ICFPE2021
Conference Manual

Zoom meeting

【Notes on the lecture】

- Please mute your microphone (audio off) when listening to the lecture, except when asking questions.
- During the Q&A session, if you have any questions, please use the chat and raise hand functions. The chairperson will unmute to allow you to speak.
- Due to the limited time available, the chairperson may not be able to handle all questions.
- It is prohibited to record or take screenshots of the presentations.

◆ Preparation for online conference
(equipment and environment to prepare)

☑**Devices**
 PC, Tablet and Smartphone which able to connect internet

☑**Network**
 An environment with a wired LAN connection or a stable wi-fi line is desirable.

☑**Speaker**
 Earphones are not required if your computer has built-in speakers or if you are in an environment that does not bother others. When using headsets and earphones, we recommend the wired type.
 We recommend using earphones because the built-in microphone easily picks up noise and environmental sounds and causes howling.

☑**Camera**
 Please prepare a camera built into your computer or an external WEB camera.

◆ Install the ZOOM application

 First of all, please download the free app from each store before the conference is held.
 It will be smooth if you install the app first.
 ・Zoom Official homepage : https://zoom.us/

 With the Zoom app, you can test audio and video from the settings screen, it is recommended to check before participating.

❶ Click [Meetings Client] under [Downloads] at the bottom of official page, move to the Download Center.

❷ Download [Zoom Client for Meetings] from the Download Center page.
 【Access by Smartphone・Tablet】
 ※iPhone／iPad series
 https://itunes.apple.com/jp/app/zoom-cloud-meetings/id546505307?mt=8

 ※android device
 https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=ja

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Please check if you are using Zoom for the first time!
When using the built-in camera and microphone of a personal computer, when there is a problem that audio / video cannot be used
◆**Windows**
Select [Privacy] from the settings screen and check the camera and microphone settings. Set [Allow apps to access camera (microphone)] to [On].
◆**Mac**(Mac OS10.15 after Catalina)
Select [Security & Privacy] from System Preferences, then select [Privacy]. Click [Camera] and allow the [Zoom] app displayed on the right (do the same for the microphone). If you can't allow it, click the lock at the bottom of the window and enter your Mac password to do so.
◆**Others**
There are cases where the audio is connected but the video is not connected (your face is invisible to other participants). In this case, it is possible that the Internet security software installed on your computer [blocks access to your webcam].
Check if the access to the webcam is controlled from the setting screen of the Internet security software.

◆ Settings when attending an online conference

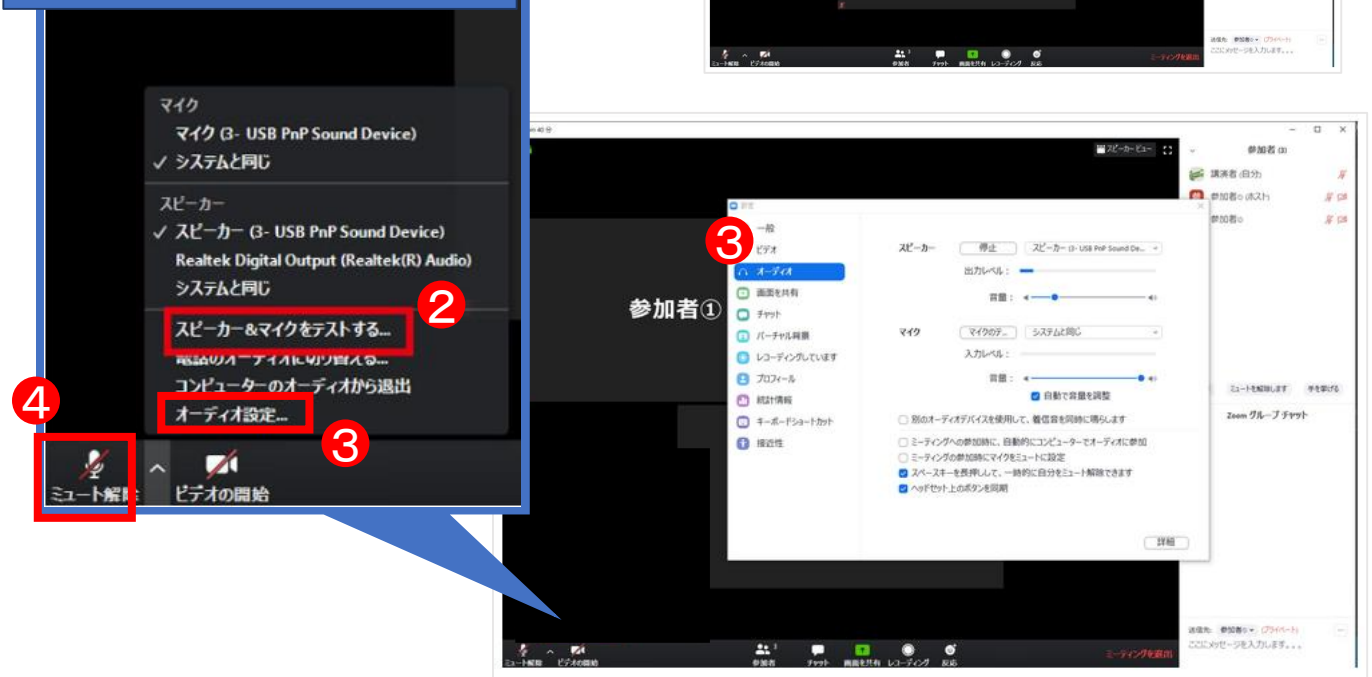### ① Setting your own display name during a video conference

・Right click on your screen
set from [Rename].

※ The display name should be in English
and enter your full name.

❶

Name of Presenter

参加者②

参加者①

Bottom left of the screen

マイク
マイク (3- USB PnP Sound Device)
✓ システムと同じ

スピーカー
✓ スピーカー (3- USB PnP Sound Device)
Realtek Digital Output (Realtek(R) Audio)
システムと同じ

❷

スピーカー＆マイクをテストする...
電話のオーディオに切り替える...
コンピューターのオーディオから退出
オーディオ設定...

❸

❹

ミュート解除　ビデオの開始

❸

参加者①

② Check the speaker / microphone

・Test your speakers and microphone in advance, as you may not be able to get things done during the meeting.
・Click [Test Speaker & Microphone] from the ⋏ arrow mark at the bottom left of the screen, and proceed with the test according to the indication that appears.

③ Volume adjustment

・You can set the speaker volume and microphone output by selecting [Audio Settings] from the arrow mark at the bottom left of the screen.
・adjust the volume that the other audience voice is easy to hear.

④ Audio mute

・The audience does not see the video / microphone, but the microphone does appear when the host allows speaking.
・You can mute the audio with the microphone button at the bottom left of the screen.
・While muted, the other audience will not hear anything even if you speak out.
　（Prevents noise and howling caused by ambient sound passing through the microphone）

※Basically, please set the mute.
※Mute may be set from the host side.

Guide for Audiences

1. Be sure to turn off the video and mute the microphone when listening.
2. Raise your hand according to the progress of the host, unmute the microphone directly, and speak.
3. Be sure to mute the microphone when you have finished asking a question.
4. At the end, press the "Leave Meeting" button.
   It can be finished by the host

※If it is determined that unnecessary questions or repeated raising of hands will interfere with the progress of the meeting, you may be forced to leave the meeting.
   Please note that basically you cannot rejoin.

【Attention for Presenter】

【Preparation before the start】
1. Enter the room 10 minutes before the start of the lecture.
2. Change your name to [Presentation No.+ Name + Affiliation]
3. Microphone is muted until instructed by the host.
4. When sharing presentation, launch the presentation file (PPT file) in advance.

【End of presentation】
1. After the presentation, when the Q&A time comes, the presenter
   should verbally answer the questions to be answered at the discretion of the host.
2. At the end of the Q & A time, follow the host's announcement and turn off the
   microphone and video.

【Trouble Support】
1. Does not appear during the lecture time, it will be canceled.
   If you have any trouble, please contact the TEL 03-5823-1150.
2. If the trouble cannot be resolved and cannot be present, the presentation will be
   regarded as the publication of the outline of the lecture.
3. For powerpoint file, please prepare a PDF version as a spare.
4. Make sure that there are no copyright issues with the music / images used in the
   video (background, etc.) and materials on your side.
   The speaker is solely responsible for any infringement of the rights of third parties.
5. If you want to hear the audio at the time of presentation, please check
   [Share audio] at the time of sharing.

Guide for presentations

※Enter the room 10 minutes before the start of the lecture.

Image of zoom screen (display can be different depending on device etc.))

Be sure to press this when you finish sharing the screen

Meeting ID

Simple editing function for shared materials.

Presentation time is 15 minutes including the question and answer session.
(Invited lecture is 30 minutes)

Thank you for your cooperation in the smooth progress of each session.

① **Representation function　　You can change the screen display method.**
　∗ Speaker view: The speaker (presenter) is displayed in the center.
　∗ Gallery view: Participants are evenly divided. (Up to 50 people can be displayed)

② **Full screen display switching　（Press the ESC button during full screen display to cancel. ）**

③ **Microphone function　　　You can switch your microphone ON / OFF.**

　Please switch it on by yourself at the time of speak .

④ **Video function　　　　　You can switch your camera ON / OFF.**

　Please switch it on by yourself at the time of speak .

⑤ **Participant function　　　You can change your display name and use the hand raising function.**

　∗ Change display name: You can change the name from the [Details].
　　Please be sure to write your full name. (Please refrain from writing in romaji)

⑥ **Chat function**
　Please use it when trouble occurs such as when the sound of the microphone does not hear to others.
　As for the Q&A session, as a general rule, please answer by oral explanation, not by chat.

⑦ **Screen sharing function　You can share presentation materials, etc.**
　1. Before starting, launch the materials such as PowerPoint and PDF that you want to share the screen on your computer.
　2. At the time of presentation, click Screen that you want to display from the selection screen of the window to share and share it.
　3 . It will be smooth if you ask the host to confirm that the screen is shared, such as "Can you see it?"
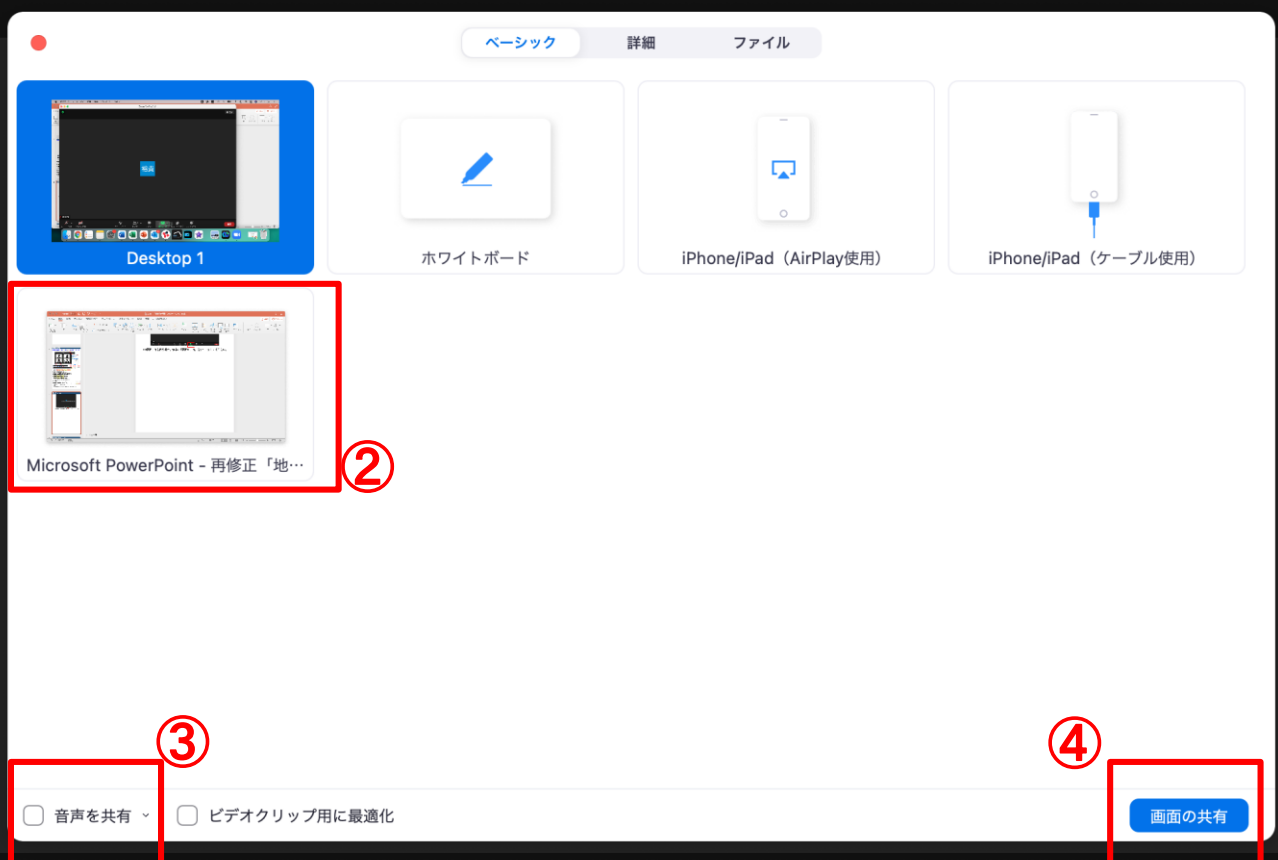　4. Please stop the screen sharing when you finish the explanation.

⑧ **Exit function**
　When the session is over, we will prepare for the next session, so please leave the room immediately.
　Audiencess can also watch during break time, so please refrain from chatting individually.

Guide for screen share
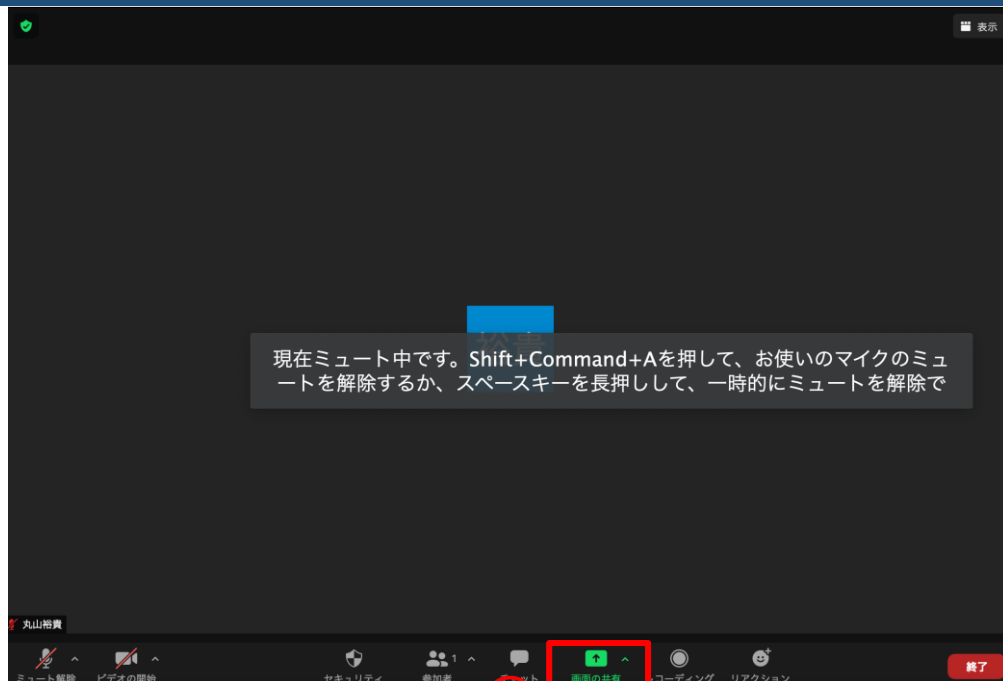
①**To share the screen, click [Share screen] in the red frame.**

②**Select the screen to share in the presentation.**

③**If you want to play audio, check [Share audio].**

④ **Click [Share Screen] to start sharing.**

【Main role of chairman】

【Preparation before the start】
1. Enter the room 10 minutes before the start of the lecture.
2. Change your name to [Chair + Name + Affiliation]
3. Turn on the microphone and video.
4. Confirm the enter of presenters
5. Display the list of audiences.
6. Make sure you are a co-host.

【Beginning of presentation】
1. When it is time to start the lecture, please declare the start of the session and introduce the lecture title and presenters.
2. Before the session starts, please announce to the audiences that you will accept the question, [If anyone have any questions about the presentation in this session, please accept it by chat.]

【End of presentation】
1. After the presentation, when the Q&A time comes, announces that [If you have any questions, please press the "Raise your hand " button below the participant list to indicate your intention.]
2. Check the participant's "raised hand" (hand mark) and nominate [Mr. XX (affiliation name), please turn on the microphone and ask a question.] Encourage them to turn off the microphone when they are done asking questions.
3. If you receive multiple questions using the chat function, determine which question should be answered and read the question verbally.
   As a general rule, the presenter should reply to the question verbally, not by chatting.
4. When the Q & A time is over, announce the end of the lecture and leave the room.

【Trouble Support】
1. If the presenter does not appear : If the presenter does not appear during the lecture time, the lecture will be canceled and the lecture progress time will be strictly adhered to according to the program time.
2. If there is a problem with the host's own network problem : If you hear audio, proceed as it is, and if network is interrupted, please contact the TEL 03-5823-1150. The venue staff will support you.

Guide for chairman

※ Enter the room 10 minutes before the start of the lecture.

Image of zoom screen (display can be different depending on device etc.))

Main screen (reference for gallery view)
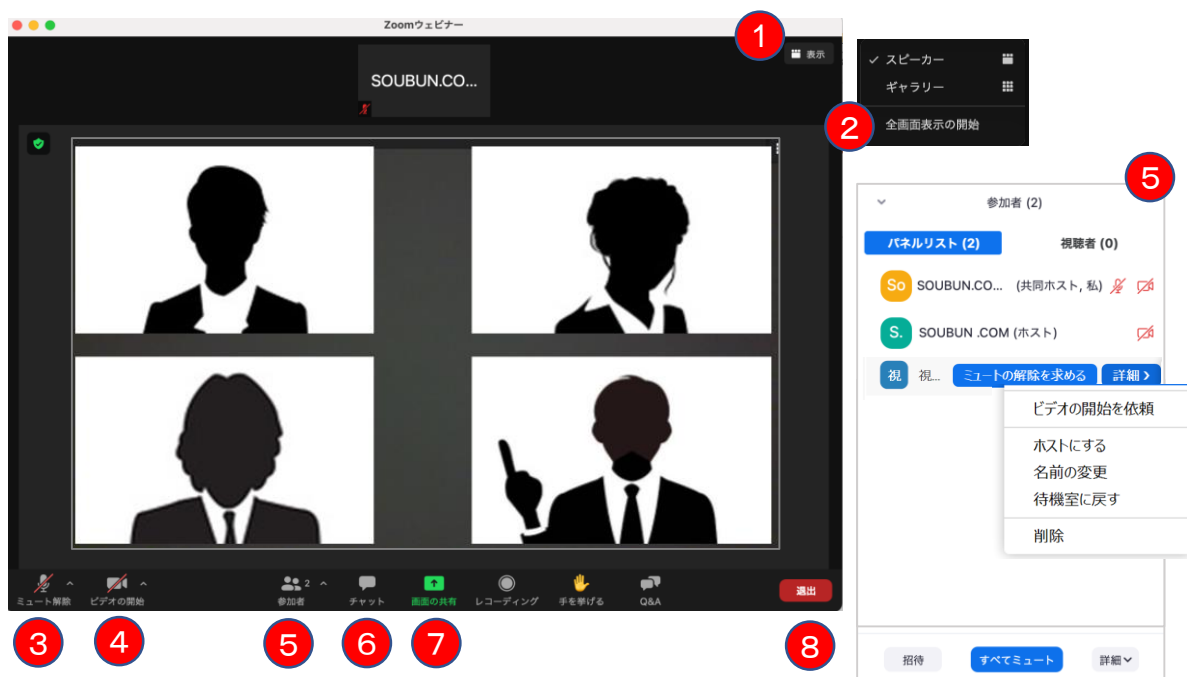
Presentation time is 15 minutes including the question and answer session. (Invited lecture is 30 minutes)
The session itself will be asked by the presenter as usual, but the venue staff will support the host as appropriate.

① **Representation function   You can change the screen display method.**
 ＊ Speaker view: The speaker (presenter) is displayed in the center.
 ＊ Gallery view: Participants are evenly divided. (Up to 50 people can be displayed)

② **Full screen display switching （Press the ESC button during full screen display to cancel. ）**

③ **Microphone function   You can switch your microphone ON / OFF.**

  Please switch it on by yourself at the time of speak .

④ **Video function   You can switch your camera ON / OFF.**

  Please switch it on by yourself at the time of speak .

⑤ **Participant function functions that changing the display name of participants and**

turning off the microphone.

 ＊ Change display name: You can change the name from the [Details].
  Please be sure to write your full name. (Please refrain from writing in romaji)
  Change the microphone to OFF
 Orally say "the microphone remains muted" to the speaker whose microphone remains muted.
  For those who are not speakers but the microphone is on, you can select "Mute" to turn it off.

⑥ **Chat function**

 Please use it when trouble occurs such as when the sound of the microphone does not come in.

 As for the Q&A session, as a general rule, please answer by oral explanation, not by chat.

⑦ **Screen sharing function**

 When the presenter shares the screen, please say [I can see the screen].

 If still sharing the screen after the presentation, please say [Please end sharing].

⑧ **Exit function**
 When the session is over, we will prepare for the next session, so please switch off the microphone and camera immediately.
 Audiences can also watch during break time, so please refrain from chatting individually.

【Common troubles and support】

Q1 Can't enter Zoom

A1 You may not be able to enter the room due to security reasons of the company or research institute. Please access from another network environment.

Q2 Not be able to speak

A2 The following factors can be mentioned.

・Not participating in computer audio.

→ Connect again

Select [Join computer audio].

・The headphones are not switched on.

→ Please check the ON / OFF of the headphone

・There is no Bluetooth connection with the external device

→ Please reset the Bluetooth connection settings.

Q3 No audio when sharing screen

A3 From the bottom left of the sharing selection list screen

① After checking [Share audio]

② Select the shared material.

Finally, click ③ [Share screen]