



# The 94th Annual Meeting of the Japanese Gastric Cancer Association

Date: March 2(Wed)-March 4(Fri), 2022 Venue: PACIFICO Yokohama Congress President: Chikara Kunisaki, MD., PhD.  
(Department of Surgery, Gastroenterological Center, Yokohama City University)

## The 94th Annual Meeting of the Japanese Gastric Cancer Association (94JGCA)

### Guideline for Live Presentation (Scientific Program, Oral/Video Session)



# Overview

This congress will be held in a hybrid style (on-site and live streaming).

## **On-site & Live streaming :**

Wednesday, March 2<sup>nd</sup> – Friday, March 4<sup>th</sup>

# Overview

Session will be held via the Zoom meeting system.

- Please access to the Zoom meeting URL (meeting ID) that we will send to you shortly.
- We will provide a brief explanation of your session, so please enter the meeting room 30 minutes prior to the session start.
- Operators will play your presentation slides (movies) that you have already submitted.

# Environmental confirmation

- Please prepare your PC setting in a place with a good communication environment connected to the Internet.
- Please avoid noise and attend the session in a quiet place as possible.
- Please check if your PC has a web camera, presenter, and microphone.
- Please use earphones with a microphone, or headset microphone as possible.
- To reduce the burden on your PC, please close all unnecessary applications on your PC.

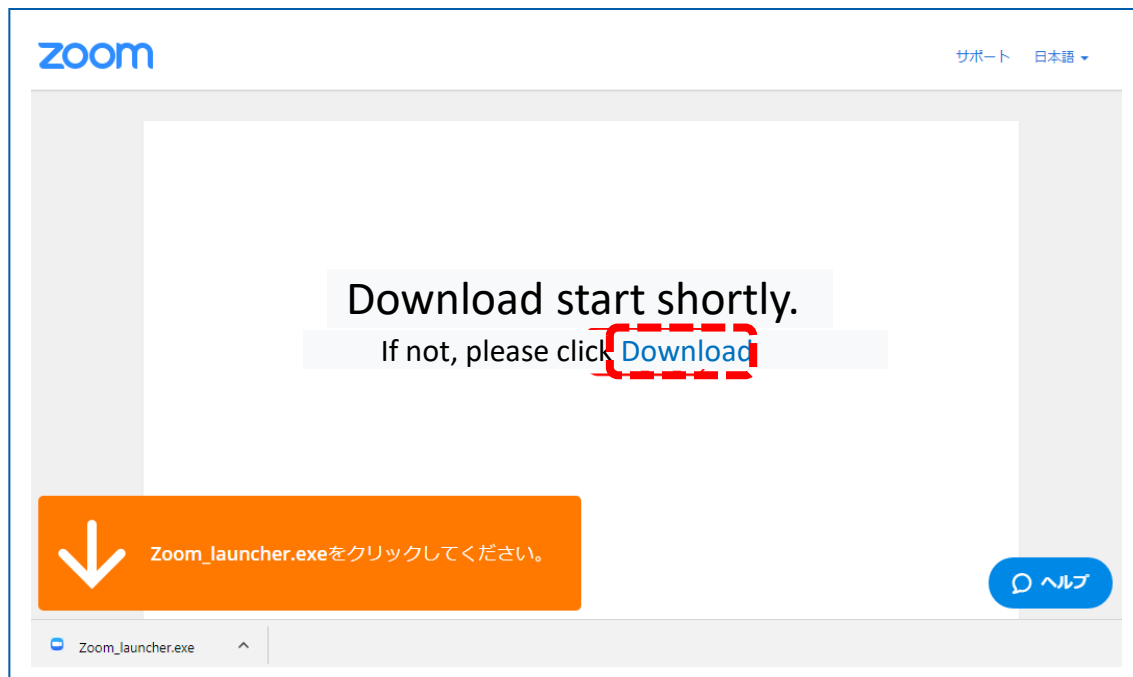
# Using Zoom for the first time

Please download “Zoom Client for Meetings” if you are using Zoom for the first time.  
URL for downloading the Zoom: <https://zoom.us/meetings>

Application will start up automatically after the second time.

\*\*Please install application in advance.

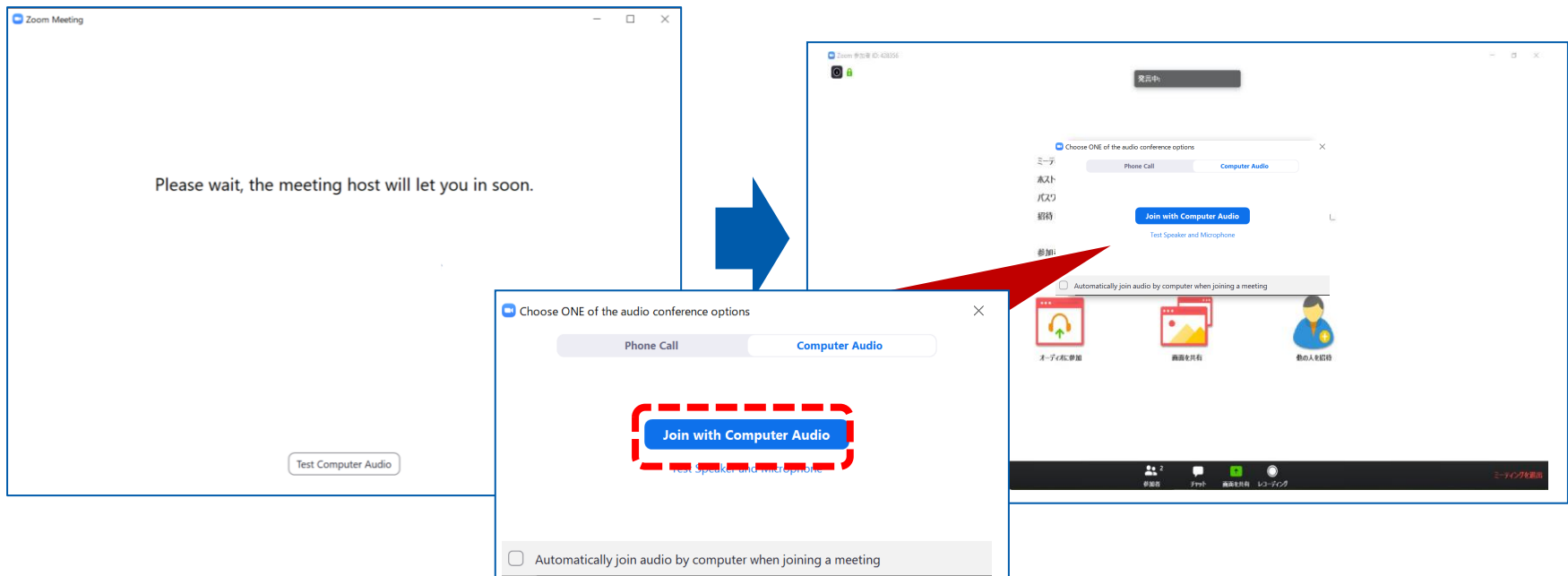
If you try installing just before the session starts, you will not be able to start the session in time if the download is not successful.



# Login to "Zoom" ①

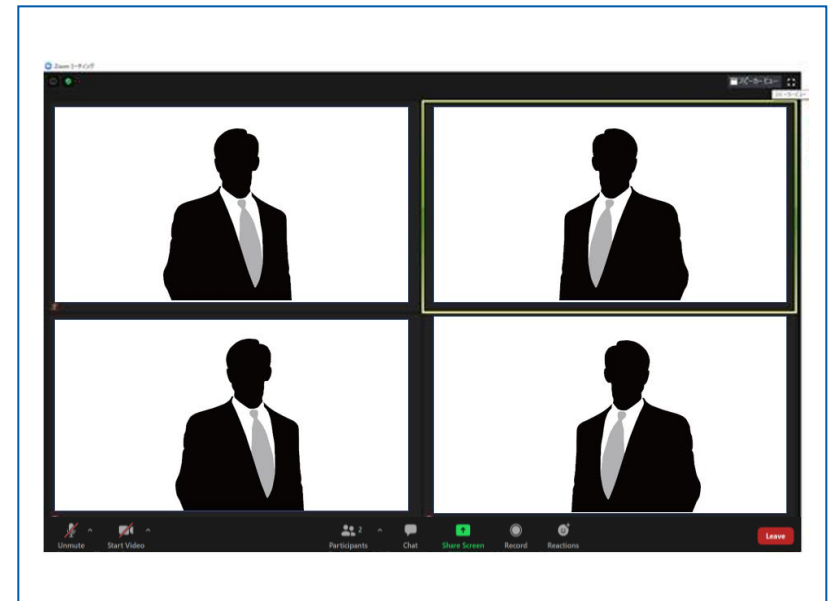
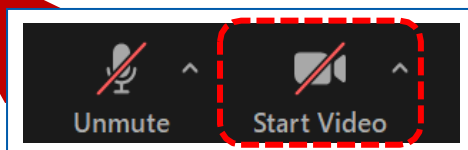
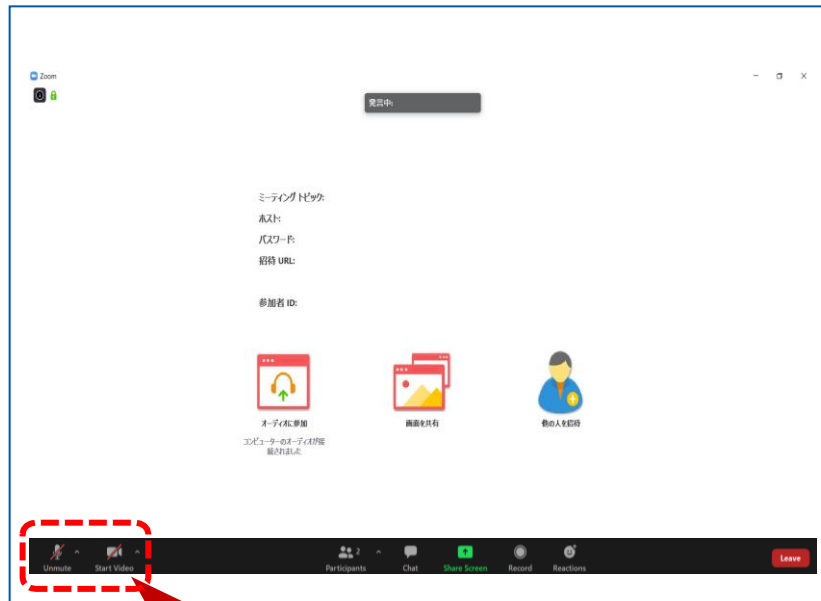
When you click the URL of your zoom meeting room **30 minutes prior** to the session time, screen below will be displayed. Until the staff approves the login Please wait for a while in this state.

After the approval, screen changes as below.  
Please select the button, "Join Audio on Computer."



# Login to “Zoom” ②

When you need to turn your video or/and microphone **ON**, please click “Start Video” or/and “Unmute” button placed in the lower left of your screen.



# Change the name shown in zoom

Your name is shown in the lower left of your picture.

Please change your name by “right clicking” your name and proceed from “DETAIL”.

e.g.) Speaker: John Smith / Special Comments: John Smith

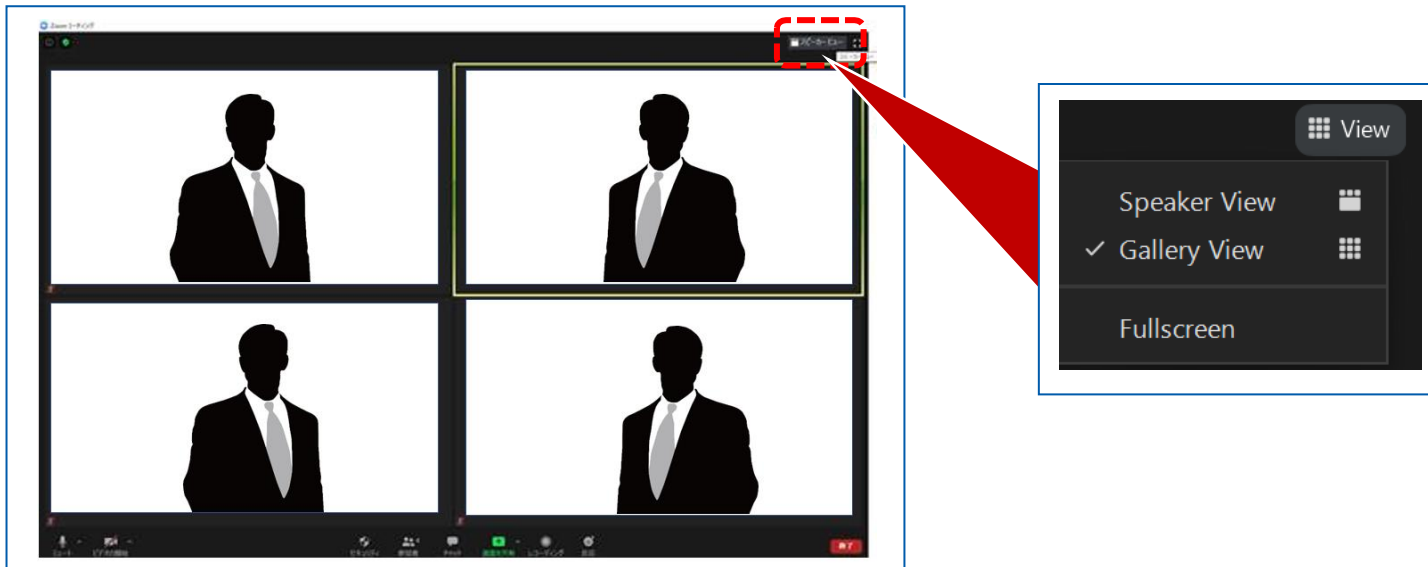




# View setting

There are two types of views available.  
We recommend **"Gallery View"**.

- ▶ Speaker View : You can mainly see the only one person speaking.
- ▶ Gallery View : You can see the audience who set their camera on.



# Flow of the session

## 1. Introduction of the speakers (by the chair)

- \*Chair : Camera/video – **ON**, Microphone – **ON**
- \*Speaker : Camera/video – **ON**, Microphone – **OFF (Muted)**

## 2. Presentation

- \*Chair : Camera/video – **ON**, Microphone – **OFF(Muted)**
- \*Speaker : Camera/video – **ON**, Microphone – **OFF (Muted)**
- \***Operators will share your video clip you have already submitted**

## 3. Q&A time (after each presentation)

- \*Chair and Speaker : Camera/video – **ON**, Microphone – **ON**
- \***please open the chat all the time and check the questions from the audience.**

## 4. Special Comments (if any)

- \***Please share your slides on your side.**

# Thank you for your cooperation.

**<Congress Secretariat of 94JGCA>**

c/o Japan Convention Services, Inc.

E-mail: [94jgca@convention.co.jp](mailto:94jgca@convention.co.jp)