How to access the online meeting?

Oral presentation guidelines

- We will use Zoom Platform (https://zoom.us/) for oral presentations, and perform poster presentation by chat.

- To participate the oral presentation, please download Zoom App in advance and follow instructions in this ppt file.

- You will need to turn OFF your microphone and camera during the presentation except you ask your question to the presenters.

- Please visit poster site and leave your comments on the poster whenever you want. Then, the presenter will reply to your comments.
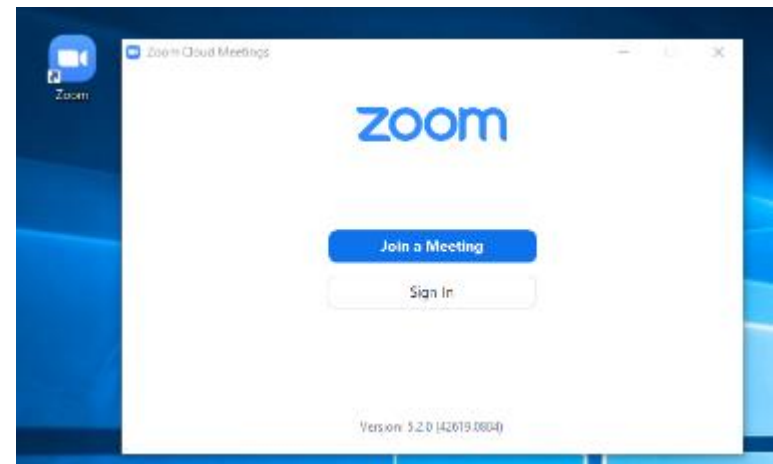
Download Zoom Client

1. Access to https://zoom.us/

2. Go to "Resources" -> "Download Zoom Client" on the top-right of the page.
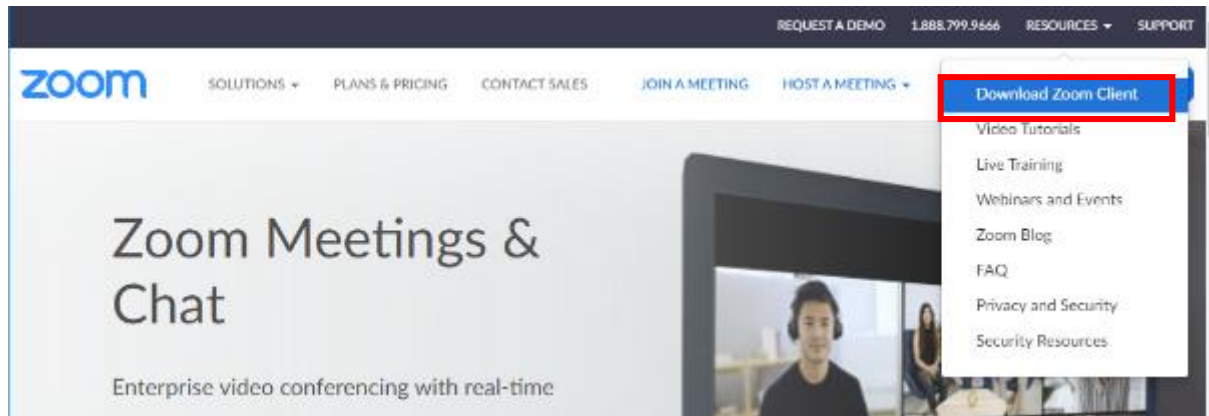
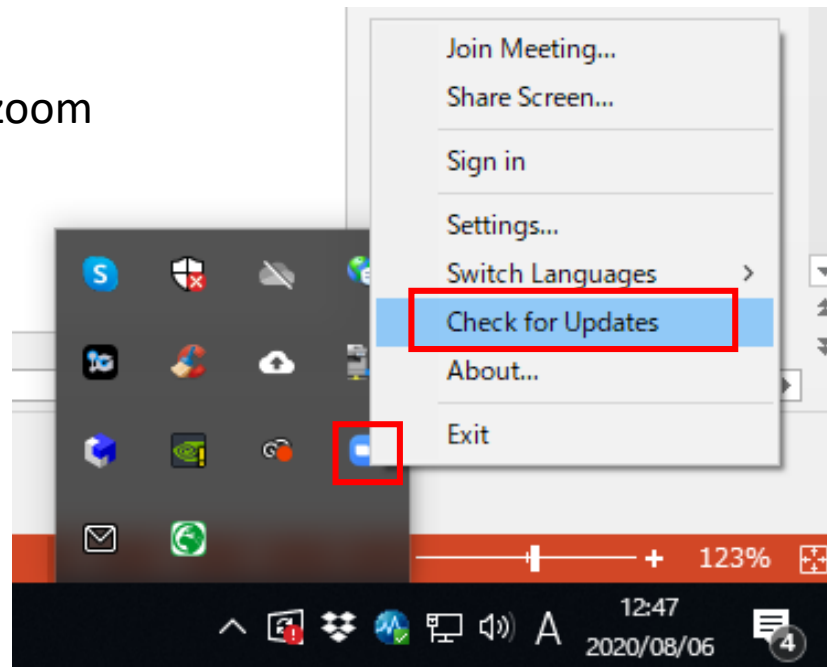3. Download "Zoom Client for Meetings"
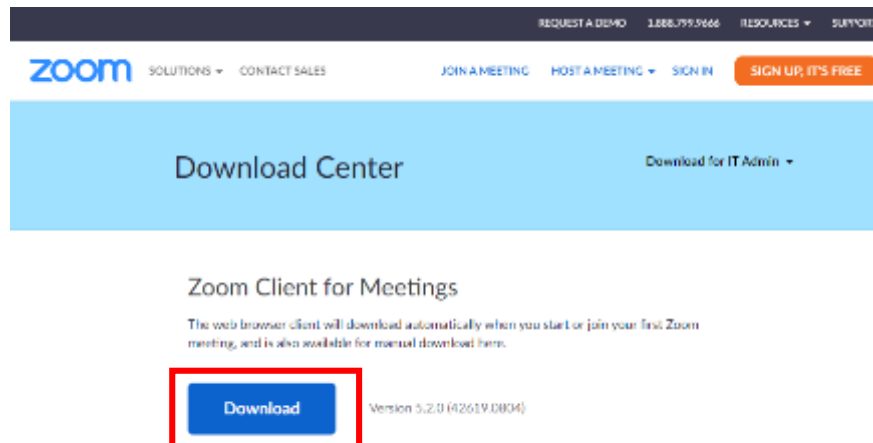
4. Zoom is installed

Updating the Zoom

If you already installed Zoom into your PC, please update it before participating the conference. Using old version of Zoom will cause some troubles.

Example in the case of Windows OS
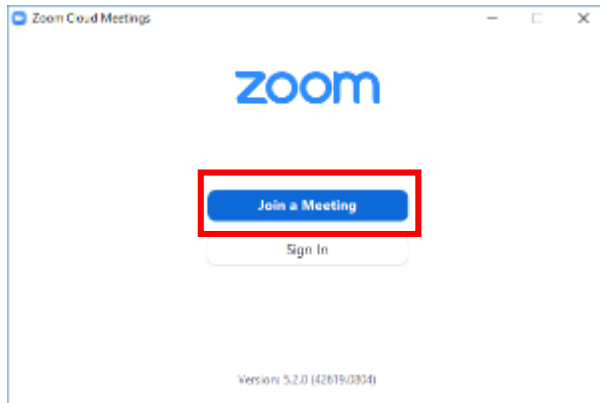
1. Right click on the zoom at the task bar
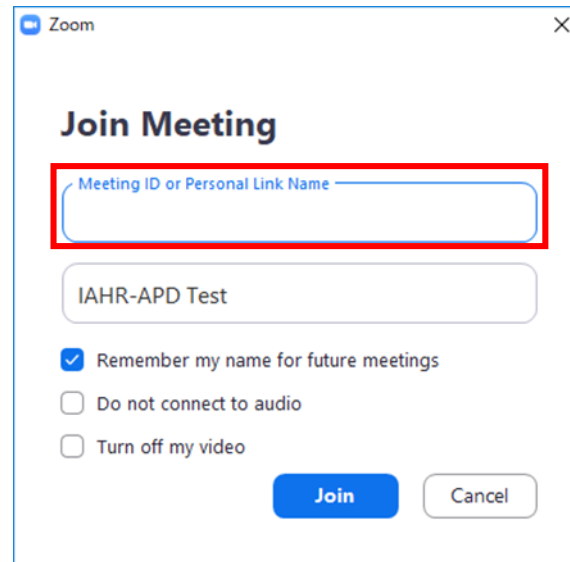

2. Check for updates

Joining the meeting

Note: you can access the test page of zoom for checking your microphone, speaker and camera at http://zoom.us/test
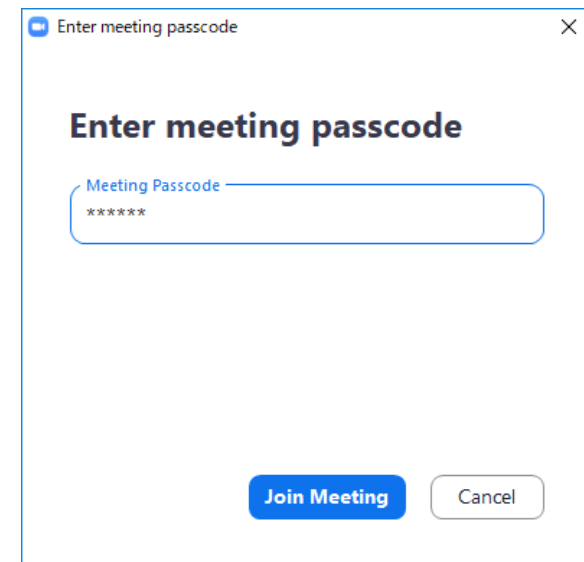
We will send you ID and Pass code for all session rooms.

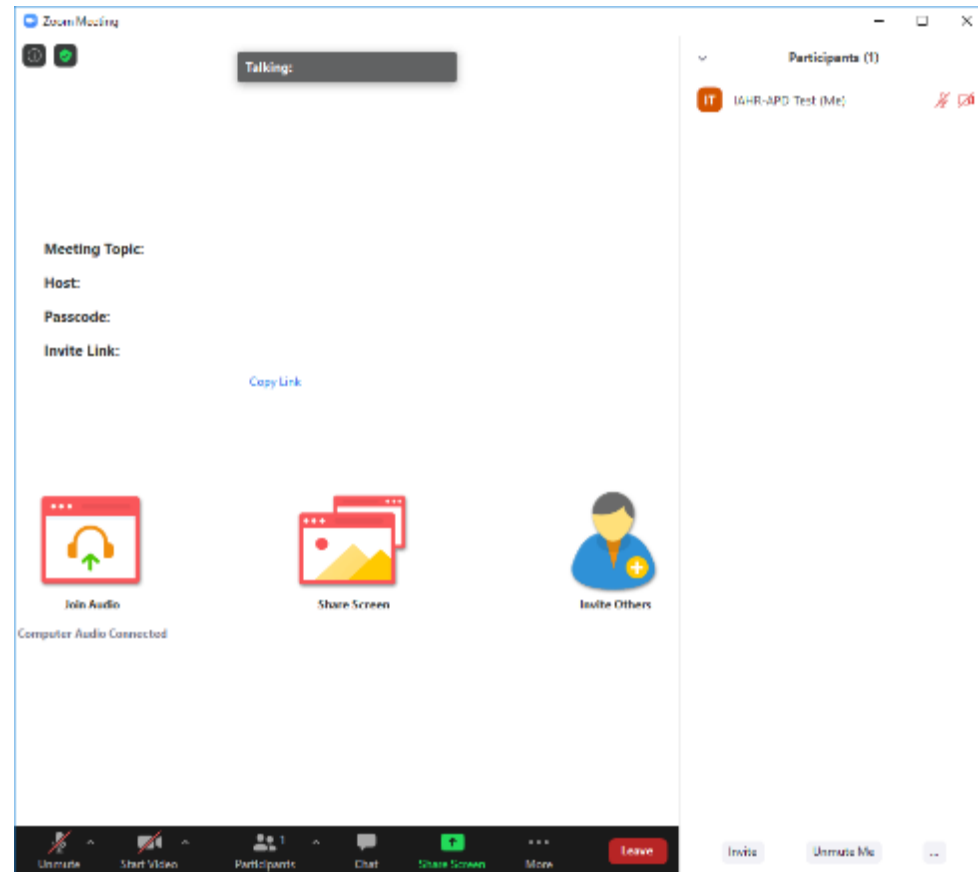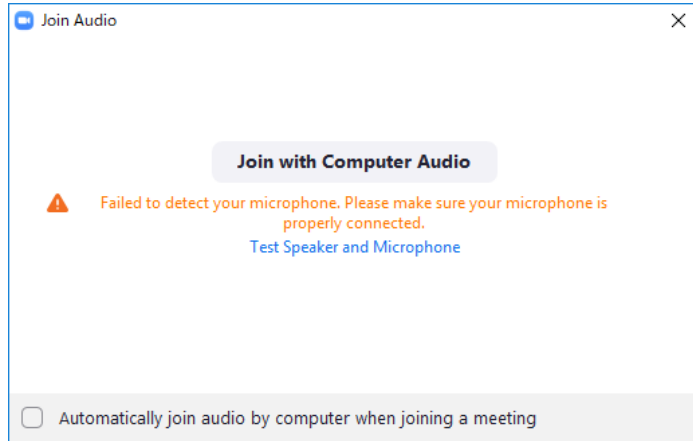1. Launch zoom and go "Join a Meeting"

2. Enter meeting ID and your name
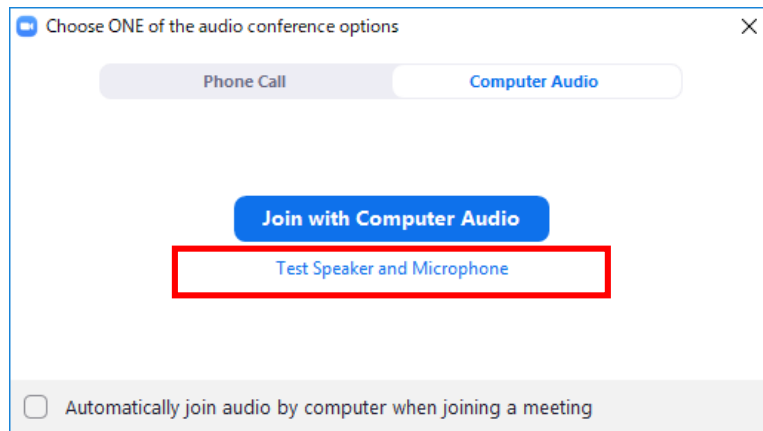
3. Enter passcode

Joining the meeting

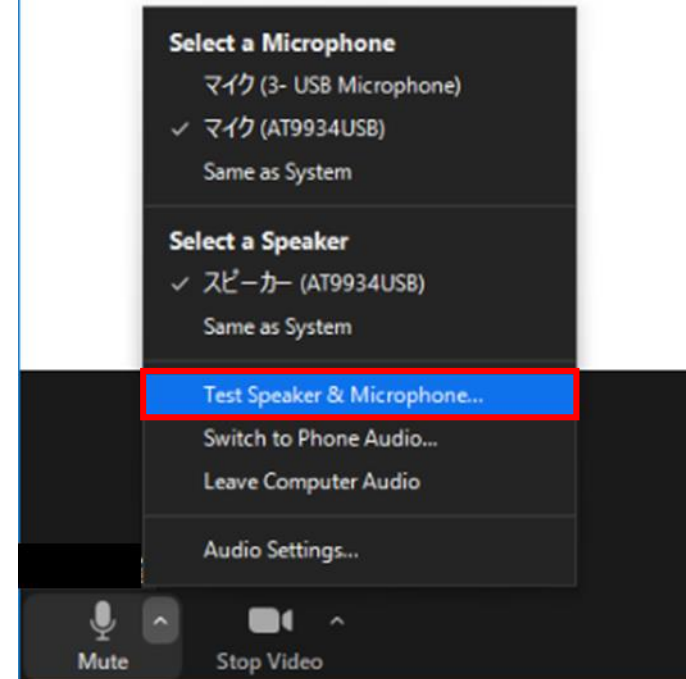3. The window below will show up, then click "Join with Computer Audio".

Check your audio in advance

Audio test: There is two ways checking your audio.

1. When you try to join the meeting, such window will show up. Choose "Test Speaker and Microphone".
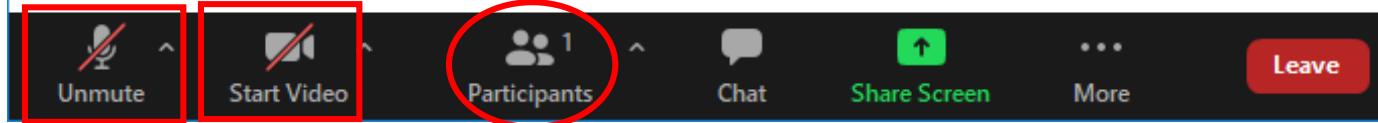
2. On the right of microphone, you will find **^** bottom. Click it and choose "Test speaker and microphone".
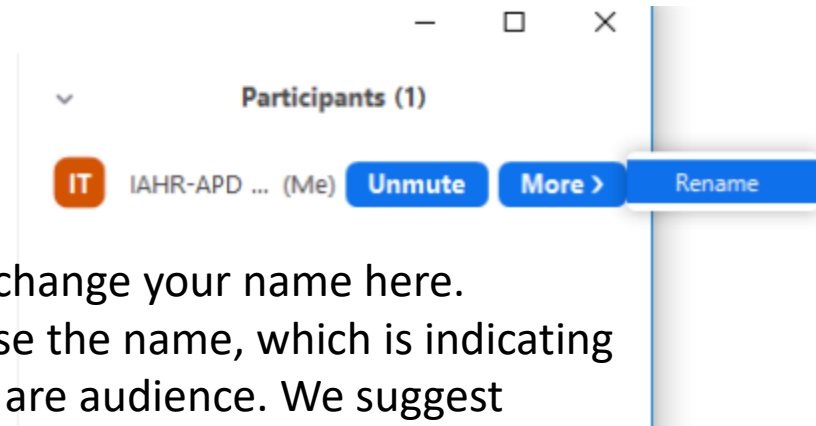
Some functions of the zoom

Microphone: On/Off

Camera: On/Off

Note: Except for question, please turn your camera and microphone OFF during the presentation.

Click Participants. Then on the right of screen, you will find participates.

Participants (1)

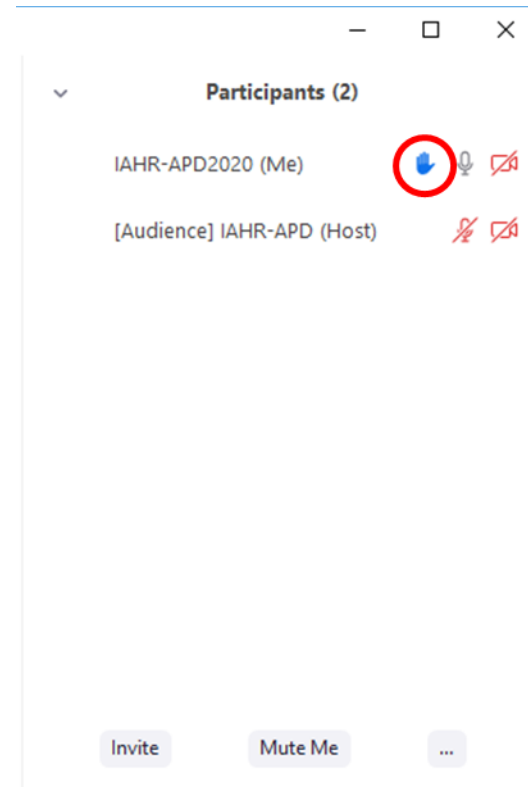IT   IAHR-APD ... (Me)   Unmute   More >   Rename

You can change your name here.
Please use the name, which is indicating that you are audience. We suggest [Audience] + your name

Ask questions

1. On the right bottom corner of your participants window, click "Raise Hand".
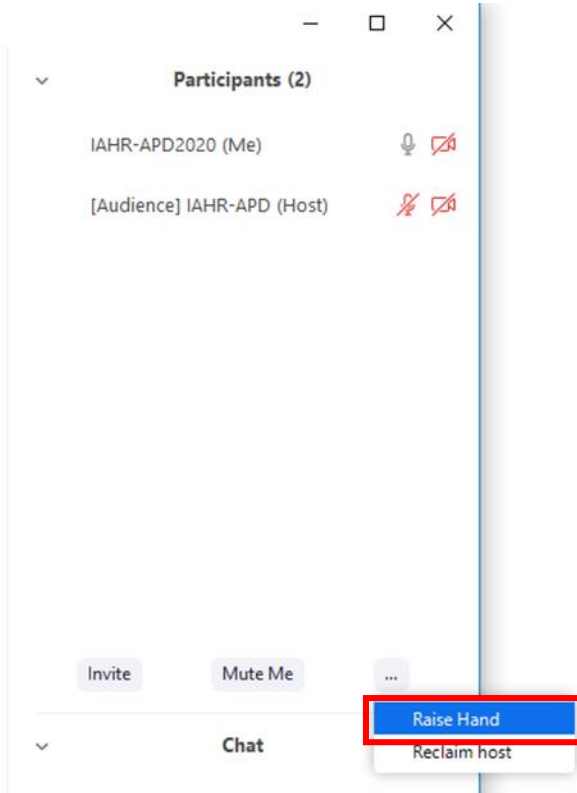
2. Then, chairperson will pick you.

3. Turn on your microphone and ask your question. You can also turn on your video (optional).