

Virtual conference

1. Zoom room

- Please access the "Zoom room" given by e-mail.

2. Parallel Session

- Breakout rooms in Zoom Meeting is used for parallel Session.
- After logging in to the Zoom Meeting Room, you need to move to the breakout room of the your presentation. After entering the breakout room, presenter is free to use audio, screen sharing, chat, and other functions to engage in close discussions. Learn more about Participating in breakout rooms.

<https://support.zoom.us/hc/en-us/articles/115005769646>

- Please join the session at least 10 minute in advance, please test your microphone once joined so that the session can start on time.
- Total Presentation time is 20 minutes including Q&A.
- We recommend that you turn on your video to engage the attendees during the session.
- If you want to share a video clip with sound, please check "Share a sound" and "optimize for video clip" in the "Select a window or an application that you want to share" window.
- When you arrive Zoom room, please change your name immediately as Presenter:

Presenter: Presenter-XXX

Audience: XXX

Staff : Staff-YYY

XXX: Your name and Affiliation in English

YYY: Your name in English

3. Others

- Audio Be aware of the quality of your audio. Some built-in computer microphones are very good, but many make your voice sound tinny, grating or create an echo, especially if you are not close to the microphone. A USB headset will enhance and strengthen the sound of your voice. Even an inexpensive one works well in Zoom. Windows and OS usually recognize headphones automatically, but you can adjust the Sound Settings as you like. Be sure to choose your headset in Zoom by clicking on the Audio icon in the lower left corner.
- Broadcast quality For best broadcast quality, use a Desktop PC or Mac, or laptop with an Ethernet, T1 or similar connection. If using WiFi make sure that you have a strong signal, good upload/download speed and that other devices are not tapped into the WiFi during your presentation if possible.