

1. About Zoom

Zoom <https://zoom.us/>

We will use Business plan of Zoom for 2020 Fall Meeting. For attending the meeting, you don't have to join the Business plan. You just need an account of Zoom.

Zoom has web version and client version. If you will use tablet or smart phone to attend the meeting, we recommend you to use Zoom application, however, if you want to share your presentation on Zoom, we strongly recommend to use PC.

Also, we recommend you to connect your PC to wired network to use high-speed connection if possible, or make sure you have high speed wi-fi because Zoom consumes a lot of resources. Please make sure that you have the latest version of Zoom installed.

For presenters or session administrators:

Please prepare microphone and camera. We recommend you the use of headset in order to avoid noise feedback.

When you join a presentation, please turn on your camera. Chairperson or session administrator might ask you to turn off a camera depending on network condition.

Please check the official manual to study basic usage of Zoom.

Zoom Support: <https://support.zoom.us/hc/en-us>

Also, if you are new for Zoom, please check how it works on Test Meeting.

Zoom Test Meeting: <https://zoom.us/test>

2. Terms and Roles

Home host: Administrator of whole meetings. Students secretariat will be in charge of it.

Co-host: Administrator of each meeting. For oral presentation, chairperson will be in charge of it. For planning lecture, chairperson or session administrator will be in charge of it.

3. How to Join a Meeting

Please log into the 2020 Fall Meeting website and click the URL of the presentation you are going to join.

システムダイアログが表示したら、**リンクを開く**をクリックします
を実行してください。

Zoomクライアントをインストールしている場合、**ミーティングを起動か、
Zoomをダウンロードして実行してください。**
アプリケーションをダウンロードまたは実行できない場合は、**ブラウザから起動してください。**

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「プライバシーおよび法務ポリシー」

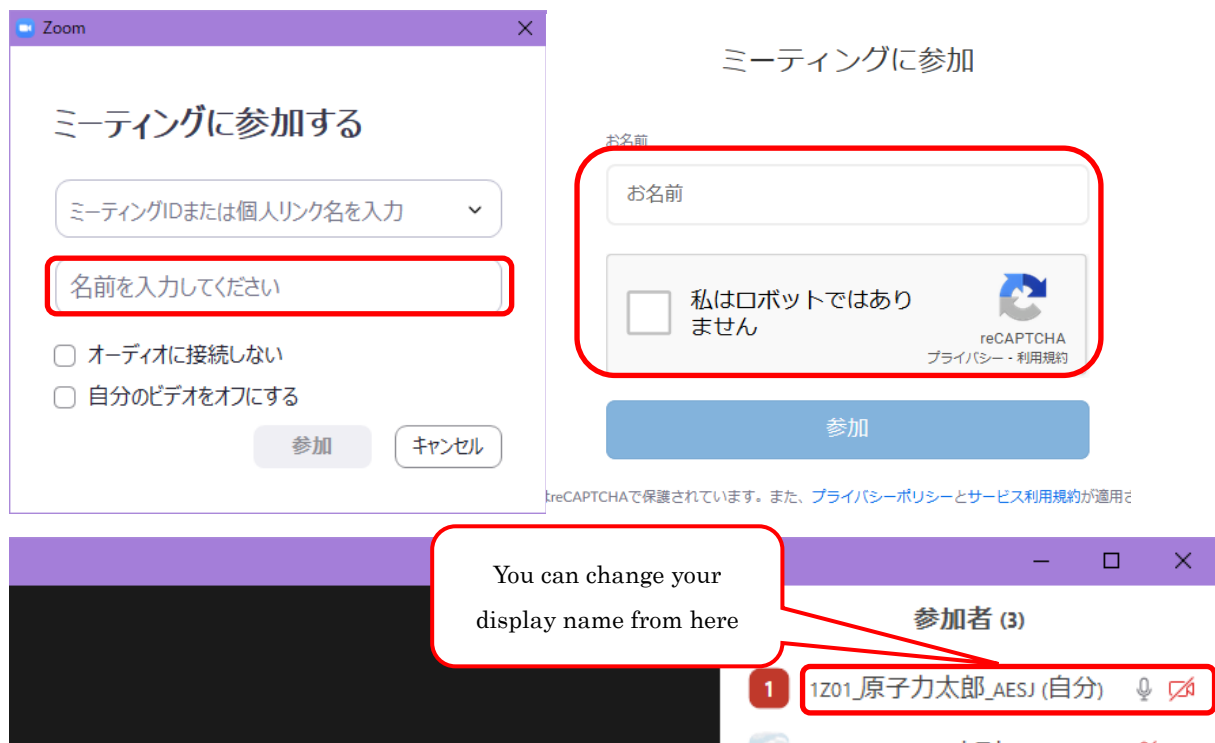
After joining the meeting, please change your display name according to the rules below:

Oral presentation:

1. Presenter: *presentation number_name_affiliation*
e.g.) 1X01_Taro Genshiryoku_AESJ
2. Chairperson: *presentation number_name_affiliation*
e.g.) 1X01-03_Taro Genshiryoku_AESJ
3. Attendee: *name_affiliation*
e.g.) Taro Genshiryoku_AESJ

Planning Letucure:

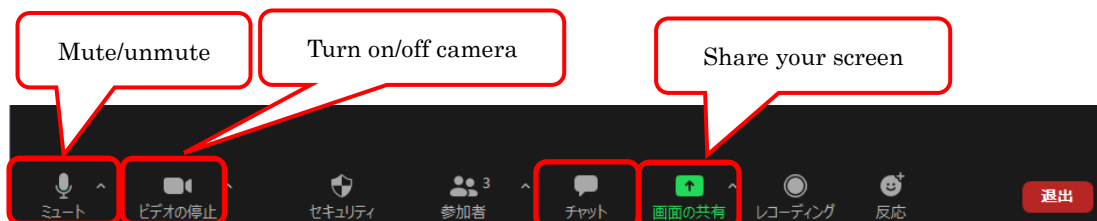
1. Presenter: *session number_name_affiliation*
e.g.) 1X_PL01_Taro Genshiryoku_AESJ
2. Chairperson or Session administrator: *session number_name_affiliation*
e.g.) 1X_PL_Taro Genshiryoku_AESJ
3. Attendee: *name_affiliation*
e.g.) Taro Genshiryoku_AESJ



4. During Meeting

Please mute your microphone. Unmute only when you speak.

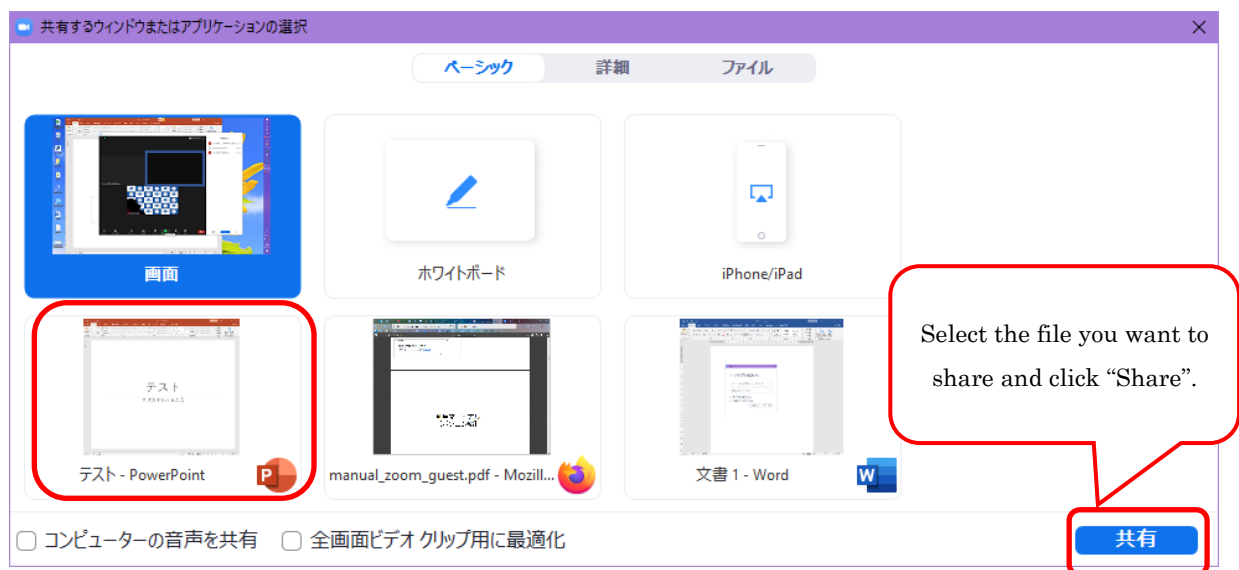
Chairperson needs to tell home host that you are in by using chat.



<Presenter>

(1) When chairperson tells presentation number or your name, please unmute a microphone and speak.

(2) You can share documents by using sharing function of Zoom. We recommend you to practice to use this function beforehand in order to avoid the mess.



(3) If you cannot use your camera due to network condition, you can tell that to chairperson and continue your presentation without using camera.

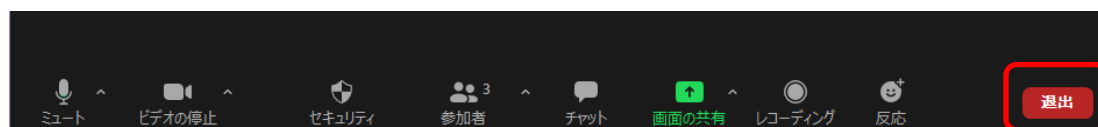
<Planning Lecture>

(1) We will leave the management of a lecture up to you. Please arrange everything regarding the lecture beforehand.

(2) If you want to record the lecture, please let us know beforehand. Recorded data needs to be saved on chairperson or session administrator's PC. Please note that home host won't record lecture. You cannot share the data to others who don't attend the lecture. Chairperson or session administrator must tell attendees that you will record the lecture, why you record the lecture, and you consider personal information and portrait rights of attendees very well.

5. Leave a Meeting

Presenter can freely leave the meeting after your presentation if chairperson or session administrator won't ask you to stay. You can of course stay at the meeting as attendee. Also, chairperson and session administrator can freely leave the meeting after presentation. You can of course stay at the meeting as attendee.



6. Miscellaneous

You may refer the guideline below as well to understand how to join online meeting by using Zoom.

Online meeting guideline of the autumn meeting of Japan Society of Applied Physics

<https://meeting.jsap.or.jp/guidelines>