How to access the online meeting and give a talk on Zoom?
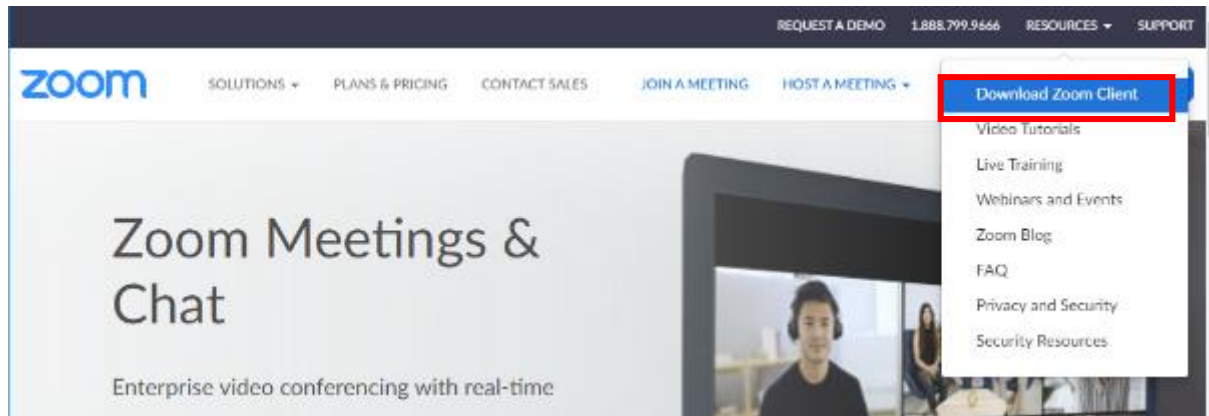
Oral presentation guidelines

- We will use Zoom Platform (https://zoom.us/) for oral presentations.
- You will have 12 minutes for talk and 3 minutes for discussion.
- The presenters are recommended to arrive at the Zoom room **10 minutes before the start time of the session**.
- **Please change your name like [Presenter] + your name.** It will help to find you at the Zoom room.
- We highly recommend checking your audio before attending the Zoom room.
- You will use the function "share screen" to show your slides to the participants. Note: MacOS users must test this process before the conference. When you first use this "share screen", the MacOS will require a permission, then you need to restart Zoom.
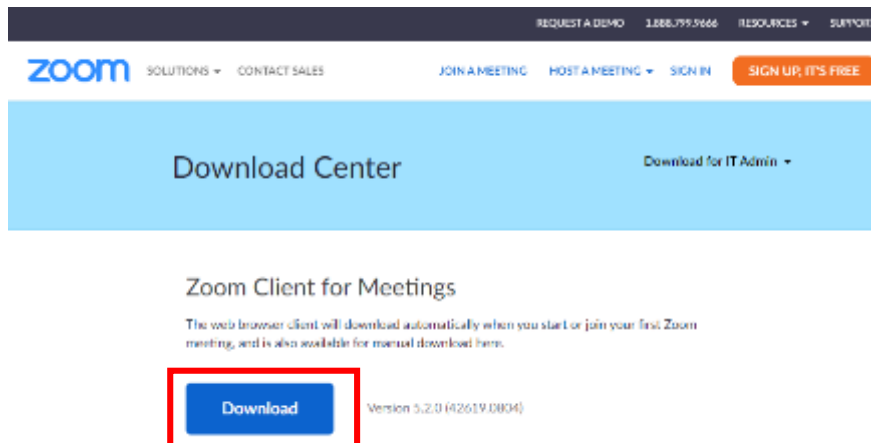
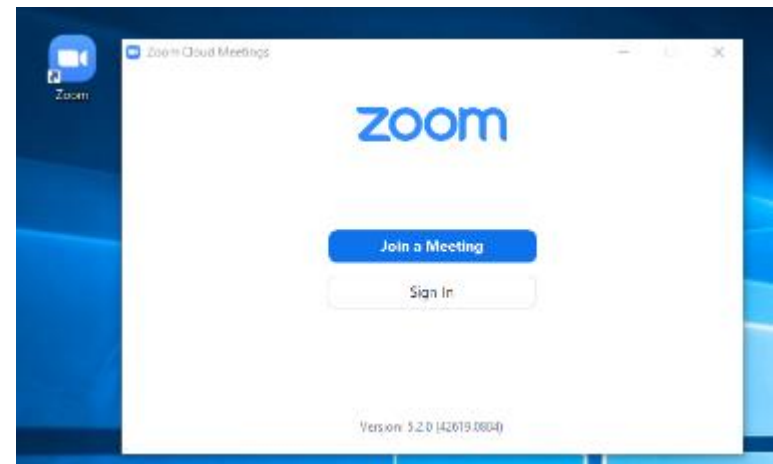## Please see following slides for details

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"
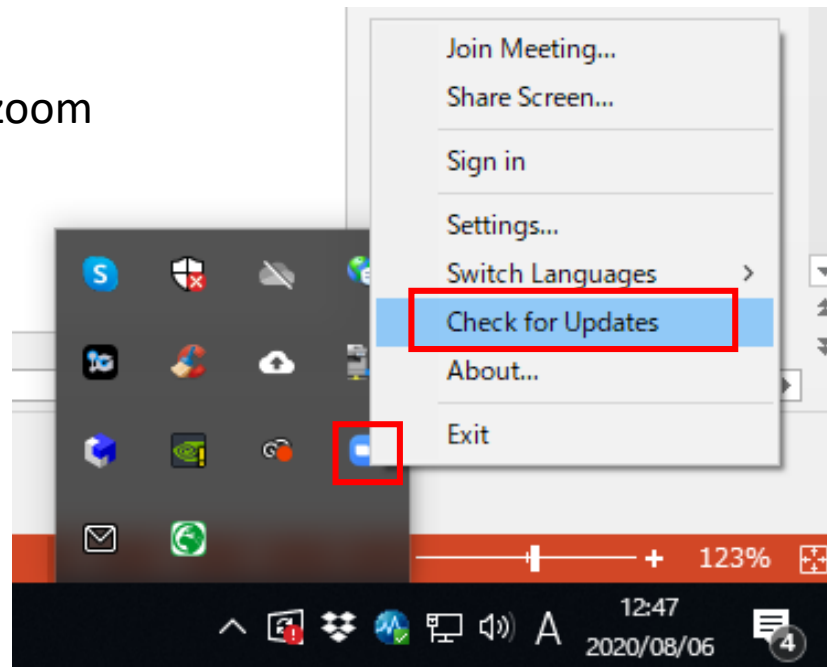

4. Zoom is installed

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
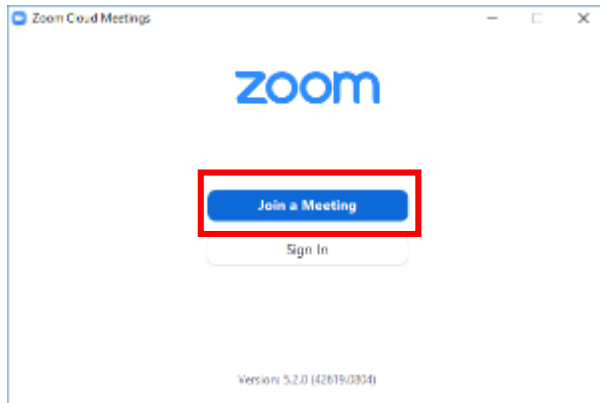
1. Right click on the zoom at the task bar
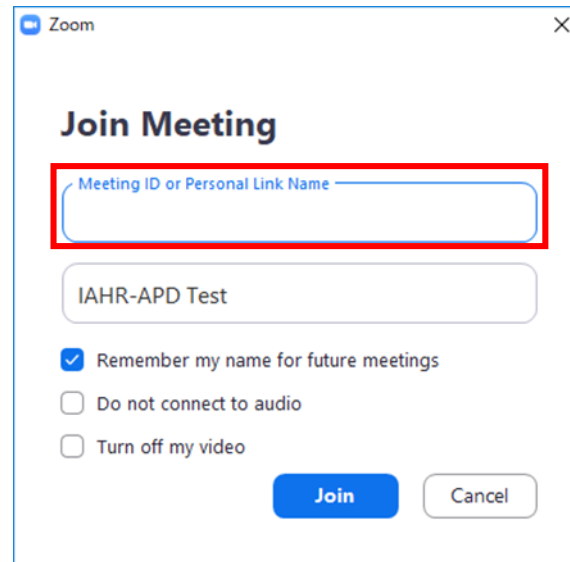

2. Check for updates

Joining the meeting

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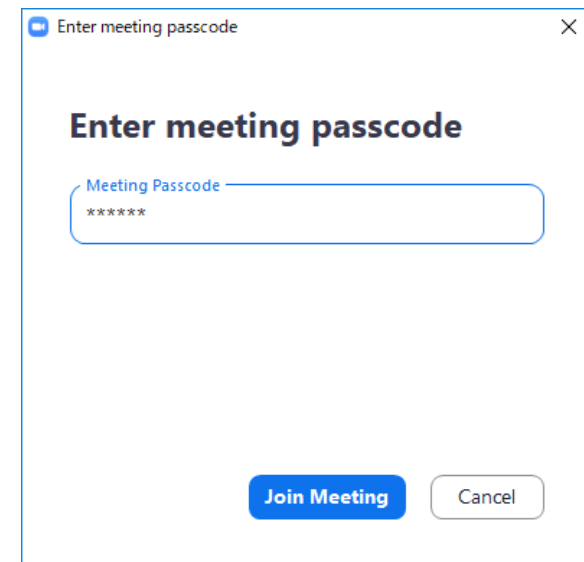
We will send ID and Pass code for all session rooms.

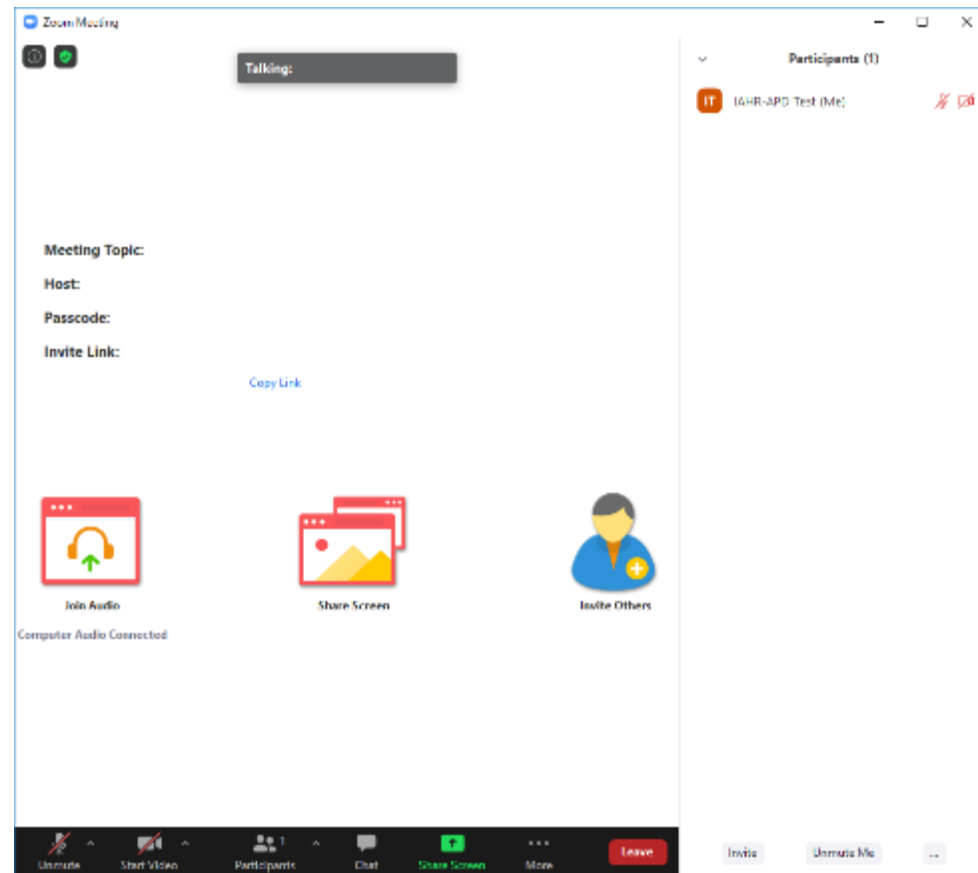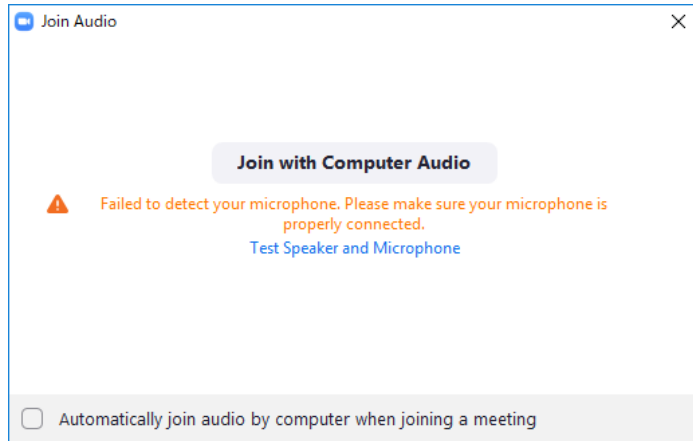1. Launch zoom and go "Join a Meeting"

2. Enter meeting ID and your name

3. Enter passcode
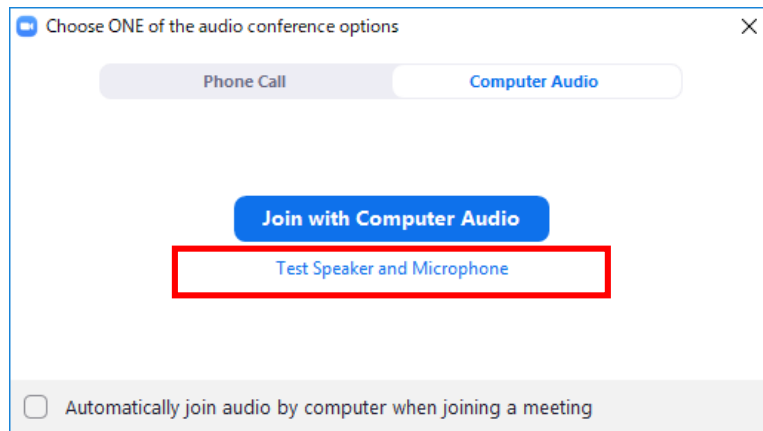
Joining the meeting

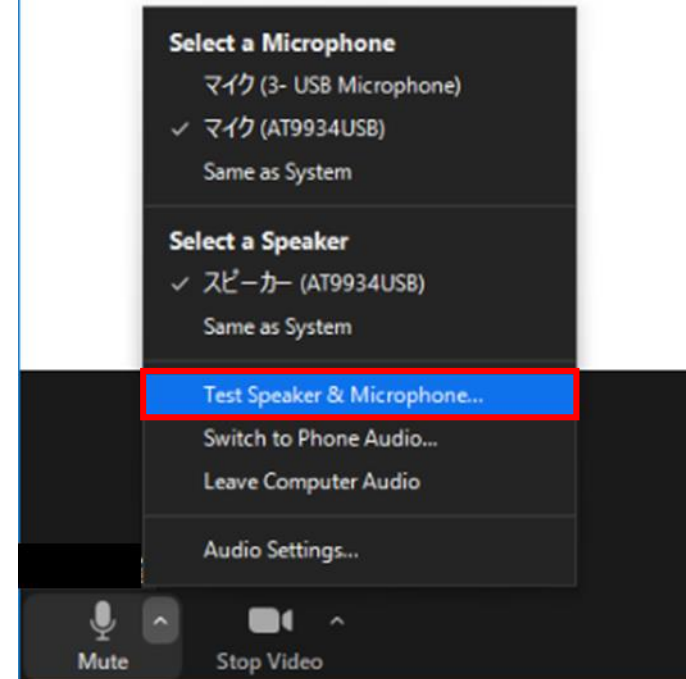3. The window below will show up, then click "Join with Computer Audio".

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".
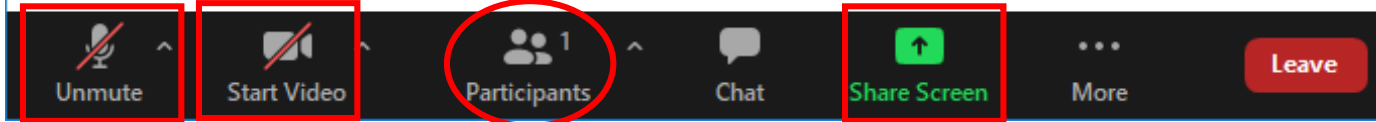
2. On the right of microphone, you will find **^** bottom. Click it and choose "Test speaker and microphone".

Some functions of the zoom
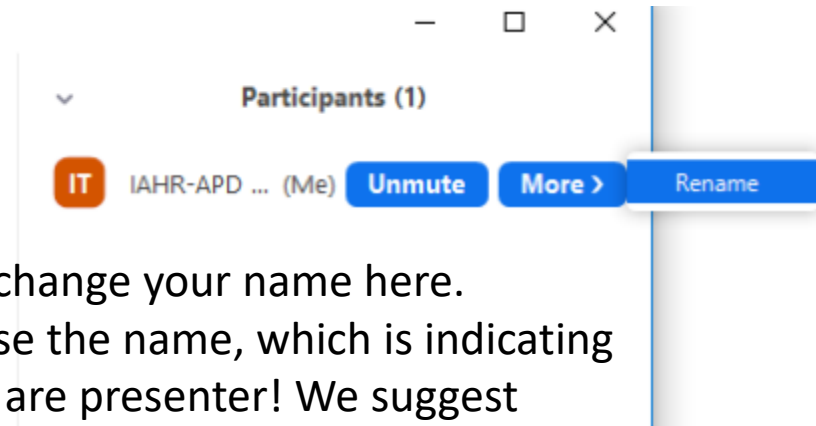
Microphone: On/Off

Share your screen of PC.
You will use this for presentation.

Camera: On/Off

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

Please prepare test file for presentation material (e.g., ppt file), then we can test how to share your presentation to audience.

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