

Manual for Chairpersons / Presenters

Live Streaming (Zoom)



Prohibitions

All video lectures, announcements of live broadcasting and general presentations are the copyright of the producers and presenters.

Recordings of these works, including photography, hard copy of screens, storage on personal computers and other storage media are uniformly prohibited.

Further, posting these works on websites other than that of this association or on SNS is strictly prohibited.

1. Access the login page.

- For those who have registered to participate, we have sent you a login ID and password by email.
- Access the login page URL.

<https://confit.atlas.jp/jaapsj2021>

[The 126th Annual Meeting of the Japanese Society for Anatomists, the 98th Annual Meeting of the Physiological Society of Japan] Notice of Login Information

Dear ○○○○

Thank you for registering for the 126th Annual Meeting of the Japanese Society of Anatomists and the 98th Annual Meeting of the Physiological Society of Japan. We would like to inform you of the login information to access the web program.

The login ID and password are as follows

Login ID : XXXXX@XXXX.com
Password : XXXXXXXX

【 How to log in 】

Access the following web program.

<https://confit.atlas.jp/jaapsj2021>

2. Log in to the convention website

- From the Participant Login page, enter your login ID and password, and click the Login button.

confit English

第126回 第98回 2021年3月28日(日)~30日(火) Back to basics
日本解剖学会 総会・全国学術集会 日本生理学会大会 合同大会 Web開催 ~根深柢固~

«Back

第126回日本解剖学会総会・全国学術集会・
第98回日本生理学会大会
参加者ログイン

「第126回日本解剖学会総会・全国学術集会・第98回日本生理学会大会」に参加登録された方のみログインできます。
ログインすると、講演情報、発表スライドの閲覧、Zoomへの参加、講演動画の視聴が可能となります。

参加登録がお済みでない場合は[こちら](#)よりお申込みください。

■ログインID・パスワードについて
1. オンライン決済された方
決済完了時にシステムから「[jaapsj2021]ログイン情報のお知らせ」をお送りしております。
万が一届いていない場合は事務局までご連絡ください。

ログインID *

パスワード *

ログイン

[パスワードを忘れた方はこちら](#)

3. Select a timetable

- Please select the designated date from the timetable in the menu on the left side of the top page of the convention website.



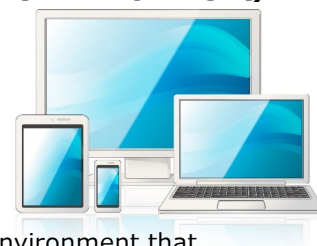
4. Enter the Zoom Live room.

- Please click on "[Access Live Room \(Zoom\)](#)" from the time and venue number of the session you wish to attend, and enter the Live Room.

	第1会場 1F メインホール	第2会場 2F サブホール	第3会場 2F 201号室	第4会場 2F 202号室	第5会場 2F 203号室	オンデマンド Web
8						
9						オンデマンドリンク用 [DEMO100] オンデマンド配信はこちら
10	LIVE配信 [DEMO1] テストセッション①(LIVE配信)	LIVE配信 [DEMO2] テストセッション②(LIVE配信)	LIVE配信 [DEMO3] テストセッション③(LIVE配信)	LIVE配信 [DEMO4] テストセッション④(LIVE配信)	LIVE配信 [DEMO5] テストセッション⑤(LIVE配信)	■ オンデマンド配信はこちら 9:00 - 20:00
11	■ Live会場はこちら (Zoom)	■ Live会場はこちら (Zoom)	■ Live会場はこちら (Zoom)	■ Live会場はこちら (Zoom)	■ Live会場はこちら (Zoom)	
12						

◆Preparation for Online Conferences (Preparing the Equipment and the Environment)

- ☑ **Terminals**
PCs, smartphones or tablets with internet connectivity.
- ☑ **Network**
A wired LAN connection or a stable wi-fi connection is desirable.
- ☑ **Speakers**
Earphones are not required if you have built-in speakers in your PC or if you are in an environment that causes no interference to others. If you use headphones or earphones, we recommend wired ones.
As noise and ambient sounds are easily picked up by built-in microphones and as they also easily cause howling, we recommend you use earphones.
- ☑ **Camera Features**
Please ensure you have either a computer built-in camera or an external web camera ready.



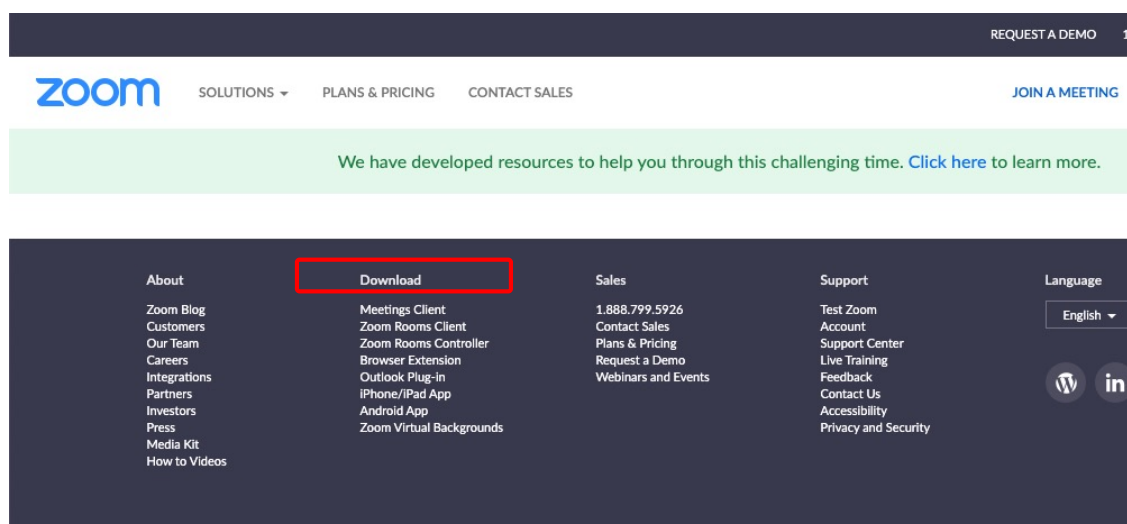
◆Installing the Zoom App

First, please download the free application from the respective store before the meeting is to be held. Installing the application in advance ensures everything goes smoothly.

•Zoom official website: <https://zoom.us/>

The Zoom app allows you to test audio and video from the settings screen, so we recommend you check this before you join.

- ① Click the “Meetings Client” button at the bottom, and proceed to the Download Center.



- ② Download “Zoom Meetings Client” from the Download Center page.

[When participating from smartphones and tablet terminals]

※iPhone/iPad series

<https://itunes.apple.com/jp/app/zoom-cloud-meetings/id546505307?mt=8>

※Android terminal

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=ja>

Please check the following if this your first time using Zoom!

In case of trouble with the audio and video when using a built-in camera and microphone in the PC.

◆Windows PC

Please select “Privacy” from the settings screen and check the camera and microphone settings. Please turn on the “Allow app to access the camera (microphone)” setting.

◆Mac(Mac OS10.15Catalina or later)

Select “Security and Privacy” from System Preferences, and select “Privacy”. Click on “Camera” and click Zoom on the right to allow access to the app (Do the same for the microphone). If access is not granted, click the lock icon at the bottom of the window, and enter the Mac password for access to be granted.

◆Other

In some cases the audio is connected but the video is not connected (your face is not visible to other participants). In this case, the internet security software installed on your computer may be “blocking access to your webcam”. Please check the settings screen of the internet security software to manage access to your webcam.

【Notes for presenters】

【Preparation before session】

1. Enter the room 10 minutes before the start of your presentation.
2. Change your name to [speaker + name + (affiliation/university name)].
3. The microphone should be muted until instructed by the chairperson.
4. Make sure to have your presentation materials up and running in advance.
5. Ensure that you are a co-host.
6. If you need to practice sharing slides, please do so during this preparation period.

【During presentation】

1. When it is time for your presentation, follow the chairperson's announcement to turn on the microphone and video, start sharing materials, and begin your presentation.
2. Time keeping should be done by the performers themselves, using a clock or timer.
3. End your presentation immediately at the end time.
4. When it is time for the Q&A session, the chairperson will ask for questions and nominate a questioner. Please answer the questions from the nominated participants. Please leave the screen in the document sharing mode.

【After presentation】

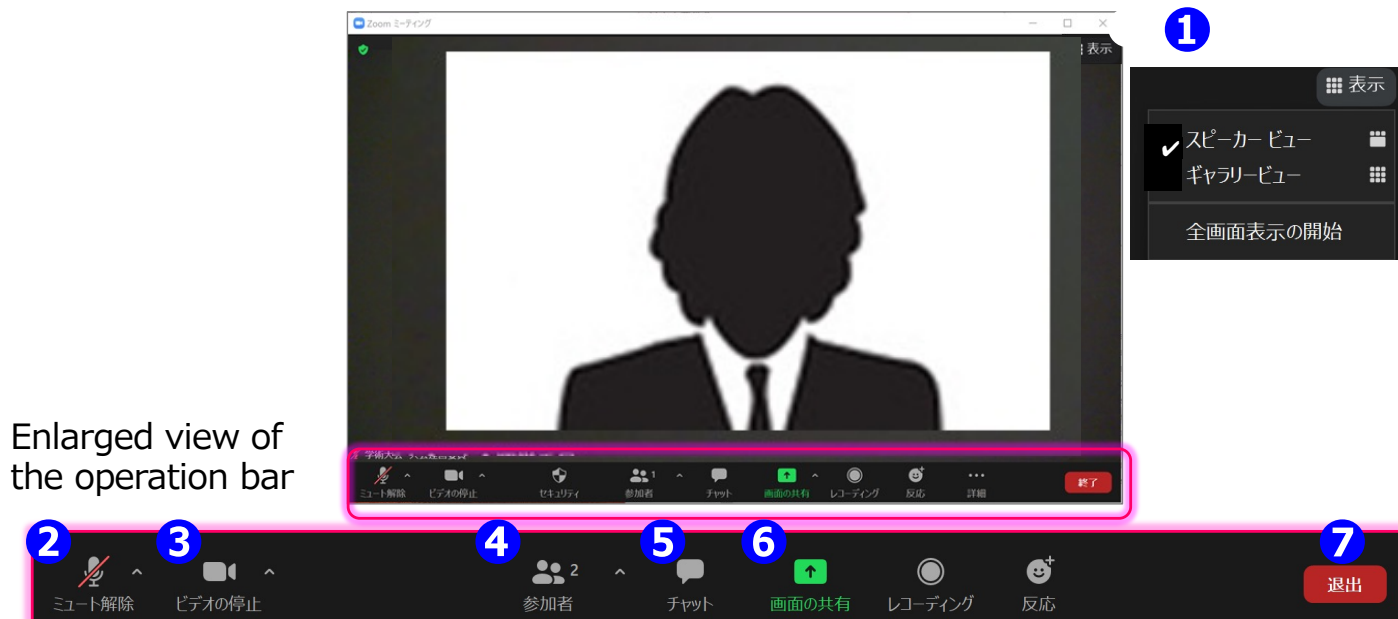
1. When the Q&A session is over, please follow the announcement of the chairperson to stop sharing materials and turn off the microphone and video.
2. Please leave the room after the presentation.

【Troubleshooting】

1. If you do not show up during your designated presentation time, you will be considered absent. In case of trouble, please contact our office at 03-3893-0111.
*Your call will be answered by SOUBUN.COM, the agent in charge of the venue.
Please let the answerer know that you would like to speak to someone in charge of the event.
2. If a presentation cannot be made due to a problem that cannot be resolved, the presentation will be deemed to have been made when the abstract is published.
3. For PowerPoint documents, please prepare a PDF version as a backup.
4. Please make sure that there are no copyright issues with what you see in your video (background, etc.) or with the music and images you use in your materials. The speaker will be held responsible for any infringement of the rights or interests of third parties.

***Please enter the Zoom meeting room at least 10 minutes before the presentation start time.**

Image of Zoom Meeting screen (display may vary depending on your device, etc.)



Enlarged view of the operation bar

① Display Function

You can change the way the screen is displayed.

*Speaker's View: The speaker (the person speaking) is displayed in the center of the screen.

*Gallery View: The participants will be displayed in an even distribution. (A maximum of 50 participants can be displayed.)

② Microphone Function

You can switch your own microphone on and off.

Please turn it on by yourself when you speak.

③ Video Function

You can switch your own microphone on and off.

Please turn it on by yourself when you speak.

④ Participant Function

This includes functions such as changing the display name of participants and turning off the microphone.

*Change your display name: You can change your name in the "Details" view by moving the pointer over your name.

Please make sure to use your full name and the name of your chairperson (Please do not use Roman characters).

*"Raise hand" function: While you are raising your hand, the raised hand mark will be displayed in the participant list window.

⑤ Chat Function

This function will be used for progress control in this convention.

⑥ Screen Share Function

This function will be used for progress control in this convention.

1. Before you begin, please have the PowerPoint or PDF document you want to screen share up on your computer.

2. When you make a presentation, click on the "Share" button, and from the window selection screen, select the document you want to share.

3. It would be easier if you ask the chairperson to confirm that the screen is being shared, for example, "Can you see me?"

4. When you have finished explaining the material, please stop the screen sharing.

⑦ Exit Function

When the session is over, please turn off the microphone and camera as soon as possible so that we can prepare for the next session.

The audience will be able to watch during the breaks, so please refrain from individual chats.

【Main role of the chairperson】

【Preparation before session】

1. Enter the room 10 minutes before the assigned session starts.
2. Change your name to [Chairperson + Name + (affiliation/university name)].
3. Turn on the microphone and video.
4. Confirm that the presenter has entered the room.
5. Make sure the list of participants is visible.
6. Make sure you are a co-host.
7. If the general participants are not muted, ask the venue staff to mute them or the chairperson will force them to mute.

【To start presentation】

1. When it is time to start, announce the start of the session and instruct the presenter to turn on the microphone/video and start sharing materials. Remind them to keep the presentation time strictly.
2. Give the title of the presentation and the name and affiliation of the presenter to give him/her a go to start the presentation.

【During presentation】

*If the presentation time is exceeded, prompt the presenter to move to the Q&A session.

【Q and A session - Raise hand function】

1. When it is time for the Q&A session, make an announcement: "If you have any questions, please press the "raise hand" button on the reaction screen.
2. Check the "raised hand" (hand mark) of the participant, mention the name and affiliation of the person asking the question, and then ask him/her to turn on the microphone and ask the question. When the question is finished, ask the person to turn off the microphone.
3. When the question period is over, announce that the presenter's microphone and video should be turned off and proceed to the next presentation.
4. If the presentation time is exceeded, prompt the presenter to move on to the Q&A session and ensure that the presentation will be completed on time.
5. After all the presentations are finished, please announce the end of the session and leave the room.

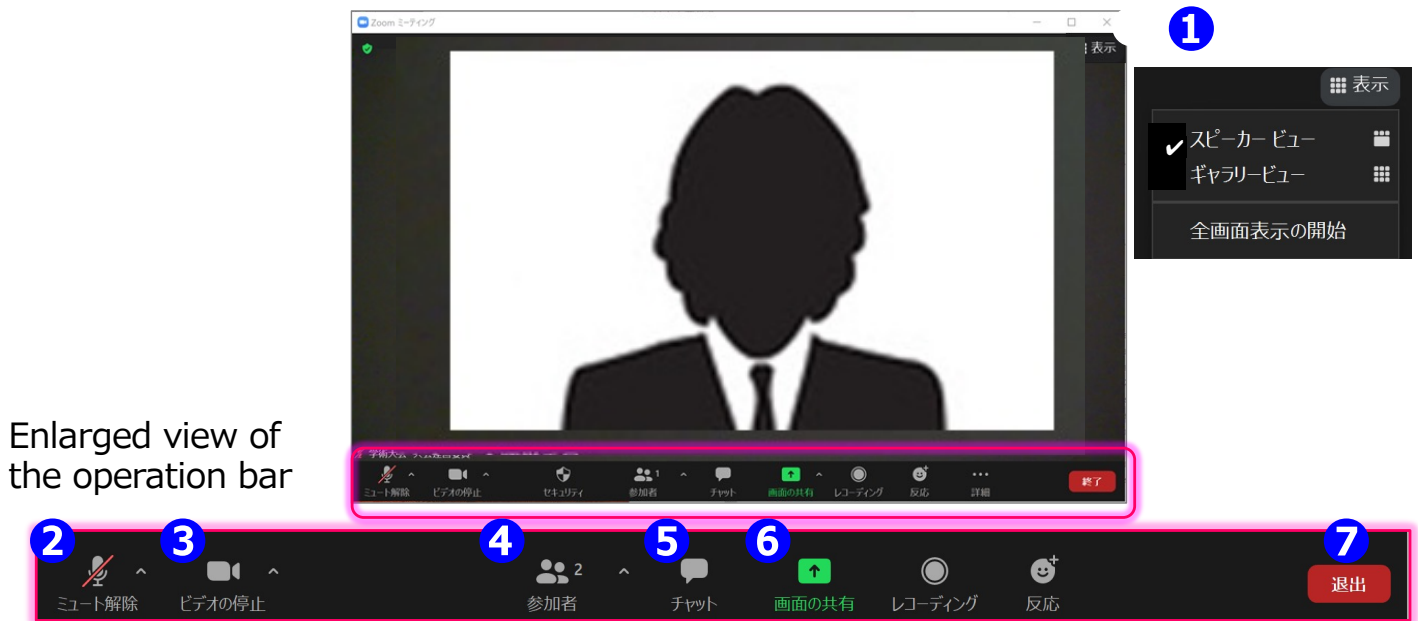
【Troubleshooting】

1. If communication with the presenter does not go well: The order of presentations will be changed after obtaining the presenter's consent.
2. If the presenter does not show up at their assigned time: he/she will be considered absent, and the session will proceed strictly on time as per the program time.
3. In case of trouble with the chairperson's own communication: If you can hear the voice, please proceed as it is, but if the communication is interrupted, please contact our office at 03-3893-0111.

*Your call will be answered by SOUBUN.COM, the agent in charge of the venue. Please let the answerer know that you would like to speak to someone in charge of the event. The venue staff will assist you.

***Please enter the Zoom meeting room at least 10 minutes before the lecture start time.**

Image of Zoom Meeting screen (display may vary depending on your device, etc.)



Enlarged view of the operation bar

Please cooperate to ensure the smooth running of each session.
The session itself will be conducted by the chairperson as usual, but the venue support staff will assist the chairperson as needed.

① Display Function

You can change the way the screen is displayed.

*Speaker's View: The speaker (the person speaking) is displayed in the center of the screen.

*Gallery View: The participants will be displayed in an even distribution. (A maximum of 50 participants can be displayed.)

② Microphone Function

You can switch your own microphone on and off.

Please turn it on by yourself when you speak.

③ Video Function

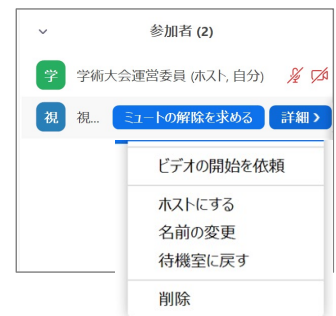
You can switch your own microphone on and off.

Please turn it on by yourself when you speak.

④ Participant Function

This includes functions such as changing the display name participants and turning off the microphone.

*Change your display name: You can change your name in the "Details" view by moving the pointer over your name. Please make sure to use your full name and the name of your chairperson (Please do not use Roman characters).



Turn off your microphone.

If the speaker's microphone is still muted, verbally tell him/her that the microphone is still muted.
If you are not the speaker, but your microphone is on, you can turn it off by selecting "Mute".

⑤ Chat Function

This function will be used for progress control in this conference.

⑥ Screen Share Function

You can share presentation materials and other information.

When the presenter shares the screen, please verbally confirm and let them know that their document can be seen on your end.
If the presenter is still sharing the screen after the presentation, ask him/her to finish sharing.

⑦ Exit Function

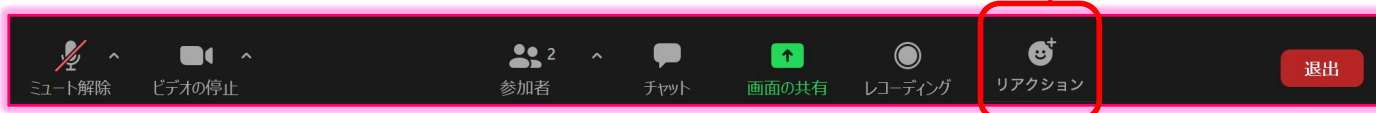
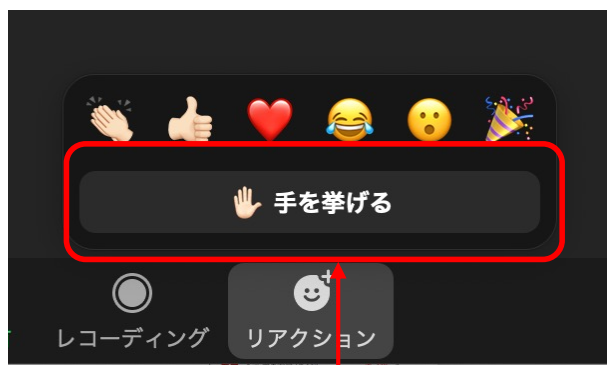
When the session is over, please turn off the microphone and camera as soon as possible so that we can prepare for the next session.

The audience will be able to watch during the breaks, so please refrain from individual chats.

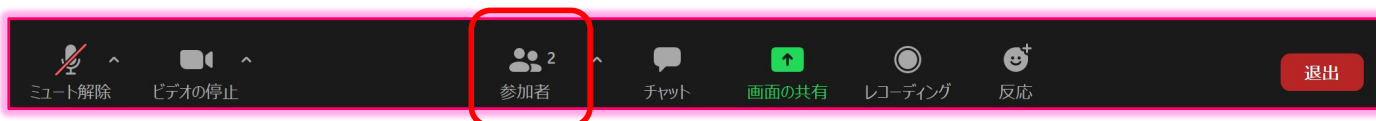
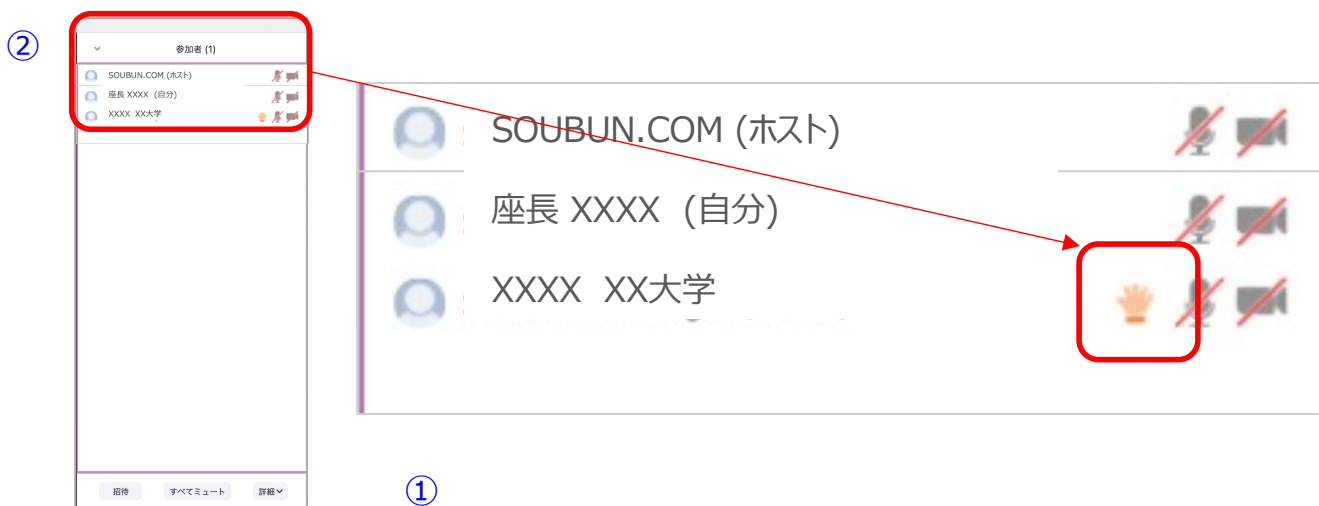
◆ Questions and Answers

The Q&A session will be conducted using the raise hand function.

1. When it is time for the Q&A session, those who have questions should press the "Raise hand" button in the Reaction section to indicate their intentions.



2. (1) Select "Participants" from the menu at the bottom of the screen. And (2) a list of participants will pop up. Hosts, the "raised hand" (hand mark) of the questioner who raised their hands under their name will be listed in the participant list in order from the top. The chairperson will mention the name and affiliation of the person asking the question, and then ask them to turn on the microphone and ask the question. Those who have questions should follow the instructions of the chairperson and ask questions orally.



3. Turn off the questioner's microphone when the question is finished.

【Common problems and solutions】

Question No.1: I cannot enter my Zoom room.

Answer: You may not be able to enter your Zoom room due to security reasons of your company or research institute.

Please access from another network environment.

*We will set up a Zoom test room before the day of the event, so please check the connection there.



Question No.2: There is no sound coming out of the microphone.

Answer: The following factors are possible;

•You are not participating in the audio of the computer.

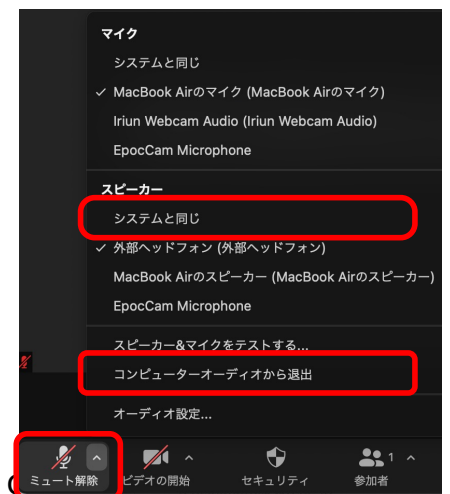
=>Access the link again and select "Join Computer Audio".

•Your headphone is not turned on.

=>Please check whether the headphone switch is ON

•Bluetooth connection to the external device is not established.

=>Please reconfigure the Bluetooth connection settings.



Question No.3: There is no sound coming out of my PPT file or video when sharing the screen.

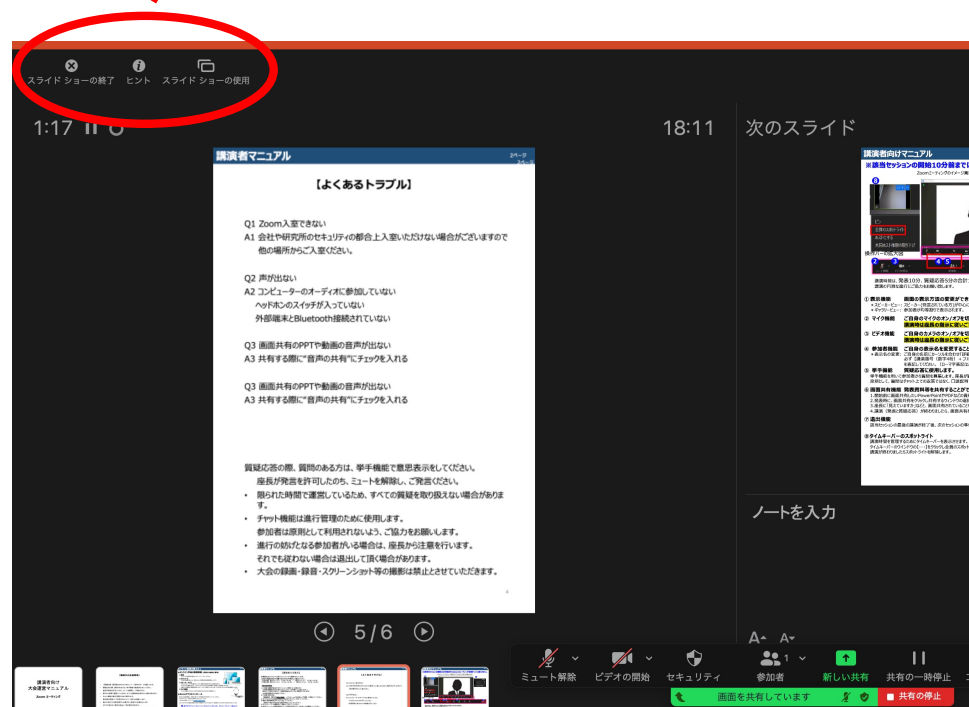
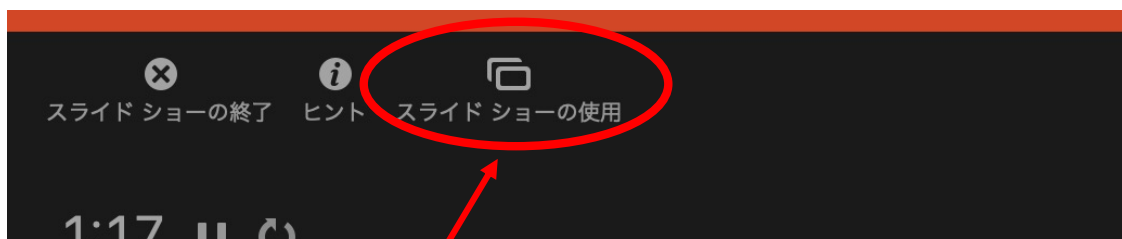
Answer: At the bottom left of the share selection list screen, check (1) "Share audio" and then (2) select the material to be shared. Finally, click on (3) "Share screen" to start the screen.



【Common problems and solutions】

Question No.4: I cannot start a PPT screen sharing slideshow.
(It goes to presenter mode as shown in the screen below)

Answer: Click "Use Slideshow" from the top left command.



— For inquiries about Zoom connection —

SOUBUN.COM: 03-3893-0111

Mail: jaapsj@soubun.org