

<Manual for Presenter>

Preparation of Using Zoom

Please attend the test meeting of Zoom to check how to connect to Zoom, share your screen, etc. If you have enough experience of using Zoom, you don't have to attend the test meeting. Details of the test meeting will be announced later.

Join a Session

Please join the session before the session which you will make a presentation starts. The first presenter needs to join the session 10 minutes before it starts.

Please change the display name according to "Manual of Zoom". Please make sure to mute your microphone when you join the meeting and unmute only when you speak.

Also, please open the document you want to share in the session beforehand in order to share it smoothly.

Make a Presentation

When your name or your presentation number is called by chairperson, please unmute the microphone and make a presentation. You can share documents by your own.

Presentation time is 10 minutes, and after presentation, you have five minutes of questions and answers session. Home host shows timer on host screen, so please follow it to conduct the session. Please make sure not to overrun your time. The chairperson may ask you to shorten/lengthen the presentation time.

The chairperson will tell you how to conduct questions and answers session, so please follow that.

Closing a Presentation

Please finish sharing your screen right after the presentation and mute the microphone.

You can stay in the meeting room and attend the next session as attendee. Or you can leave the meeting or move to another session.

If you want to stay in the meeting room as attendee, please follow "Manual for attendees".