

# ***GOING VIRTUAL***

## **User' s Manual**

Part of Presenters

Ver.2.0

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The Society of Chemical Engineers, Japan

## Making a Presentation (including Poster Presentations)

You should already have installed a zoom client on your PC following the “Installing a Zoom client” procedure.

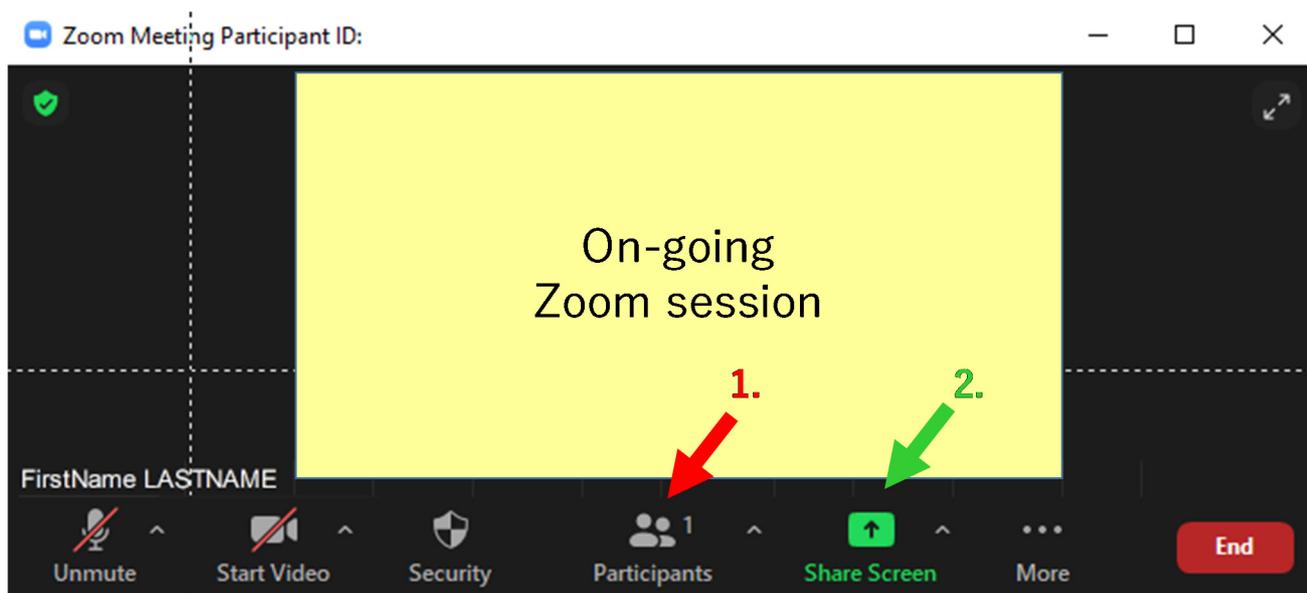
### Advances for Oral sessions

1. Once you are in your session, please modify your name

Follow the rule “Speaker [space] Paper ID [space] Name” in English or Japanese.

Ex)  or .

To change your name in a Zoom session, click the **Participants** button at the bottom of your Zoom screen in the “Meeting Control Menu.” This brings up the participant list. Bring your mouse over your name display in this list and two buttons appear to the right of your displayed name. Bring your mouse over the **More >** button and a menu pops up with “Rename,” and “Edit Profile Picture.” Select **Rename** and you can change your name in the dialog that pops up.



2. Start your presentation application and prepare your presentation material. If you are in full screen mode of Zoom, hit [ Esc ] or double click the screen to exit full screen mode, so you can find your application and presentation from your PC. When the session chair asks you to start your presentation, click the green **Share Screen** button. A dialog to select your window to share pops up so select your presentation window and double click it. If you want to, you can return to full screen display. If you are presenting a poster, start your presentation at the scheduled start time. If you are making an oral presentation, each session has its own clock and the chair will announce the time keeping for each session.

3. When you bring your mouse to the top or bottom of your screen, your sharing status bar will appear



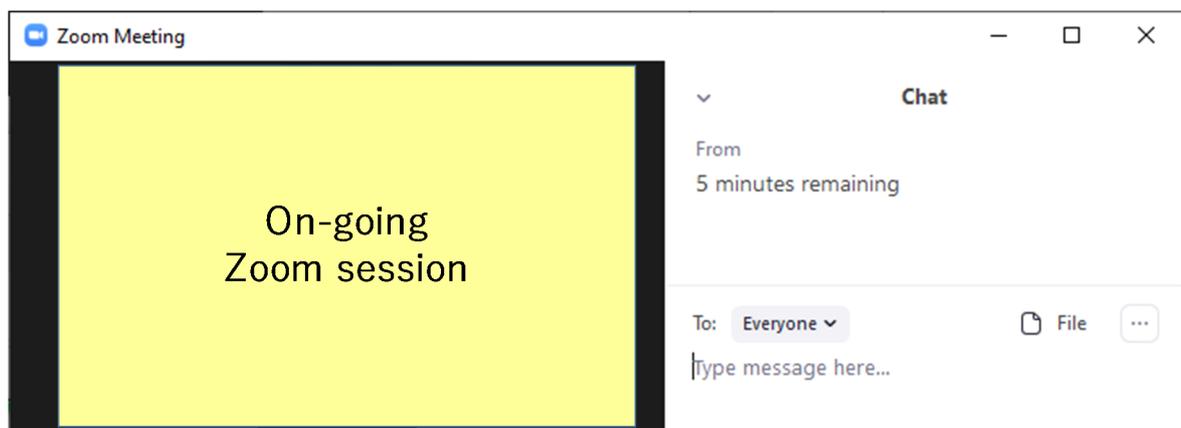
Bringing your mouse close to this bar brings up the “Meeting Control Menu” from which you can control your participation in the meeting.

- If your microphone image on the left has a red slash /, hit it to Unmute the microphone.
- If your video image, second from the left, has a red slash /, hit it to Start Video.
- If the session chair is controlling the clock with Chat hit the **Chat** button (if you do not see it in the Meeting Control Menu, it can be pulled down from the **More** button to the right).
- If the session chair is controlling the clock with hit the Venue Staff Video, you need to display the Venue Staff Video on your PC. If individual videos are not showing on your screen, select **Show Video Panel** in the pop-up menu from the **More** button to bring up the video panel.



Bringing your mouse over this panel that is displaying **Talking:** brings up your option immediately above it. Select the list option **=** to display the list of participant videos, and find the Venue Staff Video.

4. If your session clock is controlled with Chat, click the **Chat** button in the “Meeting Control Menu.” It may be hidden in the **More** button. The next figure shows a Zoom session with Chat. The Venue staff will notify the remaining time to you from this Chat area.



5. Start your presentation

6. After completing your presentation, answer questions from the audience with instructions from the Chair. In case of a Poster Presentation, take questions at your discretion.
7. When the Q and A session is over,
  - Click the **Stop Share** button in the sharing status display.
  - Mute your microphone by hitting Mute button in the Meeting Control Menu.
  - You may want to stop sharing your Video.
8. Return your name to an Audience participator.

#### Advances for Poster sessions

The Breakout-room feature of Zoom will be used on Poster sessions. The Breakout rooms allow a Zoom meeting in separate several sessions. We will allocate one room for each poster presentation. After the launch of the Zoom meeting, the presenters are requested to enter the designated Breakout room for your presentation.

1. Do the step 1 of the “Advances for Oral sessions”. You are now in the “Main session”.
2. Click the **Breakout Rooms** button to enter the Breakout room
3. The list of Breakout rooms will be appeared. Select the room for your presentation and Click the **Join** button.
4. Follow the steps from 2 of “Advances for Oral sessions” to start screen sharing and your presentation.
5. For leaving from the Breakout Room, click the **Leave Breakout Room** button and then select to leave from the Breakout room (return to the Main session) or leave from the Zoom meeting.