Instruction for speakers

1) onsite speakers

- When you arrive at the conference site, receive your name card at the registration desk which is located in front of the session room.
- Use your own PC for your presentation. Enter Zoom corresponding to the session in advance, and ascend the platform in your presentation turn. TURN OFF THE MICROPHONE AND SPEAKER OF YOUR PC to prevent the howling.
- While a Wi-Fi connection is available in the session room, we also prepare a wired LAN. If your PC has a LAN connector, we recommend you use a wired LAN for a stable network connection.
- If you cannot use your own PC, a note PC connecting to the Internet to access Zoom is available in each session room. Bring your presentation file using your USB memory or something.
- In your presentation turn, share the screen using Zoom's screen sharing function, and start your presentation.

2) online speakers

Confirm the following things in advance.

- Secure enough network bandwidth of the Internet for video meetings.
- Check whether your microphone, speaker, and video camera are working well.
- Confirm the Zoom URL, ID, and password of the session where you will make a presentation.
- Install the latest version of Zoom client to your PC*.

- Enter the Zoom meeting corresponding to your session before starting the session.
- Make sure that your screen name (in the list shown by clicking the "Participants" button) is identical to that used for registration. If necessary, please modify your screen name by moving your mouse onto your name in the participant list and click the "Detail" button (shown by the mouseover action).

- Turn on the microphone and video camera of your PC in your turn. Share the screen and start your presentation according to the chairperson's direction.

* You can join Zoom meetings from Web browsers, but they cannot allow you to use the full functions of Zoom. There are some restrictions, so you should use Zoom client. Please download the latest version from the following URL:

https://zoom.us/download#client_4meeting