

Role players (Chairs, Presenters, Moderators, etc.)

Live Streaming Sessions: Those who assume particular roles

1. Overview of Live Streaming Sessions

1. All sessions are conducted through Zoom, a video conferencing platform, and livestreamed.
2. You can participate in your session with your own PC from anywhere as long as you have a stable Internet connection. However, you are recommended to choose a quiet place where you can avoid noise. Also, before joining the session, you need to confirm that your PC is equipped with a camera, speaker, and microphone. The recommended browser is Google Chrome.
3. The sessions livestreamed will be partly archived to be streamed later again.

2. Preparation

1. If you assume a particular role at your session, then you need to complete your online registration for participation. After completing your registration, you will be issued with your participant ID and passcode. Check the confirmation e-mail automatically delivered to you.
2. Prepare your PC to join the session. Zoom can work on both Windows and Mac. Check the specifications of your PC including the operating system (OS) version to make sure it is compatible with Zoom.

For further information, access Zoom Help Center > Getting Started > Desktop on Zoom's official website (PC users).

3. Set up your PC to prepare your Internet environment. We recommend that you use a LAN cable for a stable Internet connection. Also, we recommend Google Chrome. Note that Zoom may not work with OSs not supported by your PC's manufacturer or on old browsers.

4. Prepare and set up accessories.

- Microphone/Speaker

Test the microphone and speaker of your PC whose audio settings were adjusted in Zoom and check the volume. In addition to the volume of Zoom, check your PC's volume. Using a headset is recommended.

- Webcam

During Q&A and general discussion sessions, you should be visible in other participants' (viewers') PCs through the built-in or external webcam of your PC. Ensure that the webcam is attached to your PC and switched on when you join the Q&A and general discussion sessions.

5. You need to install the Zoom app on your system, and create a Zoom account. After creating your account, change the name in your profile to the one written in Chinese characters (e.g., “山田太郎”). The Zoom app is frequently updated; therefore, you must install the latest version.
*You can install the application and create an account free of charge.

3. Session Participation Guidelines

1. Log in to the online session webpage on the day of the event.

*Use the participant ID and passcode and follow the participation steps outlined in the confirmation e-mail to log in to the webpage.

*Check if JavaScript is enabled in your browser. You cannot log in with JavaScript disabled. Take the following steps to enable JavaScript on Google Chrome.

i . Launch Google Chrome on your PC.

ii . Click on the dropdown menu at the top-right corner of your screen, and select “Settings.”

iii . At the bottom of the page, click “Advanced.”

iv . Under “Privacy and Security,” select “Content Settings.”

v . Click on “JavaScript.”

vi . Turn on the toggle next to the “Allowed (recommended)” option.

2. Go to the home screen after logging in.

3. From the menu on the home screen, access the channel of your session.

4. Press the [Chair/Presenter] button (The name of the button varies depending on the session) in the channel to activate Zoom. Once you enter the Zoom room, your display name automatically defaults to “[Session Name] Chair/Presenter” owing to the initial settings. Therefore, you need to change it to your own name.

*You need to log in 20 minutes before the session starts.

5. The session starts as scheduled.

4. Important reminders during the session

1. Ensure that you are on mute unless it is your turn to speak. If you are not on mute while someone is speaking, a howling sound may be heard, which may make the speech difficult to hear for other participants. Also, the chair should ask the presenter to unmute himself/herself when he/she starts to talk with the mute function activated.

2. When you want to speak on such an occasion as the Q&A session, politely ask the chair to give you a chance to talk through a voice conversation or by sending a chat message. Then, begin speaking after obtaining the chair’s permission. You are advised to identify your name and job title beforehand, if necessary. Unmute yourself when you raise a question, and mute yourself again after completing the conversation.

3. The chat function is only available to the chair, presenter, and host.

4. The webcam must be on during the presentation, Q&A, and general discussion sessions. Also, you are advised to use the virtual background function when streaming a video so that no one unrelated to the session will be accidentally captured by the camera.

5. You may be muted by the host if you fail to mute yourself. Also, please be aware that if your connection becomes unstable during the session, and the host decides that this disturbs the session, you may be disconnected by the host.

Live Streaming Sessions: Chairs

1. When chairing the session

1. You are kindly requested to close the session as scheduled.
2. You are asked to flexibly cope with such troubles as the cancellation of online presentation and connection failures.

2. Before the session starts

1. You need to log in 20 minutes before the session starts.
2. Your own name must be displayed in Chinese characters (e.g., “山田太郎”) as your profile name so that presenters and participants (viewers) can recognize you.
3. Check all presenters' login status, microphones, cameras, and screen sharing functions.

3. During the session

1. Start the session as scheduled.
2. At the beginning of the session, give your instructions and Q&A rules to presenters/participants (viewers) using the audio function.
As a general rule, participants (viewers) raise questions using Zoom's Q&A function, and the chair chooses some questions at his/her discretion. (This rule does not apply to the workshops.)
After the presenter completes his/her presentation, choose a few questions among those raised by participants (viewers) through the Q&A function and ask the presenter to answer them on behalf of participants (viewers).

4. After the session ends

1. After the session ends, you are kindly requested to ask participants (viewers) to immediately leave the Zoom room for a smooth transition to the next session.

Live Streaming Sessions: Presenters

1. Before the session starts

1. You need to log in 20 minutes before the session starts.
2. Your own name must be displayed in Chinese characters (e.g., “山田太郎”) as your profile name so that presenters and participants (viewers) can recognize you.
3. Use a single monitor if you join the session with a desktop computer. Avoid using multiple monitors that are likely to cause system failure. You are not allowed to use multiple monitors with a laptop computer, too. Besides, you cannot make your presentation using a smartphone or tablet.
4. Check your microphone, camera, and screen sharing function. Close all unnecessary applications.

2. During the session

1. Switch on the camera when it is your turn to present. Workshops are conducted in a Zoom meeting; therefore, you need to keep your camera on all the time.
2. Follow the chair's instructions during the session.

General Presentations [Live discussion] : Chairs, Presenters and Participants

Please visit the 53 JSME website and check the details of how to proceed and participate in the session.

On-demand Streaming Session: Chairs and Presenters

1. The presentation session is scheduled to be streamed on an on-demand basis from July 23, 2021 (Friday), onwards.
2. Questions will be uploaded to the "Question Board."
3. You are kindly requested to check and answer the questions and comments uploaded to the board by viewers at your convenience. A notification is delivered to the e-mail account you have registered every time a question or comment is uploaded to the board. Go to the Question Board to answer the question uploaded.