

Speaker's Manual for Zoom Webinar

Before the event

Pre-install the latest Zoom app on your PC. <https://zoom.us/download>

Joining Zoom via PC app is essential for mobile app or joining from browser have limited features and functions.

For beginners refer to Zoom help center.

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

For those who would like to display our original virtual background;

Original background from here https://www.csj.jp/festa/2020/document/background_speaker.jpg

Refer to how to display <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-background>

Day of festa

For stable connection, use a wired Ethernet connection if possible and avoid running other applications on PC.

Sometimes restarting computer before joining Zoom may help.

【How to join session】

All the sessions in Festa are held by Zoom Webinar. You will be invited as "Panelist" in the session. Be sure to join 15 minutes before the session by clicking event URL in invitation mail which will be sent from "no-reply@zoom.us". It is very important not to join us from program page in festa HP for you will not be a panelist in the session.



【Webinar Practice Session】 *15 minutes before session

Chairperson, staff, and panelist will check Camera/Mic, Share Screen etc. without any attendee.

*If you are not able to attend Webinar Practice Session, please let us know when you will access to the session.

【Session starts】

Staff starts the broadcast. Turn off your camera and mic during session. You may make use of chat to contact chairperson, staff, or other panelists.

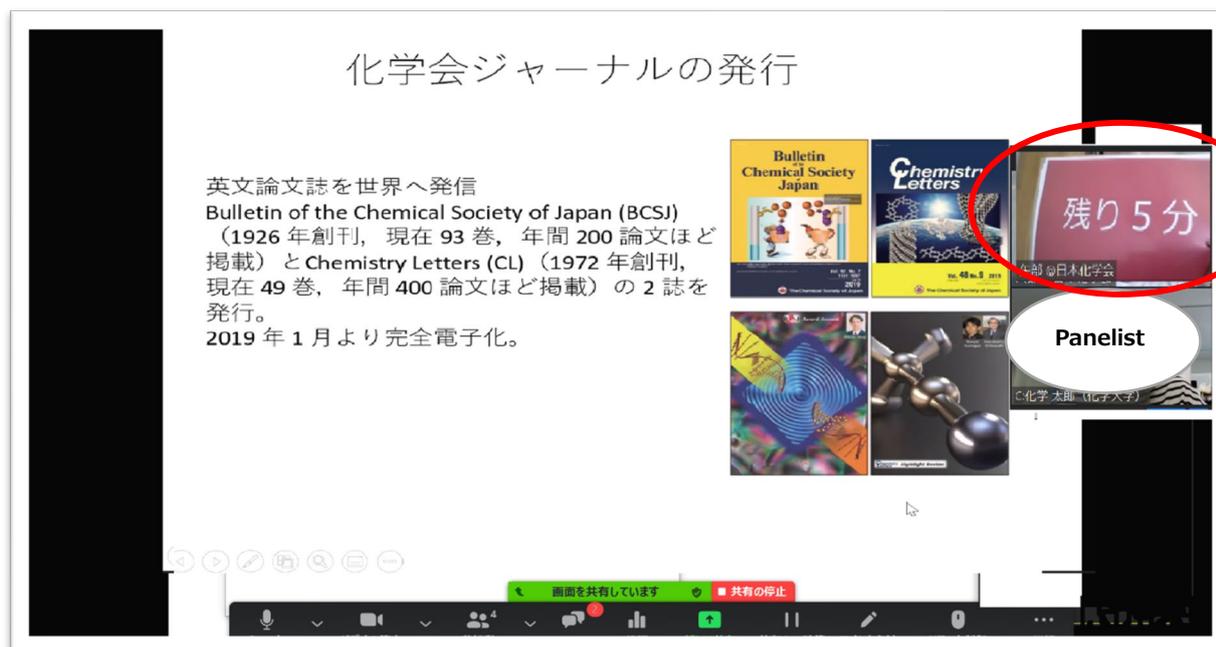
When your presentation begins, turn on your Camera/Mic, start "Share Screen".

【Q&A session】

Attendees can ask questions in Q&A. Panelist will answer to the questions which Chairperson reads out.

【Keeping time】

Staff will interrupt to notify “5 minutes remaining” and “end” by using mic and showing the note.



【After your presentation】

Make sure to turn off Camera/Mic, and Share Screen. You may leave or stay for “after session greeting” with Chairperson and other panelists.

Notes

- All the names are registered to identify who you are by CSJ office and must not be changed.
Chairperson: C: Name (Affiliation) ex. C: 化学 花子 (化学大学) in Japanese
Speaker: S: Name (Affiliation) ex. S: John Smith (Chem Univ)
- If you are not able to attend Webinar Practice Session, please let us know when you will access to the session.
- Be sure to attend Webinar Orientation held in early October and Final Check on October 19th.
- Turn off your camera and mic during session except for your presentation.
- Some tips on “Screen sharing a PowerPoint presentation”

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>

- If anything comes up during the session, contact Staff by chat. For connection trouble, contact CSJ office festa@chemistry.or.jp for help. Emergency Contact information (Phone number) will be soon posted on [すべての参加者の皆さまへ](https://www.csj.jp/festa/2020/information_all.html) (for all the participants) page. https://www.csj.jp/festa/2020/information_all.html
- Please be advised that photos may be taken during the session for event report or promotional purposes.