

SSDM2021

Presenter's Manual

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Key points

- Test the **audio settings** everytime you connect to Zoom.
- Turn off your **microphone and camera** when you are not presenting.
- Your Zoom username should be in the order of **your presentation ID and your full name**.
- If there's anything you wish to check with the host or the chair, use the **chat function**.
- Check that you can connect to Zoom and share your screen during the following timeframes:

} See page 7 of
this manual

On the day of the session you are presenting in between

8:10–8:45 (for AM session)

13:00–13:45 (for PM session)

Note: You can also check your connection and screen-sharing before your session starts, but your time will be limited (1 minute per person).

If you cannot connect to Zoom by the time your presentation starts, your presentation will be withdrawn.

Tools used for SSDM2021

SSDM2021 will use the following two tools:

- ◆ Confit: Online event platform used in this conference
- ◆ Zoom: Online meeting tool used to present in this conference

(Reference: Zoom's test meeting website <https://zoom.us/test>)

This manual primarily explains how to use Zoom.
On how to use Confit, read the Audience's Manual.

First, check your [internet connection](#).

□ We recommend hardwired or high-speed Wi-Fi internet connection

Note: Web proxies and streaming service usage limitations may prohibit you from connecting to the tools. Please check in advance.

Advance preparations

You need the following device, software, and accessory:

- ☐ Windows, Mac, Linux, Android, iOS (Including smartphones/tablets)
- ☐ Web browser (Google Chrome/Firefox/Safari/Edge *Latest ver. recommended)
- ☐ Zoom app (**See note**)
- ☐ Earphone and microphone (Headset recommended)
- ☐ Camera

Note: **Install** dedicated software to your device.

(You can start up Zoom from web browsers, but they are more likely to cause issues.)

On the day of your presentation

- ➔ ☐ Test your connection in advance to check that you can connect to Zoom and share your screen
- ☐ Access the Zoom meeting
(You can access from **15 minutes before** the session starts)
- ☐ Prepare to share your materials for the presentation (Until the session begins)
- ☐ Presentation/Q&A
- ☐ Leave the session

Preliminary Zoom connection test:

Note: See page 9 on how to share your screen.

Enter the Zoom session where you will present **on the day of your session** between:

8:10–8:45 (for **AM** sessions)

13:00–13:45 (for **PM** sessions)

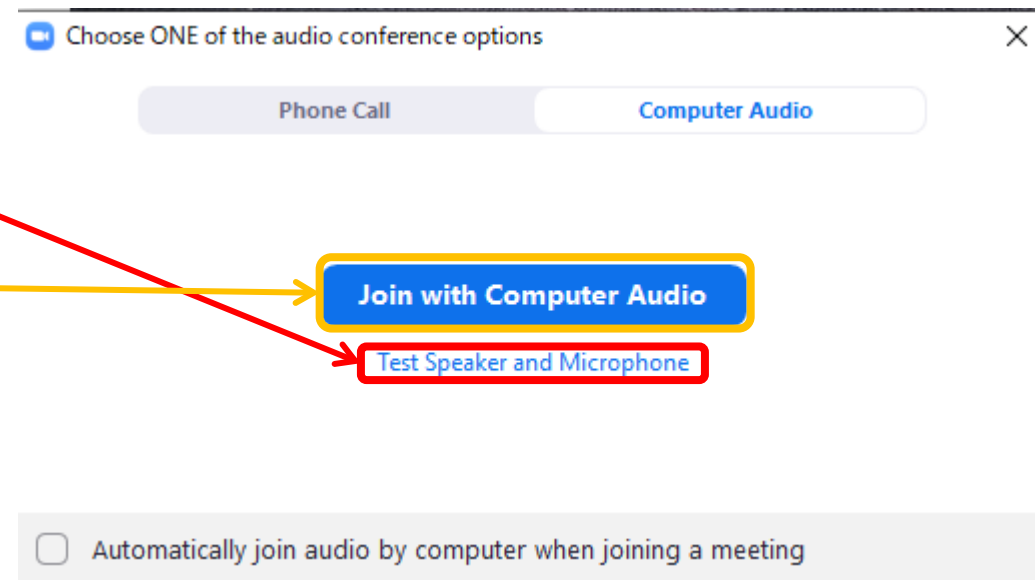
Tests for 1st session and 2nd session (in AM or PM) are held together.

Setting audio when connecting to Zoom

Join the Zoom meeting of your session 15 minutes before it starts
(See Audience's Manual)

(1) Audio test (Required)

(2) Join with computer audio



Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

The image shows a Zoom dialog box for selecting audio options. It has a title bar with a close button. Below the title bar, there are two buttons: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' button is highlighted with a blue border. Below these buttons, there are two more buttons: 'Join with Computer Audio' and 'Test Speaker and Microphone'. The 'Join with Computer Audio' button is highlighted with a yellow border, and the 'Test Speaker and Microphone' button is highlighted with a red border. At the bottom of the dialog box, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting'.

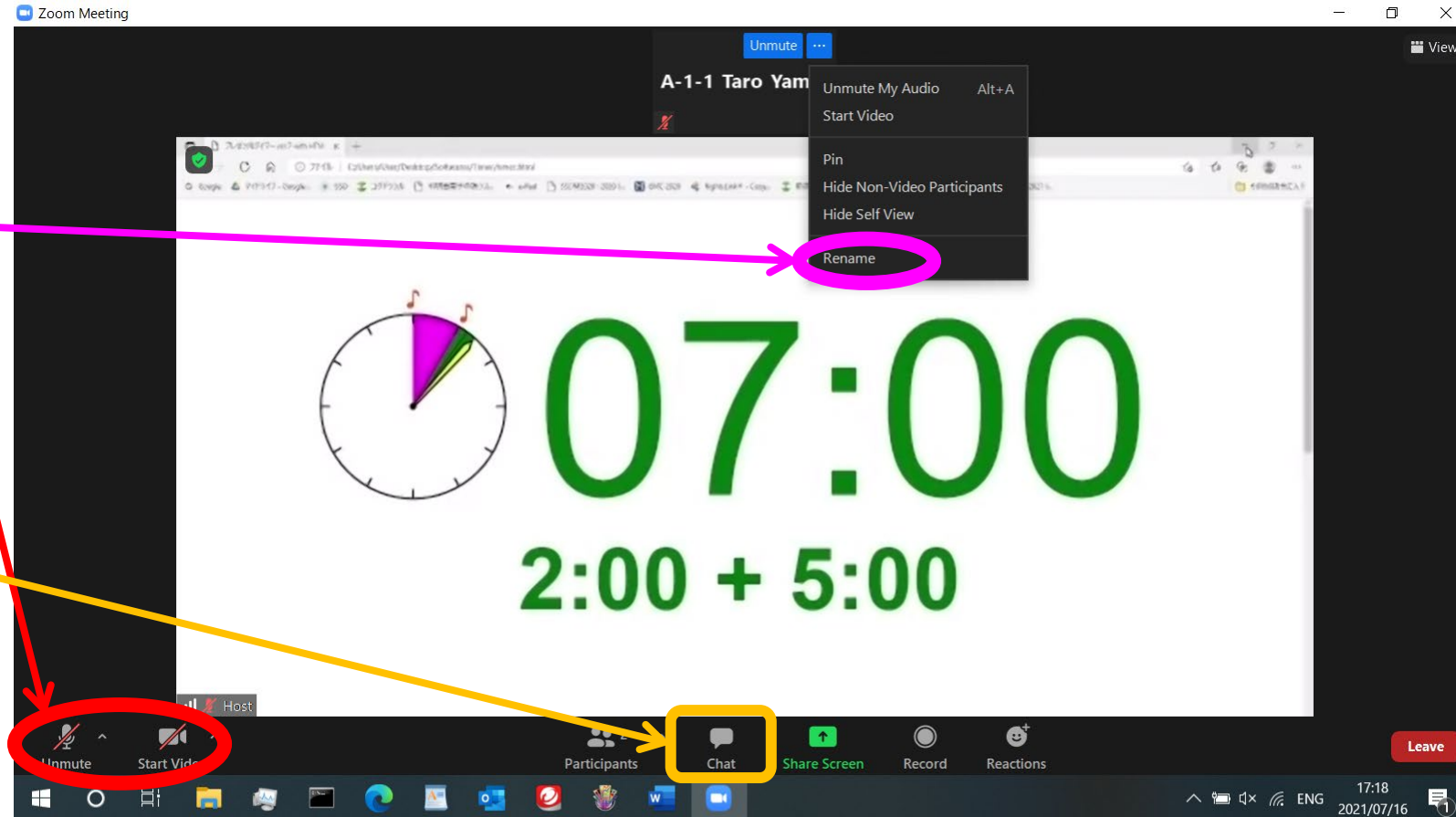
Preparing after entering Zoom meeting

Once you enter your Zoom meeting, take the following steps:

- ☐ Mute your microphone
- ☐ Turn off your camera
- ☐ Change your username
(Example: A-1-1 Taro YAMADA)
Session ID Name

If there's anything you wish to check with the host or chair, use the **chat function**.

(Other participants will hear you when you turn on the microphone)



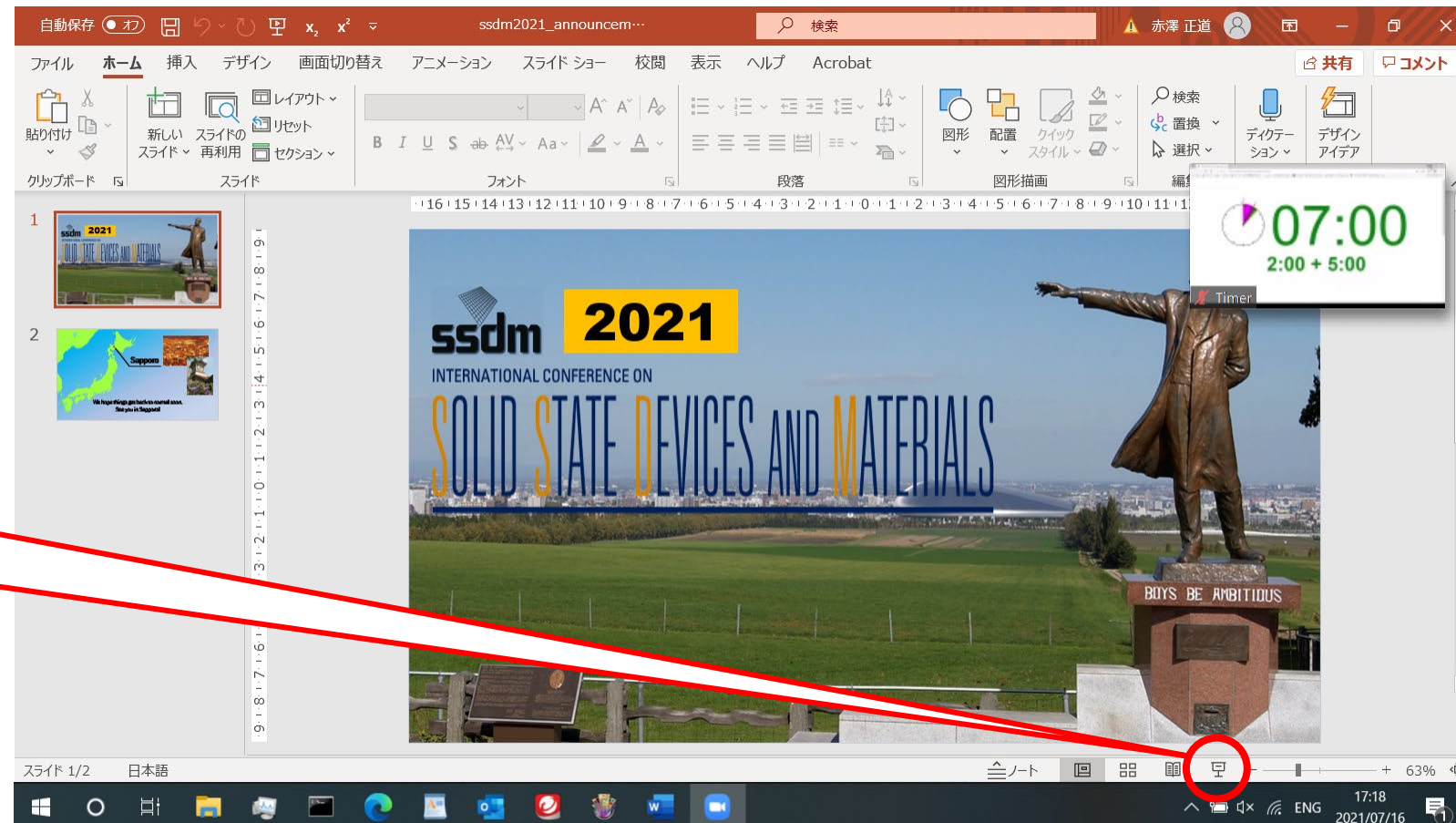
Preparing presentation materials (e.g., PPT, PDF)

- (1) Start up PowerPoint, Acrobat, etc.
- (2) Check slideshow, full-screen mode and other functions.

Check

Click here to start
PowerPoint **slideshow**

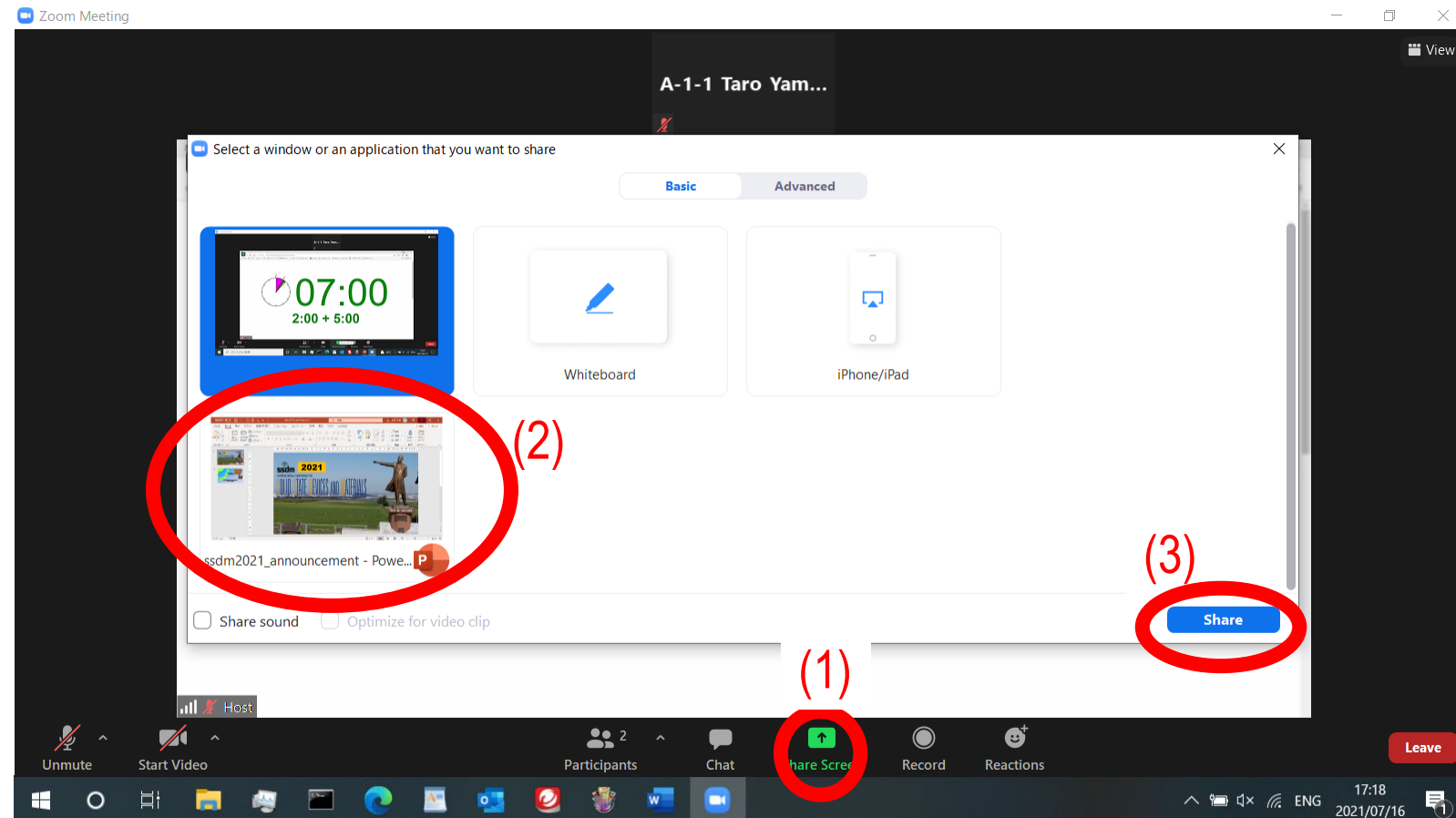
Note: For PDF files, start slide
show with Ctrl+L



Screen-sharing before session starts

Note: You can check your screen-sharing before your presentation, but the host may have to end it due to time constraints.

- (1) Click “share screen.”
- (2) Select presentation material screen.
- (3) Click “share.”
- (4) When the host messages you “OK,” stop screen-sharing.



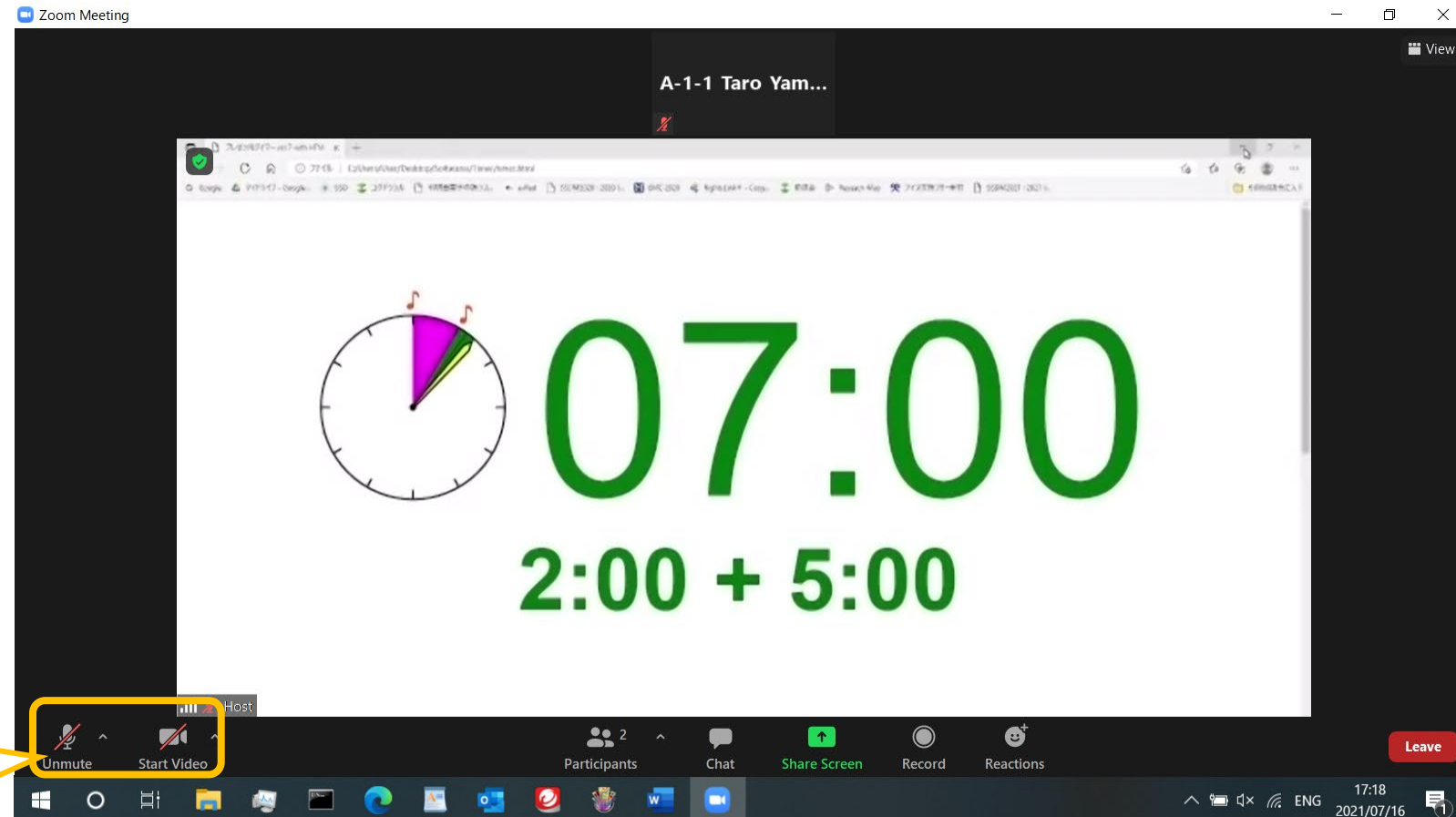
After the session starts

Once the chair starts the session, wait until your turn to present.

Caution

If you cannot connect to Zoom by the time your presentation starts, your presentation will be **withdrawn**.

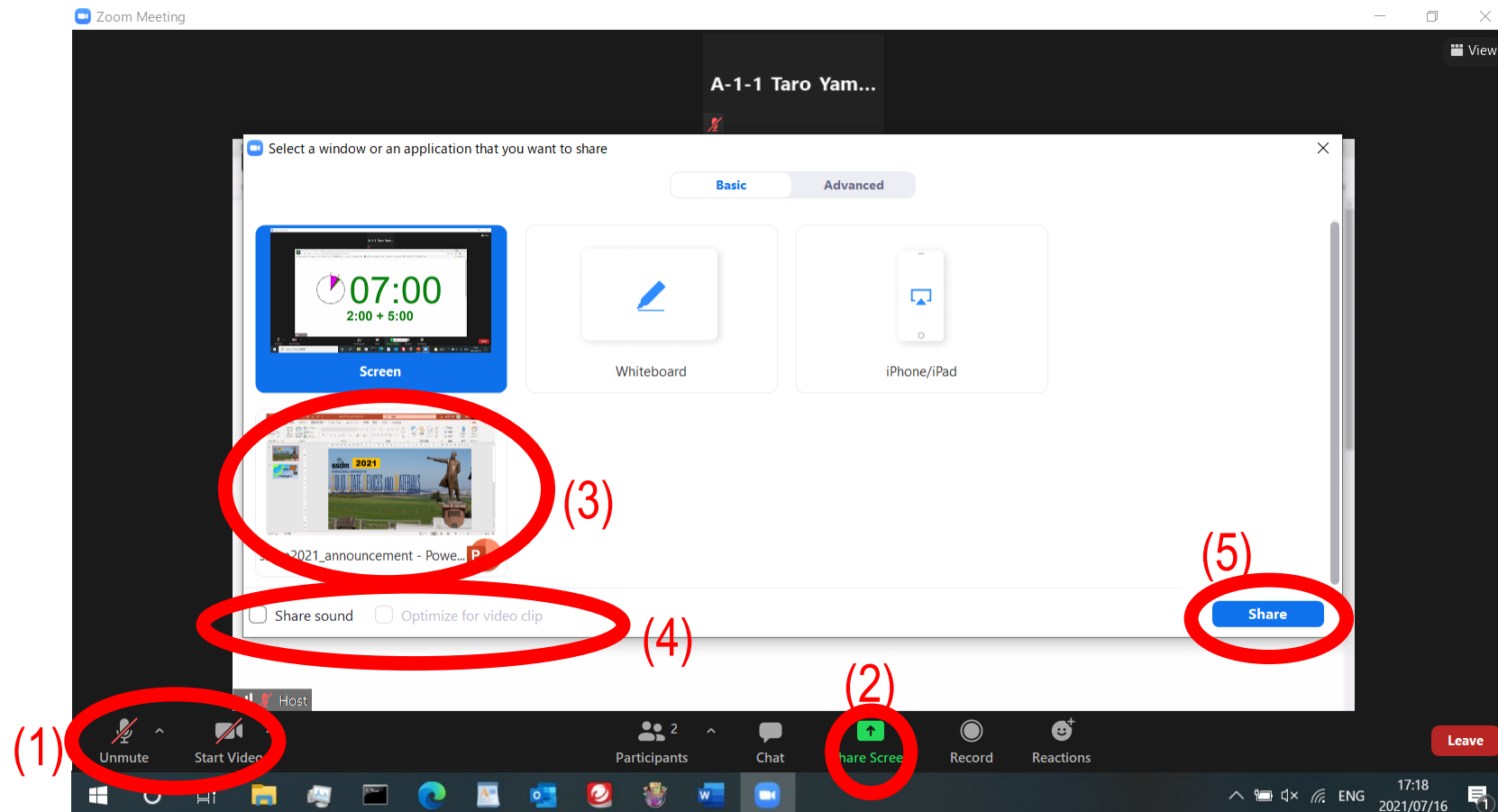
Turn off your microphone and camera while waiting for your turn.



Starting the presentation (1)

After the chair introduces you, **start presenting** as follows:

- (1) Turn on your microphone and camera.
- (2) Click “share screen.”
- (3) Select presentation material screen.
- (4) When playing a video, tick the “Share sound” and “Optimize for video clip” boxes.
- (5) Click “share.”



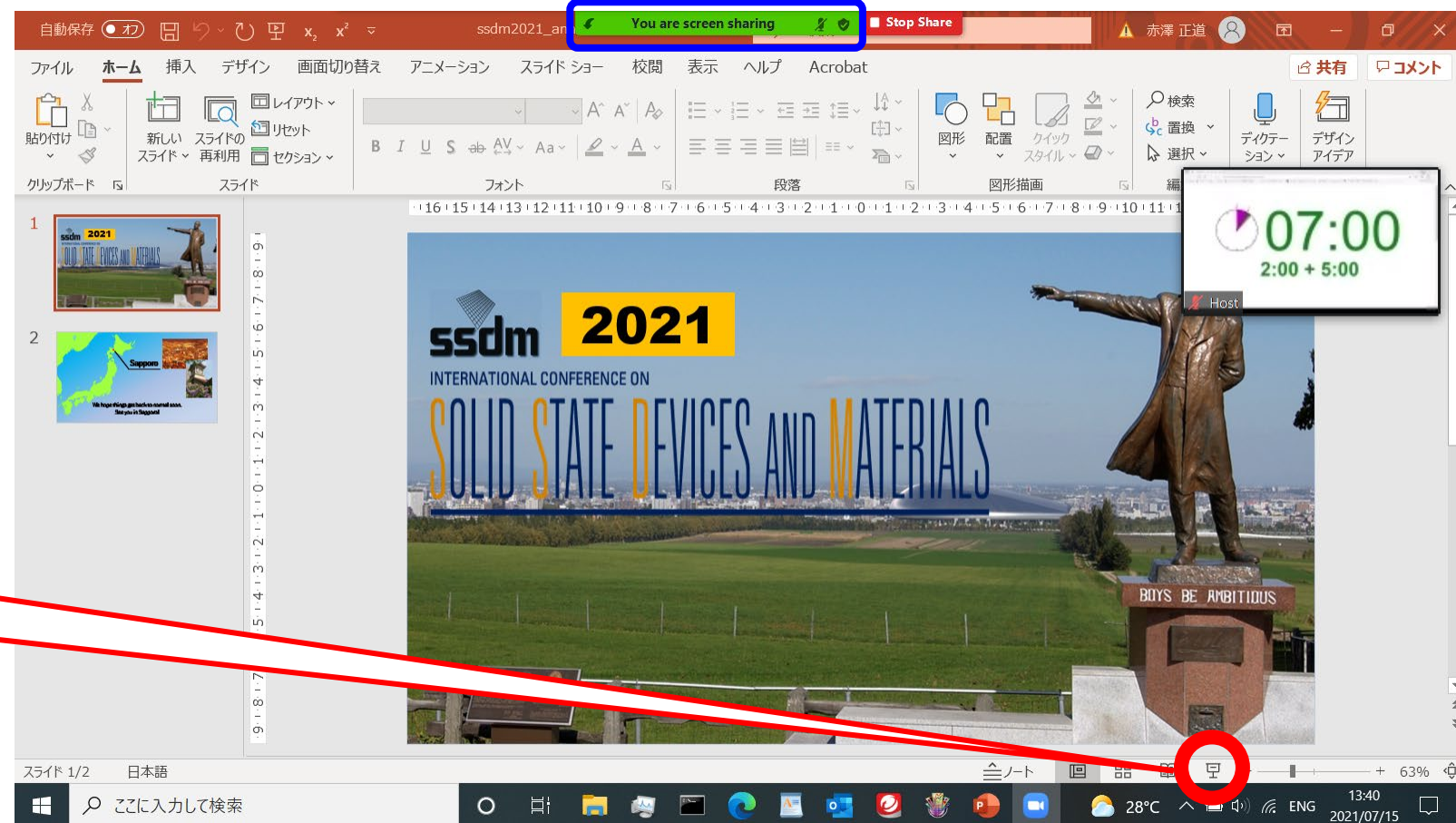
Starting the presentation (2)

Start your presentation using the slideshow function for PowerPoint or by going full-screen for PDF files.

Click here to start PowerPoint **slideshow**

For PDF files, Ctrl+L.

You might use the **chat** function to communicate when there's an issue. Set your cursor here and check "Details," then "Chat."



Bell

The host is in charge of the bell and will ring it as follows:

Invited speaker's presentation

First bell (1 sound) 20 minutes after the presentation starts; second bell (2 sounds) after 25 minutes; final bell (3 sounds) after 30 minutes; and after that, 3 bell sounds per minute

Regular speaker's short presentation

First bell (2 sounds) 2 minutes after the presentation starts(indicating the end of presentation); second bell (3 sounds) after 7 minutes(indicating the end of Q&A); and after that, 3 bell sounds per minute

Presentation Q&A

When your presentation ends, the chair or audience will ask questions or make comments via audio.

- ❑ Keep your **microphone and camera on** during the Q&A
- ❑ **Respond** to the questions and comments **via audio**



Ending the presentation

When the chair announces the end of the presentation, finish as follows.

- ☐ Stop screen-sharing
- ☐ Mute your microphone
- ☐ Turn off your camera

Log out of Zoom meeting when the session ends.

