



SAES2020

Oral Presenters' Manual Vol.2

on Zoom / Eventhub system

For the presentation during SAES2020

Contact: saes@jimu.kyutech.ac.jp

Ver. 2 Nov. 25, 2020



Zoom



- Access the designated ZOOM meeting
- You can enter the ZOOM meeting from 30 minutes earlier than the time the session starts
- Please enter the room early so that we can do the test in the order that presenters entered in the room.
- The name on ZOOM must be the abstract ID and your full name e.g.) C000001 Taro Kyutech
- Since there is a waiting room function, please wait until the host allows you to enter.
- You must be in the room 15 minutes before the session starts.
- You have to stay in ZOOM whole session (about 2 hours)since Q&A session will be held after all the presentations are made. DO NOT leave ZOOM meeting room until Q&A session is finished.
- We will inform you of the ZOOM address and Pass Cord by email
(The email will be sent with the title, “(SAES2020) Zoom ID”)

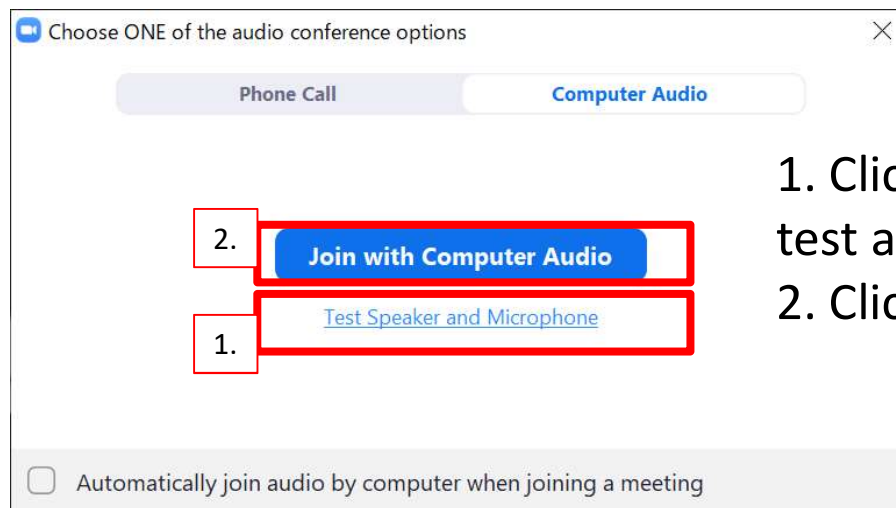


Zoom2



- Please make sure to perform an audio test before connecting to ZOOM.
- Please make sure that microphone is muted and the video is off
- Please do not log in EventHub when connecting to ZOOM since both audios might be mixed up.
- If you have inquiries, please type in chat box of ZOOM (ZOOM audio will be in air all the time)
- Please get you presentation materials ready after entering the ZOOM meeting room.

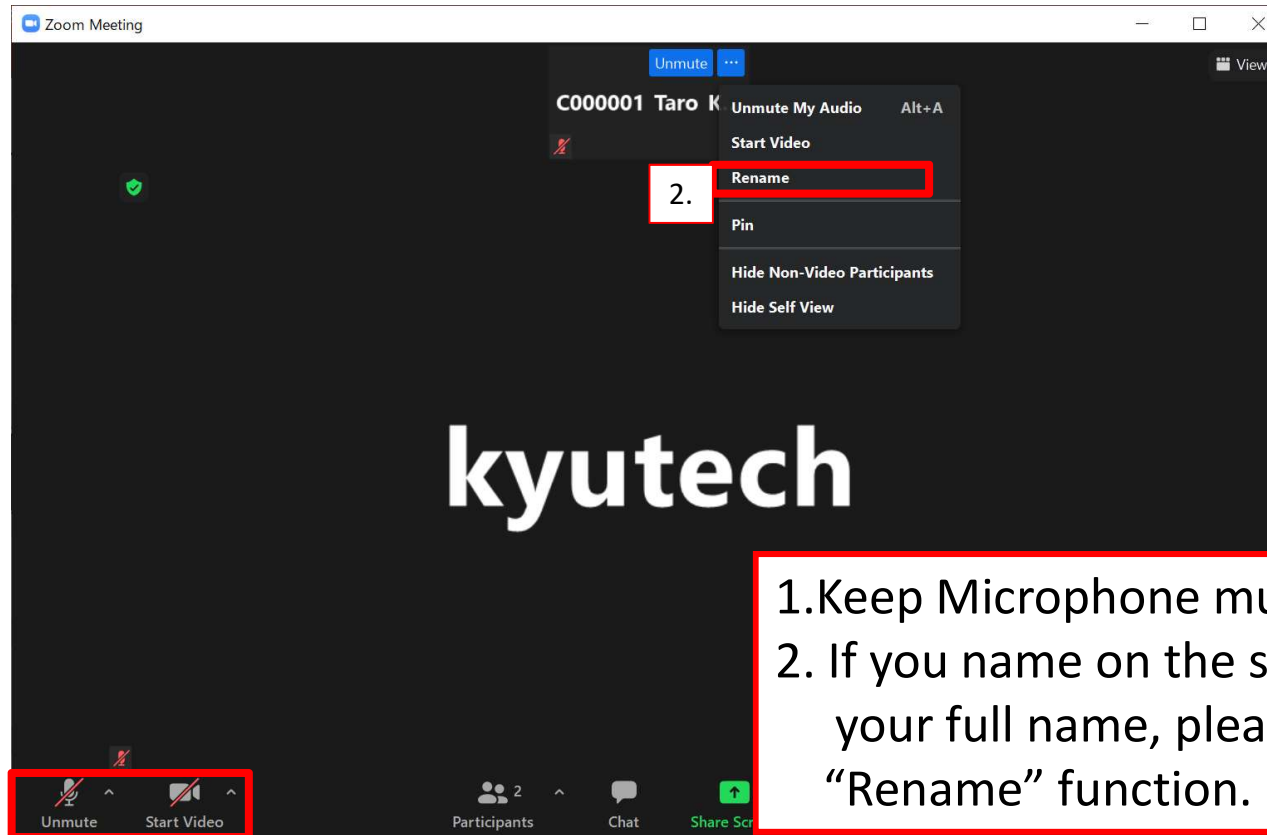
Zoom3



1. Click “Test Speaker and Microphone” to test audio

2. Click “Join with Computer Audio” to join

Zoom4



1.

1. Keep Microphone muted and Video off
2. If you name on the screen is not ID and your full name, please modify using "Rename" function.

Zoom5

Zoom Meeting

C000001 Taro K...

kyutech

Participants (2)

- CT C000001 Taro Kyutech (Me)
- K kyutech (Host)

Chat

To: Everyone

Type message here...

1. Chat

2. Type message here...

Unmute Start Video Participants Chat Share Screen Record Reactions Leave

検索するには、ここに入力します

13:38 2020/12/07

How to proceed with your presentation ①

- After the session chair starts the session, please wait until your presentation turn comes
- When your turn comes, the chair will announce, so please turn on the microphone and video.
- Click “Share” on screen to share
- Presentation time is 10 mins
- When your presentation is finished, please turn off microphone and video.
- Please wait and listen the other presentations until Q&A session

How to proceed with your presentation ② (Pre-recorded presentations)

- For the pre-recorded presentations, the host (chair) will play you videos that you submitted in advance.

How to proceed with your presentation ③

Zoom Meeting

C000001 Taro K...

Participants (2)

CT C000001 Taro Kyutech (Me)

Select a window or an application that you want to share

Basic Advanced

kyutech

Screen

Whi

Zoom Cloud Meetings

Oral Presenters' Manual Vol.1.ppt...

Share computer sound ☐ Optimize Screen Sharing for Video Clip ☐

Share

1. Mute Start Video

2. Share Screen

3. 1. Turn on the microphone and video when your turn comes
2. Click "Share Screen"
3. Select your presentation material and click "Share"

3.

13:06
2020/12/07

How to proceed with your presentation ④



You are screen sharing Stop Share

After sharing the screen, the presentation will be given in a slide show or full screen mode

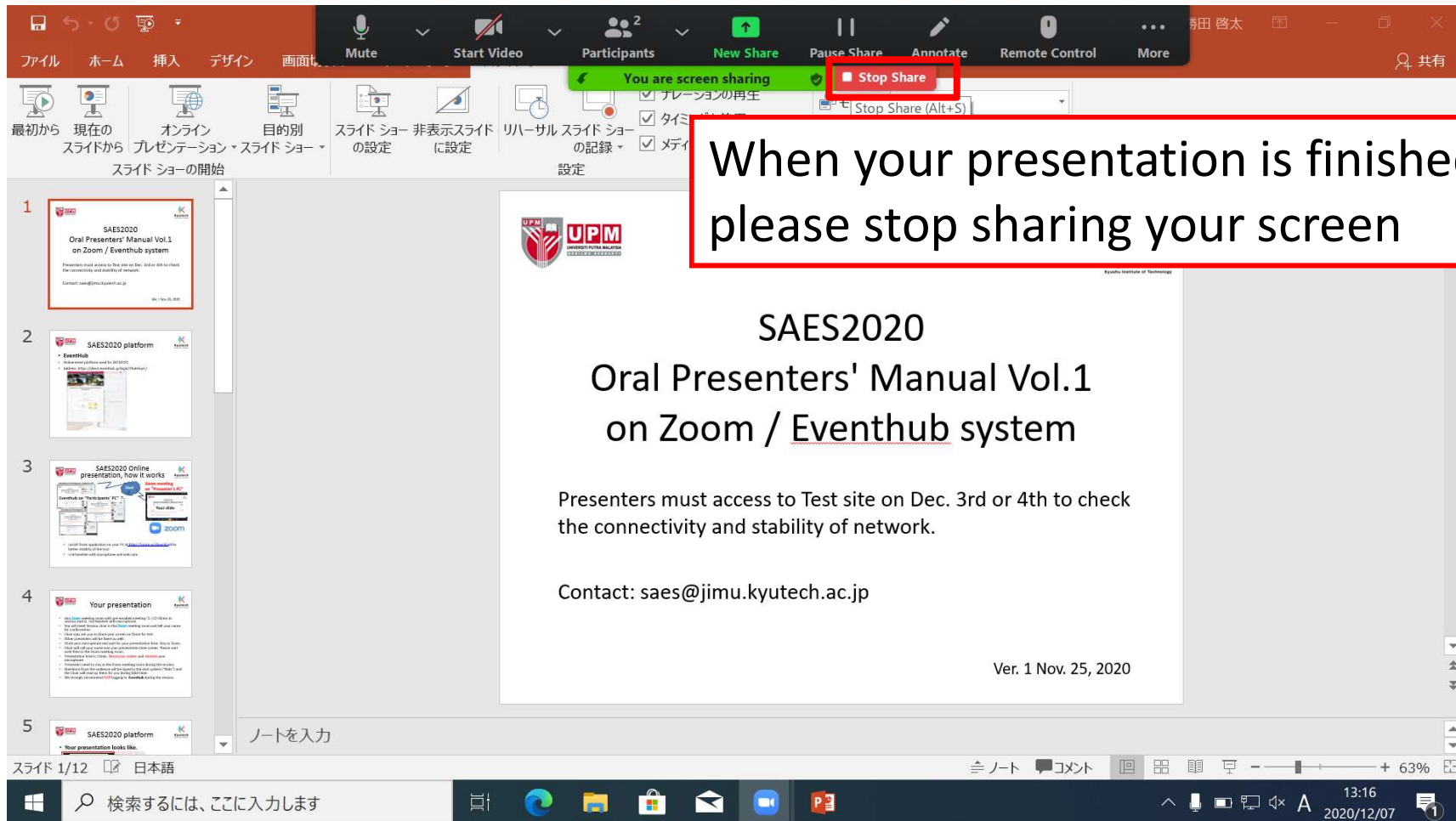
SAES2020 Oral Presenters' Manual Vol.1 on Zoom / Eventhub system

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

How to proceed with your presentation ④



The screenshot shows a Zoom presentation in progress. The top toolbar includes buttons for Mute, Start Video, Participants, New Share, Pause Share, Annotate, Remote Control, and More. A red box highlights the 'Stop Share' button. The main slide content reads:

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Ver. 1 Nov. 25, 2020

A red box with the text "When your presentation is finished, please stop sharing your screen" is overlaid on the right side of the slide.

After your presentation

Zoom Meeting

C000001 Taro K...

Participants (2)

- C000001 Taro Kyutech (Me)
- kyutech (Host)

After your presentation,
please keep the microphone mute and
the video off and wait until Q&A session

kyutech

Unmute Start Video

Participants Chat Share Screen Record Reactions Leave Invite Unmute Me Raise Hand

検索するには、ここに入力します

13:26
2020/12/07

Q&A session

- Audience/reviewers post questions into Chat box on EventHub
- When Q&A session comes, the chair will select the posted question,
and appoint a presenter and read the question aloud.
- If you are nominated, turn on your microphone and video and answer it
- After you answer the question, please turn off your microphone video again
- It will be repeated until Q&A session time is over
- Once Q&A session time is over, please leave the room

Q&A session

Zoom Meeting

C000001 Taro K...

Participants (2)

- CT C000001 Taro Kyutech (Me)
- K kyutech (Host)

kyutech

Unmute Start Video

Participants Chat Share Screen Record Reactions Leave Invite Unmute Me Raise Hand

13:26 2020/12/07

検索するには、ここに入力します

Once nominated, turn on your microphone and video and answer it.
After answering, turn off your microphone and video again.

Q &A session

Zoom Meeting

C000001 Taro K...

Participants (2)

- CT C000001 Taro Kyutech (Me)
- K kyutech (Host)

Once Q&A session time is over,
please leave the room

kyutech

Unmute Start Video Participants Chat Share Screen Record Reactions Leave Invite Unmute Me Raise Hand

検索するには、ここに入力します

13:26
2020/12/07

Q&A for pre-recorded presentations

- Q&A for pre-recorded presentations, SAES secretariat will notify the presenters of the questions so please answer to the questions at a later date .
- Presenter will answer/ send messages directly to the questioner individually using message function on the EventHub.