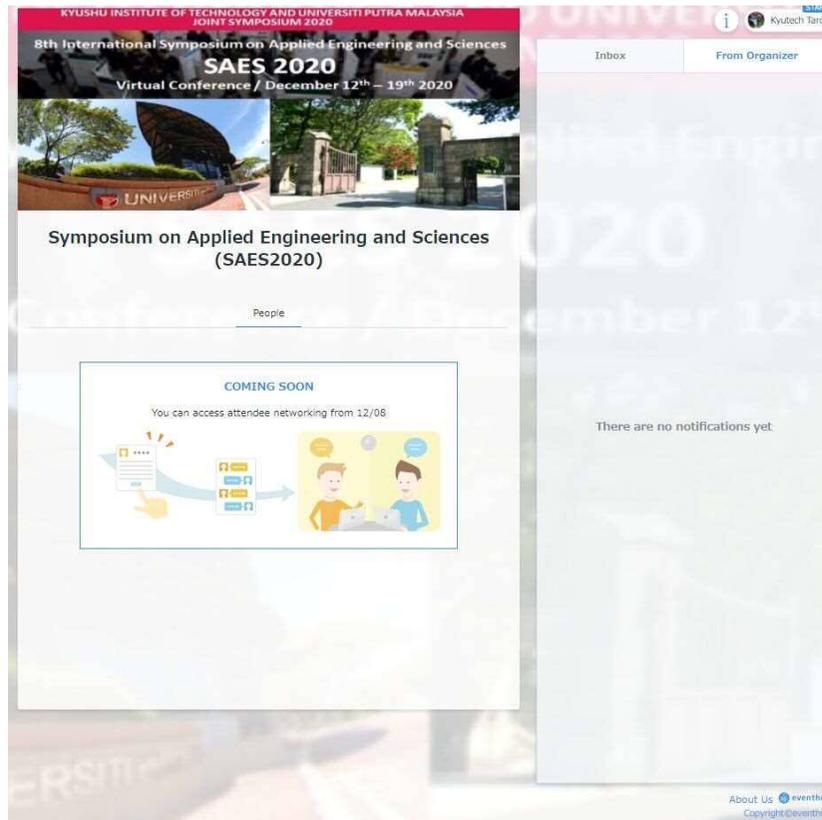
Presenters must access to Test site on Dec. 3rd or 4th to check the connectivity and stability of network.

Contact: saes@jimu.kyutech.ac.jp

Ver. 1 Nov. 25, 2020

SAES2020 platform

- **EventHub**
- Online event platform used for SAES2020
- Address: <https://client.eventhub.jp/login/YSule5qvC/>



SAES2020 Online presentation, how it works



- Install Zoom application on your PC at <https://zoom.us/download> for better stability of the tool
- Use headset with microphone and web cam.



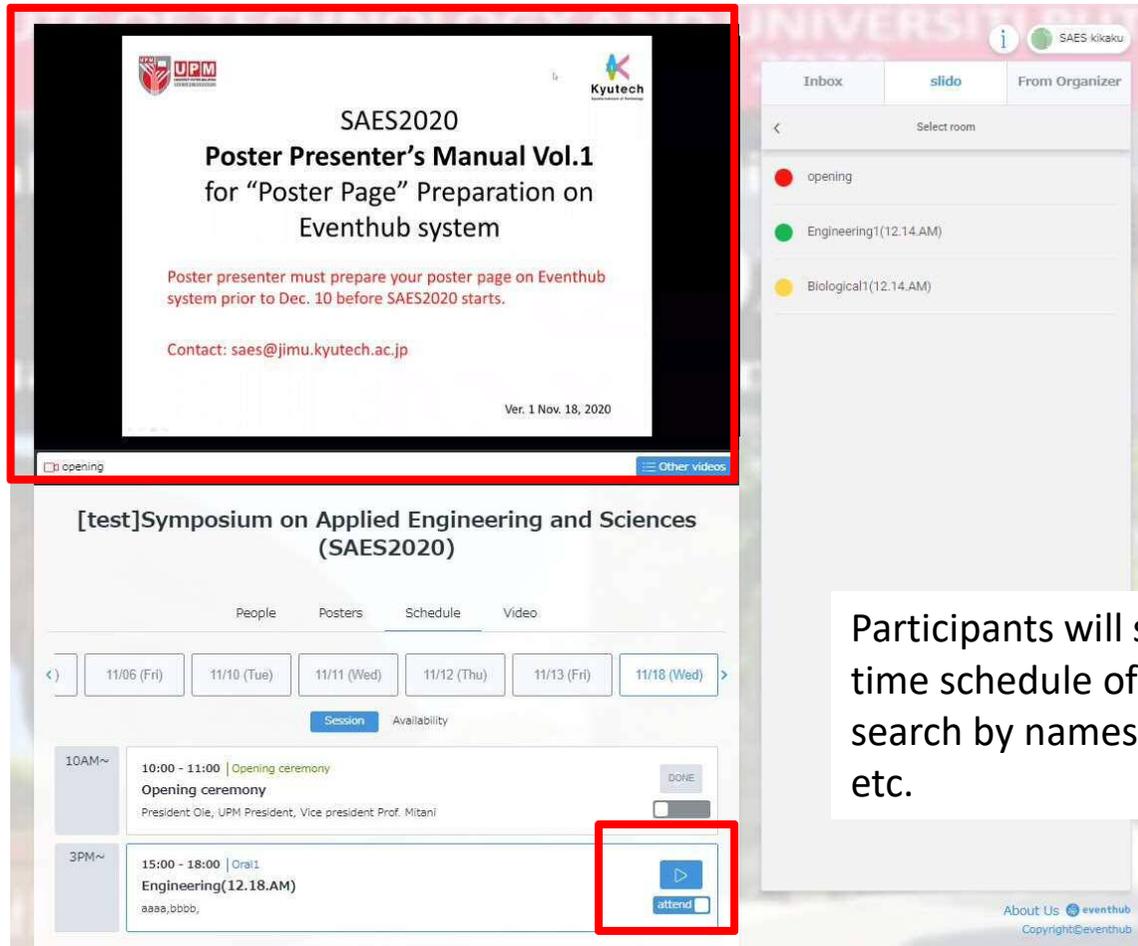
Your presentation



- Join **Zoom** meeting room with pre-emailed meeting ID. (10-20min to session starts). Use headset with microphone.
- You will meet Session chair in the **Zoom** meeting room and tell your name for confirmation.
- Chair may ask you to share your screen on Zoom for test.
- Other presenters will be there as well.
- Mute your microphone and wait for your presentation time. Stay in Zoom.
- Chair will call your name one your presentation time comes. Please wait until then in the Zoom meeting room.
- Presentation time is 10min. **Share your screen** and **Unmute** your microphone
- Presenters need to stay in the Zoom meeting room during the session.
- Questions from the audience will be typed in the chat system (“Slido”) and the Chair will read up them for you during Q&A time.
- We strongly recommend **NOT** logging in **Eventhub** during the session.

SAES2020 platform

- Your presentation looks like.



The image shows a presentation slide and a screenshot of the SAES2020 event schedule. The presentation slide, titled "SAES2020 Poster Presenter's Manual Vol.1 for 'Poster Page' Preparation on Eventhub system", includes instructions for poster preparation and contact information (saes@jimu.kyutech.ac.jp). The event schedule screenshot shows a list of sessions, with the "Engineering(12.18.AM)" session highlighted. A red box highlights the "attend" button for this session.

SAES2020 Poster Presenter's Manual Vol.1 for "Poster Page" Preparation on Eventhub system

Poster presenter must prepare your poster page on Eventhub system prior to Dec. 10 before SAES2020 starts.

Contact: saes@jimu.kyutech.ac.jp

Ver. 1 Nov. 18, 2020

[test]Symposium on Applied Engineering and Sciences (SAES2020)

People Posters Schedule Video

11/06 (Fri) 11/10 (Tue) 11/11 (Wed) 11/12 (Thu) 11/13 (Fri) 11/18 (Wed)

10AM~ 10:00 - 11:00 | Opening ceremony
Opening ceremony
President Oie, UPM President, Vice president Prof. Mitani

3PM~ 15:00 - 18:00 | Oral1
Engineering(12.18.AM)
aaaa,bbbb

Participants will select your presentation on the time schedule of presentations, or they will search by names, presentation ID, keywords, etc.



Cannot be there?



Option: Pre-recorded video presentation

Presenters who will be not available due to lecture etc. or will have a network problem at the presentation time can select “Pre-recorded video presentation” option.

- Session chair / staff will play your video during your presentation time through Zoom
- Pre-recorded MP4 file should be prepared until Dec. 7 (Mon) and upload to the designated URL.
- Upload your MP4 at ***** and inform us that you selected “Pre-recorded video” option to saes@jimu.kyutech.ac.jp after your upload. Otherwise your presentation will be withdrawn.
- Format: MP4
- File size: ca. 10MB is preferable
- File name MUST include your presentation ID of Confit (C000XXX) followed by Your family name with under bar.
 - E.g.) C000999_Beethoven, C000888_Einstein



Connection Test



Pre-testing of your internet connection

- Try to connect the URL shown below
- Try to connect under your network environment.
- Check the connectivity and movie quality on the URL.
- The URL will open

- ▪12/3 10:00~16:00(JST)
- URL: http:*****
- Pass cord: *****

- ▪12/4 10:00~16:00 (JST)
- URL: http:*****
- Pass cord : *****



How to log in Eventhub



- Receive email from Eventhub with sign-up information
- **Sign-up to Eventhub**
- Create your **profile page** first with information and message.



Others

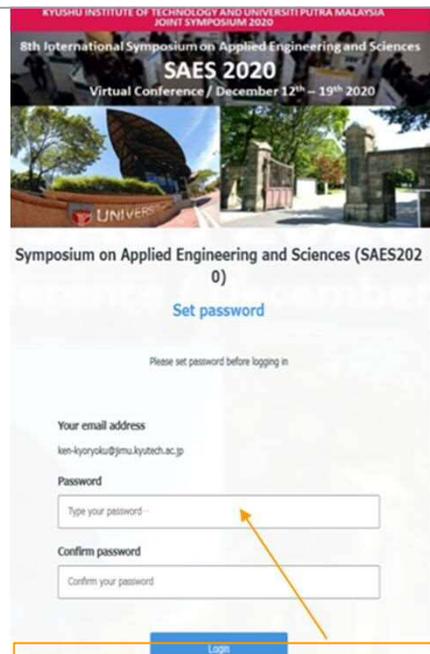


Sign-up to Eventhub for viewing SAES2020 presentations



1. Presenter will receive an email for signing up to Eventhub.
2. Access to Eventhub login page and set your password and log in.
3. Edit your personal profile with additional information, photo image etc..
4. Please input your mobile (Tel) number at your profile page. The number will be used by administration in case of trouble on Eventhub / Zoom connection. The phone number will not be viewed by other participants.

Set a password and log in.

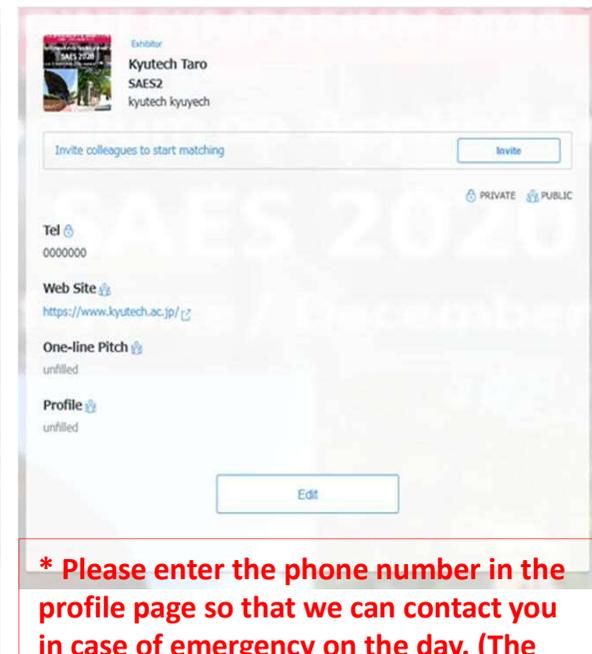
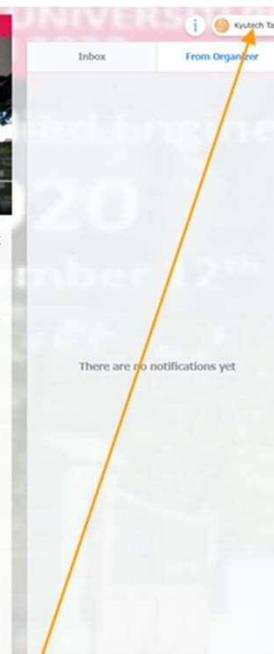


Email address for login ID

Go to "Profile page" and edit it using the images / photos !

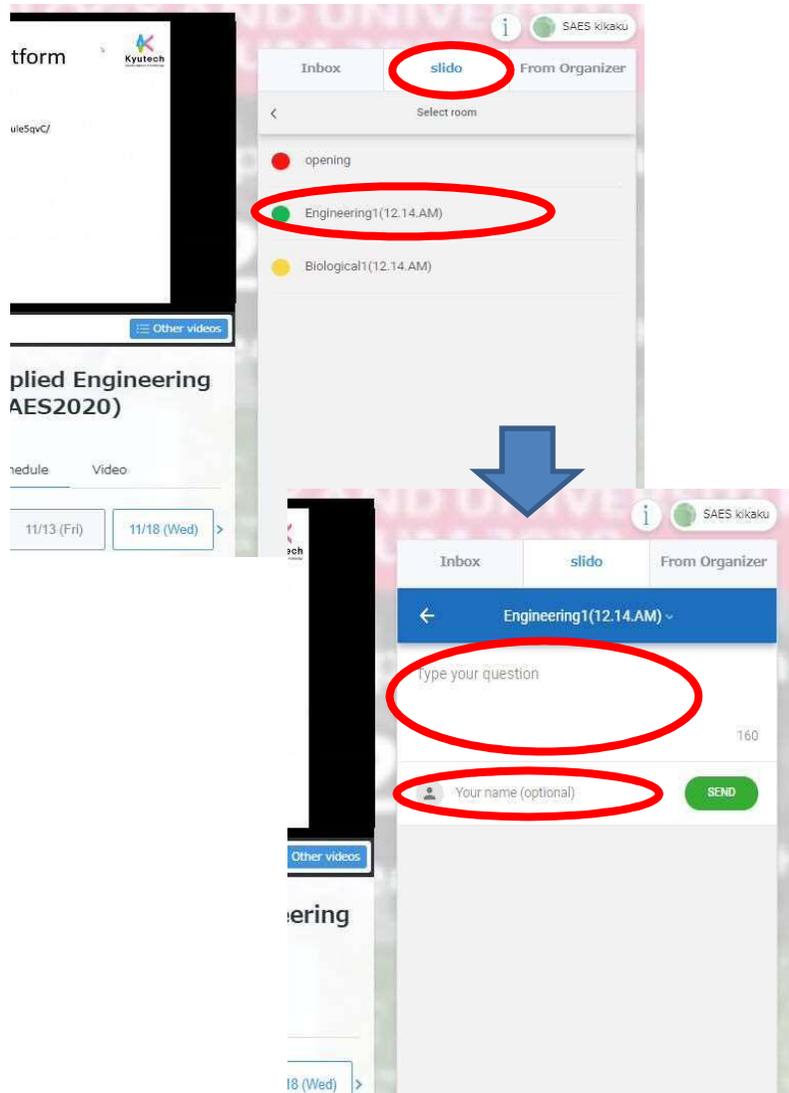


To "Profile page"



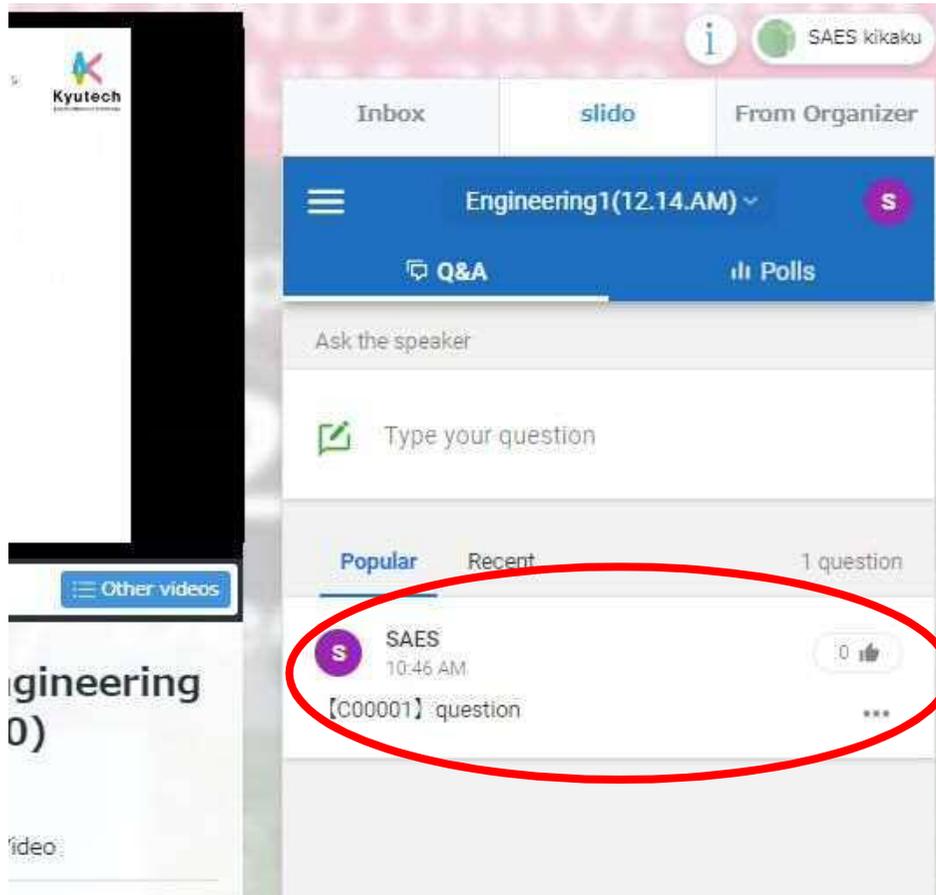
* Please enter the phone number in the profile page so that we can contact you in case of emergency on the day. (The phone number cannot be seen by other participants)

Asking questions by participants



1. Select the "Slido" tab on the Event Hub
2. Select the Session Room you are participating.
3. Type your name and question
4. Your question need to start with name of the presenter to identify your question to be addressed.

Managing questions by chair person



Chair person

1. Select the Session Room to chair
2. View questions from participants on "slido" chat page
3. Read up questions for presenter in Q&A time.

Oral Presenters

Presenter do not have to check the question on the EventHub during the session. Chair person will read the question for you.

Please respond according to the instructions from chairman.