A-COE 2021 Online Session Manual

A-COE 2021 will be held on Zoom Webinar.
For stable communication connection, we recommend using a wired connection or a high-speed Wi-Fi connection.
Download "Zoom Client for Meetings" on your device in advance: https://zoom.us/download
If the download does not work, visit the Zoom Webinar from a web browser on the day of the session.
Zoom is updated frequently. Make sure its version is up to date on the day of the session.

■ For Oral speakers

- The secretariat will send the access URL of the Zoom Webinar to speakers and chairs by invitation email in advance.
- Speakers will participate as "panelists."
- Visit the Zoom Webinar to check the connection 30 minutes before the session starts.
- Video for general participants is off (mute). In principle, their microphone is also set to off (mute), but questions are asked using the microphone during a Q&A session.
- On the day of the session, preview your slides beforehand.
- Please make the following preparations so that you can start talking right after the previous lecture is finished:
  "Share Screen" with the slides open, and select "Slide show" on PowerPoint.
  Unmute the "microphone". "Start video". Start the lecture with a signal from the chair
- When the lecture and the Q&A session are over, stop "Share Screen", stop video, and mute the microphone.
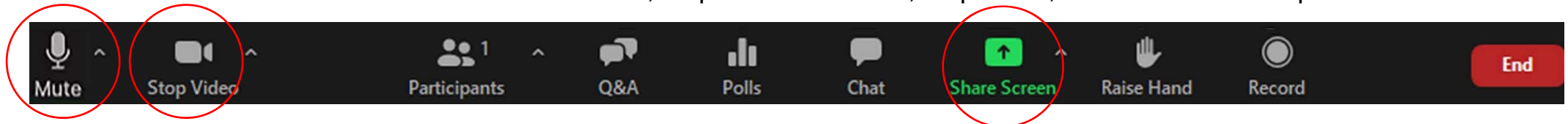

■ For Poster Session Presenters

・ Poster sessions will be held on Zoom and the presenters will be assigned to breakout rooms.
・ On the day of the session, you will be sent to your room to wait for participants to come before starting the presentation.
・ Use your own PC and explain in any way you see appropriate: oral presentation format; explanation while projecting a poster in one sheet PowerPoint slide show screening, etc.
・ Make sure that the participants' microphones are also unmuted.
・ Poster data cannot be registered with the secretariat.

*** How to enter the room and begin/finish your presentation**

(1) After clicking "Program", choose "Move to Zoom Breakout Room," and wait for a while.

(2) The organizer sends you to your room. In case that you are sent to a wrong room by mistake, look for your poster number and choose it. Then enter the e-mail address you used for treatise registration to move to the correct room.

(3) Start presentation after participants enter your room.

(4) You and the participants will automatically exit the room at the time of session closing.

(5) Please note that you need to enter your breakout room from "Program".
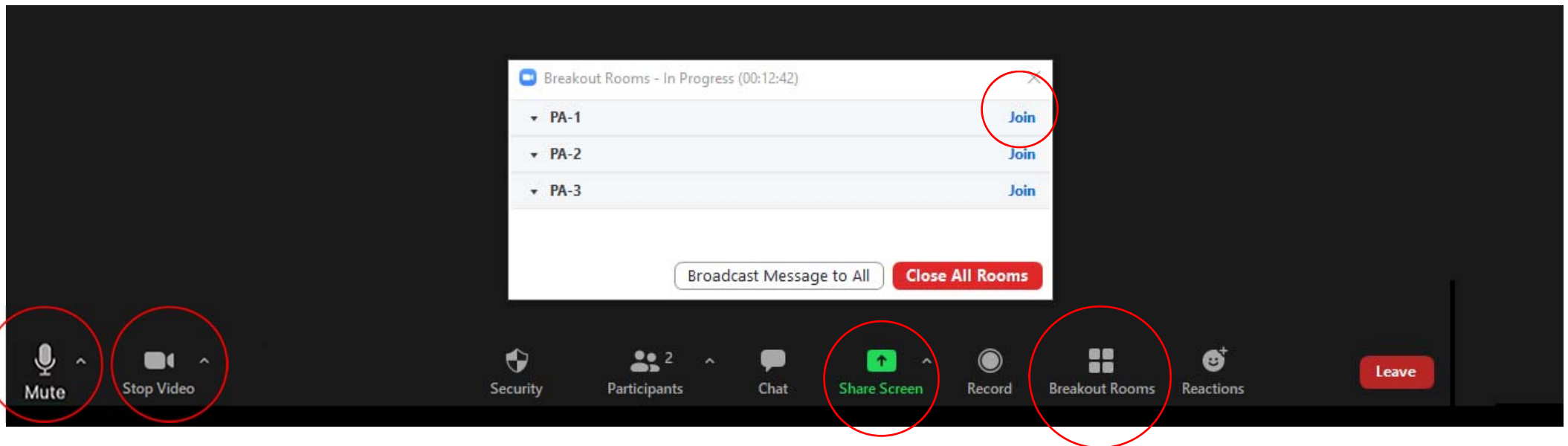
■ For chairs

- The secretariat will send you the access URL of the Zoom Webinar for speakers and chairs by invitation email in advance.
- Chairs will participate as "panelists."
- Either the secretariat or part-time staff will join each section as the Zoom host and the chairs have co-host authority.
- Manage any troubles such as cancellation of online lectures or connection problems.
- To confirm the speakers' connection, visit the Zoom Webinar 30 minutes before the session starts.
- Turn on video and microphone before the lecture, turn them off (mute) during the lecture, and turn them on again after the lecture.
- 3 minutes before the session starts:
    - ① skip the lecture if the speaker is absent, and move on to the next lecture

     ② explain the Q&A rules: Use the "Raise Hand" button from the "Participants" icon on Zoom to ask a question (Chat is possible also)

     ③ explain that questioners are supposed to tell their name and affiliation before asking a question.

- Tell the speakers:
     ① to share the slides by clicking the "Share Screen" icon on Zoom right after the previous speaker is finished;

     ② to unmute the Join Audio   ③ to start video

- In a Q&A session, click the "Manage Participants" icon on Zoom to see who are raising a hand. Unmute the microphone of the questioner and let them ask a question. Ask staff for a technical support if needed.
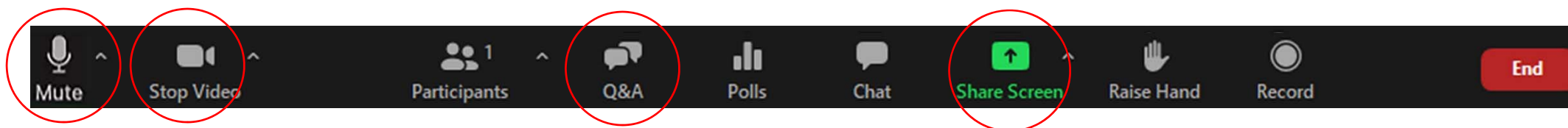
■ For participants

- Log in to the registration site and enter your password.
- Find the link to the Zoom Webinar next to the program.
- If you do not have a Zoom account, you will see a screen to enter your name and email address when you enter the room. Make sure to use the name that you used for the conference registration.
- The venue manager will confirm your name when you enter the room.
- In the Q&A session, use the "Raise Hand" button from the "Participants" icon on Zoom to ask a question

■ In case of communication connection failure

- We will not deal with individual's connection problem and malfunction in device.
- Try to re-enter the room if the communication connection is cut off.
- Try reboot or another device or communication line if possible when you cannot re-enter.

Notes:

The secretariat: setting Zoom Webinar for speakers and chairs

Part-time staff: assigning the chair to co-host; timekeeping in a session