

# Manual for Participants

## 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.

## **【Important Points during Lectures】**

- When listening to the lectures, please mute (audio OFF) the microphone except when asking a question.
- If you have any questions during the Q & A session, please signal using the Raise Hand feature.  
After the chairperson gives permission to speak, you are permitted to switch off the mute button.
- As the time to conduct the webinar is limited, it may not be possible to respond to all the questions.
- The chat feature is used to track the progress of the webinar. As a general rule, participants are requested to refrain from using this feature. We appreciate your cooperation.
- If any participant interferes with the progress of the webinar, the chairperson will advise caution.  
If this is still not met with compliance, the person may be requested to withdraw from the webinar.
- Video and audio recordings of the webinar and taking screenshots is 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 : XXXXXXX

【 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。

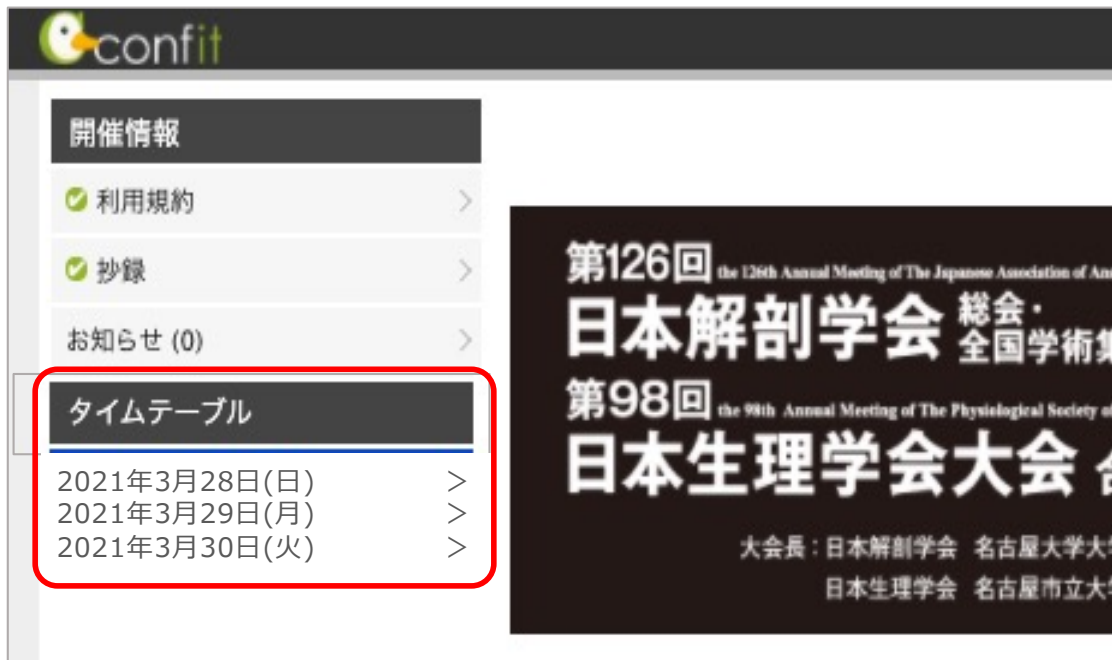
■ログインID・パスワードについて  
1. オンライン決済された方  
決済完了時にシステムから「[jaapsj2021]ログイン情報のお知らせ」をお送りしております。  
万が一届いていない場合は事務局までご連絡ください。

ログイン

[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.



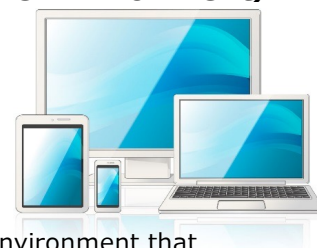
### 4. Enter the Zoom Live room.

- 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.



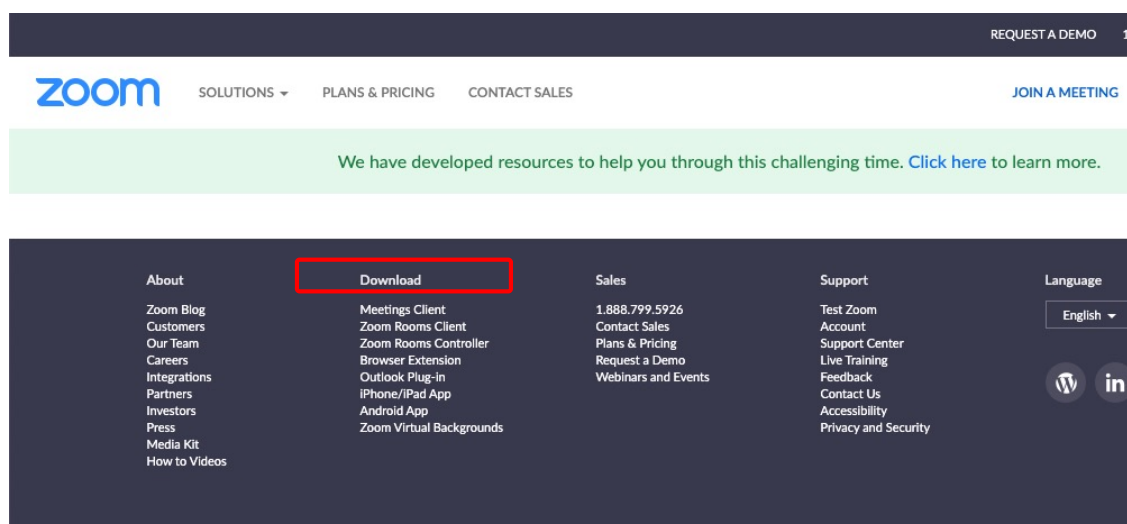
## ◆Installing the Zoom App

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.

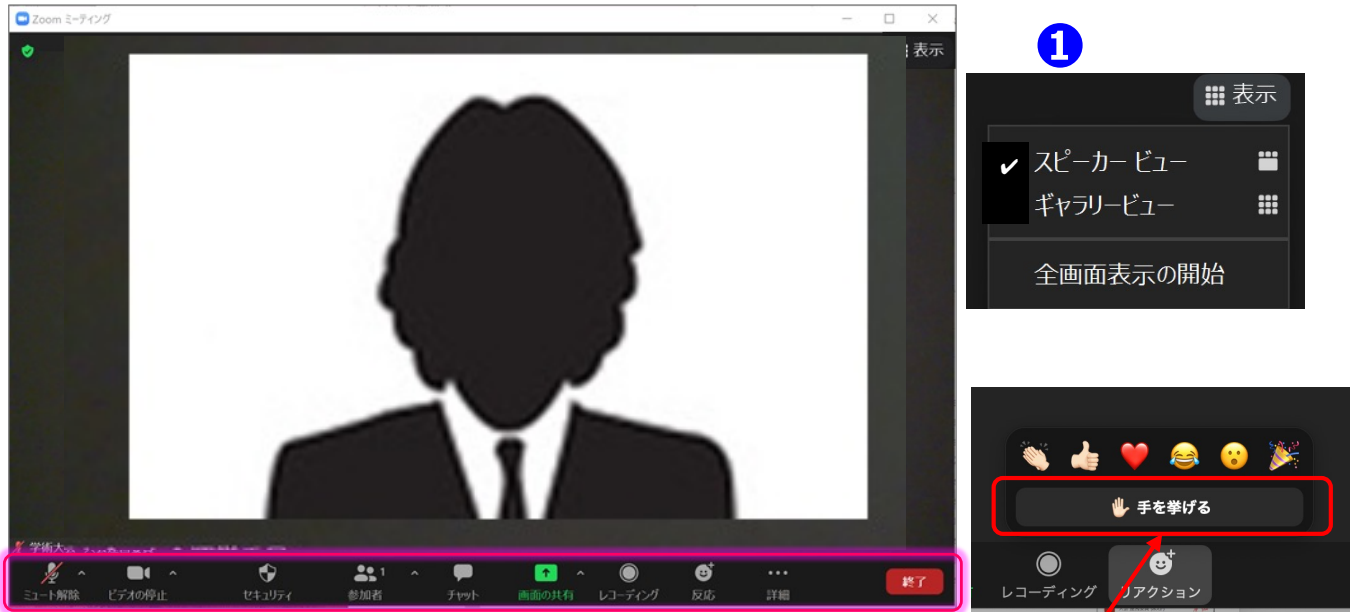
#### ◆Other

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.

## 【Preparation before session】

1. Please enter the Zoom meeting room three minutes before the start of the presentation you wish to attend.
2. Change your name to [Name + (affiliation/university name)].
3. Keep the microphone and video off.

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.**

The **microphone** should be set to **off as a basic setting**.

### ③ Video Function

**You can switch your own microphone on and off.**

The **camera** should be set to **off as a basic setting**.

### ④ Participant Function

**You can change your own display name.**

\*Change your name: You can change your name by hovering over your name and clicking "Details".

Please be sure to include your full name and affiliation.



### ⑤ Chat Function

**This function will be used for progress management.**

**As a rule, participants are advised not to use it.**

### ⑥ "Raise hand" Function

**When the chairperson announces that questions will be accepted by raising hands, please raise your hand.** While you are raising your hand, the raised hand mark will be displayed in the participant list window and in your own window. **If your hand is still raised or your question has been answered, please take your hand down.**

### ⑦ Leave Function

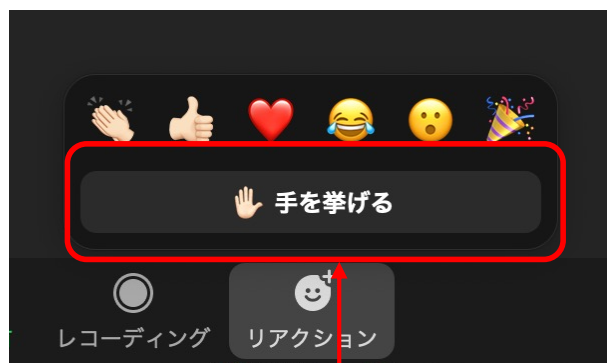
To end the meeting, please select "Leave Meeting" and leave the room.

ミーティングから退出

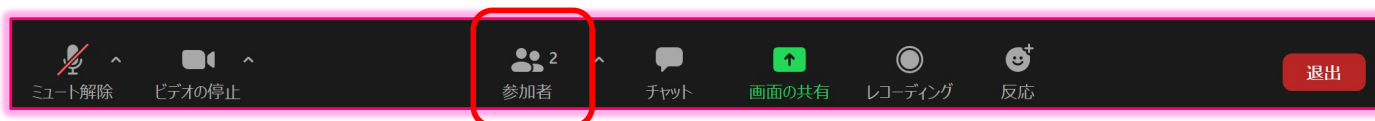
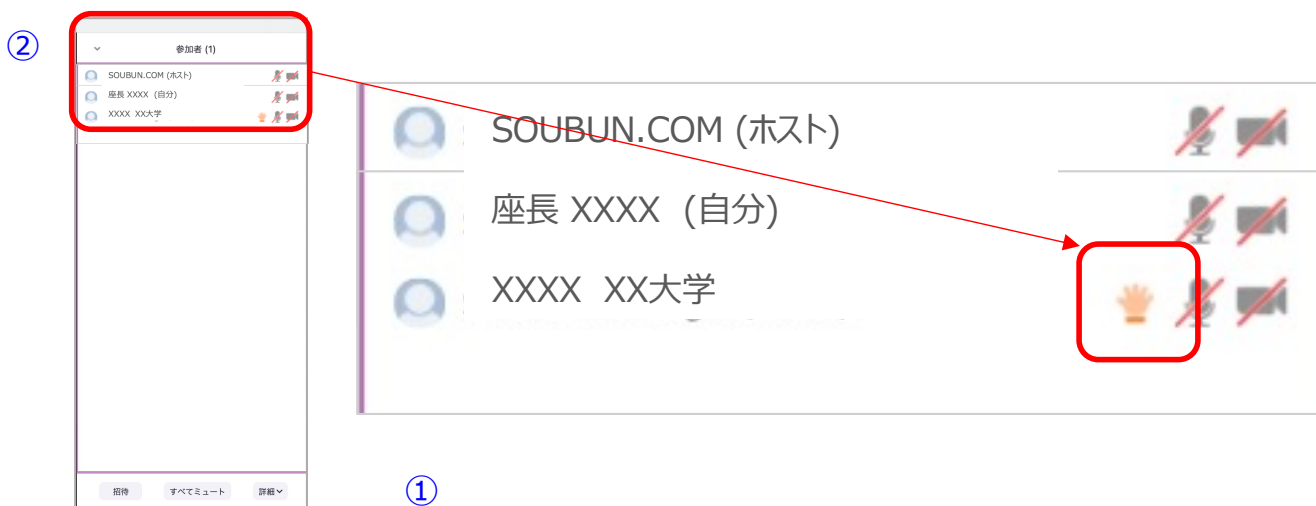
## ◆ Questions and Answers

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.

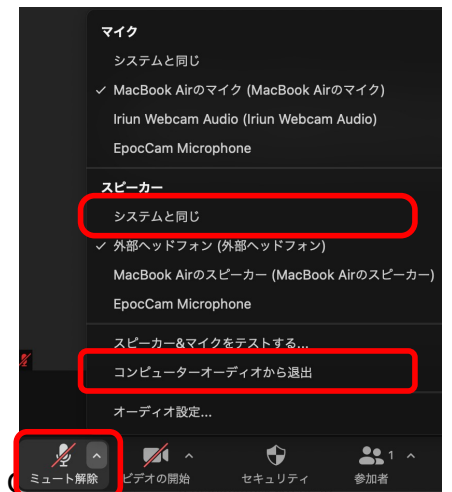
=>Access the link again and select "Join Computer Audio".

- 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.

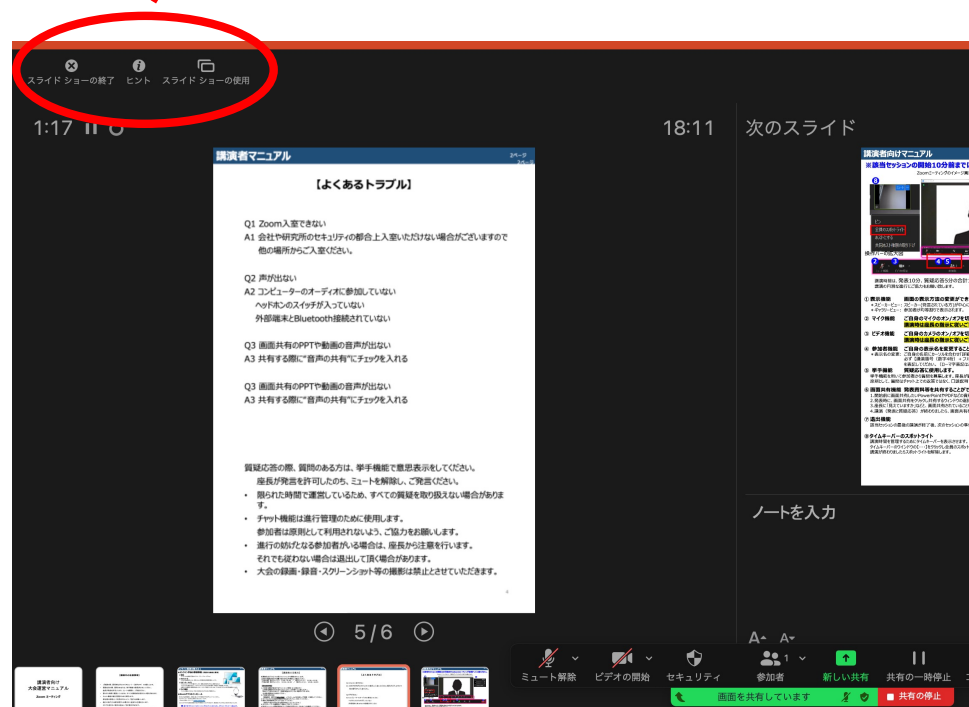
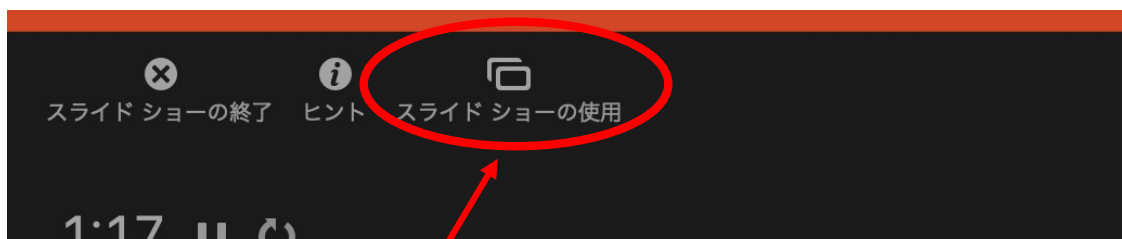




## 【Common problems and solutions】

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