

Updated on 17th Sep. 2020



Manual for USE2020 Online Symposium

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1. About Online Symposium with Zoom meeting system

- ✧ USE2020 uses the Zoom meeting system for online (live) Symposium.
- ✧ A single meeting room is prepared for Plenary talks and Oral presentations.
- ✧ Each meeting room is individually prepared for Poster presentation.
- ✧ You can enter the presentation rooms through links embedded in the symposium program, which will be available through your “My Page”.
- ✧ You are highly recommended to install the latest Zoom application before the Symposium. (If you like to use the Zoom system without installing the application, you are recommended to use Google Chrome.)
- ✧ Please change your meeting name as follows so that other participants can identify you:

[First Name] [Family Name]_[affiliation]

ex. Taro Ultrasonics_USE University

2. For oral presenters

Preparation of Slide

- ① You are recommended to prepare the presentation slide with aspect ratio of **16:9**.

- ② Please confirm that all characters, including legends, superscripts, and subscripts, are readable with the full-screen mode on your screen without enlarging.

2. For oral presenters

Entry

- ① Please open your presentation file.
- ② You can enter the meeting room by clicking your presentation title in the Symposium program, which is available from your “My Page”.
- ③ Please test your computer audio:



- ④ You must set the microphone on “Mute” until your presentation.



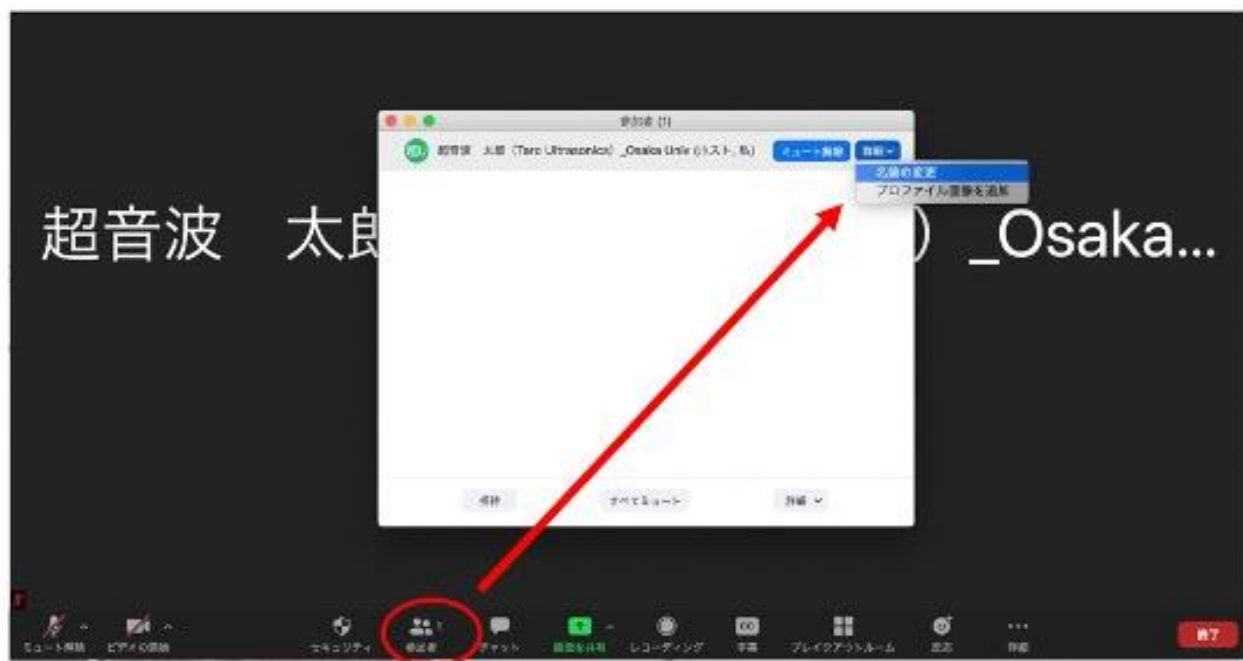
2. For oral presenters

Changing Your Name

- ① Please change your meeting name for other participants to identify you. Please click on 'Participants' at the bottom of the Zoom Window and change your name as follows:

[Presentation Number]_[First Name] [Family Name]_[affiliation]

ex. 1J1-1_Taro Ultrasonics_USE University



2. For oral presenters

Sharing Your Screen

- ① At your presentation, please deactivate “Mute”.
- ② Please share your presentation on your screen. (Do not share the screen before your presentation.)



- ③ You are recommended to use the full-screen mode for sending higher resolution slides to participants.

2. For oral presenters

After Presentation

- ① Please stop the screen sharing. You can stay the room as a participant then.



3. For poster presenters

Preparation of Poster

- ③ You are recommended to use the template for USE2020 poster, which will be downloadable from USE home page.
The aspect ratio is set to be 16:9.

- ④ Please confirm that all characters, including legends, superscripts, and subscripts, are readable with the full-screen mode on your screen without enlarging.

3. For poster presenters

Entry

- ① You can enter the meeting room by clicking your presentation title in the Symposium program, which is available from your “My Page”.
- ② You must join the meeting room at the specified time (before the poster session).
- ③ Please deactivate “Mute”. You need to test your device audio and screen-share availability following the host person there.
- ④ Please follow instructions by the host.

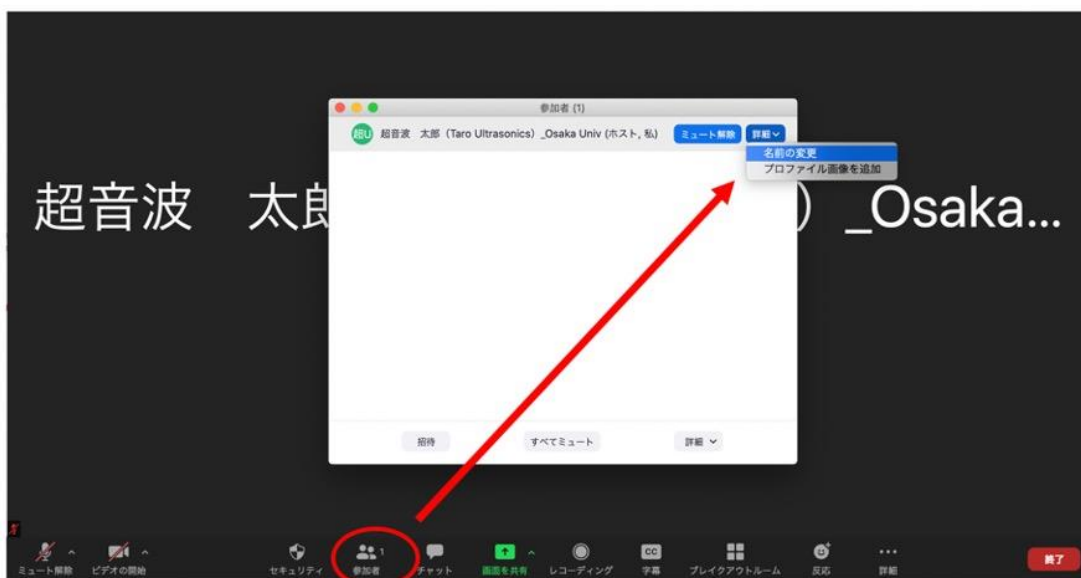
3. For poster presenters

Changing Your Name

- ① Please change your meeting name for other participants to identify you. Please click on 'Participants' at the bottom of the Zoom Window and change your name as follows.

[Presentation Number]_[First Name] [Family Name]_[affiliation]

ex. 1P1-1_Taro Ultrasonics_USE University



3. For poster presenters

Sharing Your Screen

- ① Please open the poster file before sharing screen.
- ② Please share your poster on your screen.



- ③ Please use the full-screen mode for sending better quality image to participants.
- ④ Please open the "Chat Window" by clicking 'More' and selecting 'Chat' .



- ⑤ Please close unnecessary applications in your PC to minimize the PC load, which affects the image resolution delivered to participants.

- ⑥ Please do not enlarge your poster for participants who join later.

- ⑦ Please respond questions not only by audio but also by Chat.

3. For poster presenters

After Presentation

- ① Please stop the screen sharing and leave the room. Please follow instructions by the host.

4. For audience

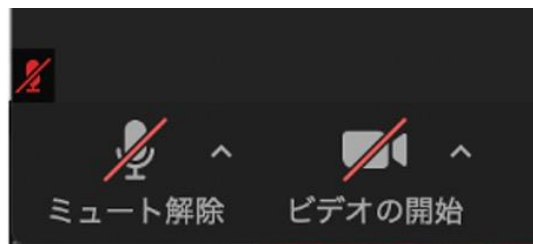
Entry

- ① You can enter the meeting room by clicking the paper title in the Symposium program, which is available from your “My Page”.

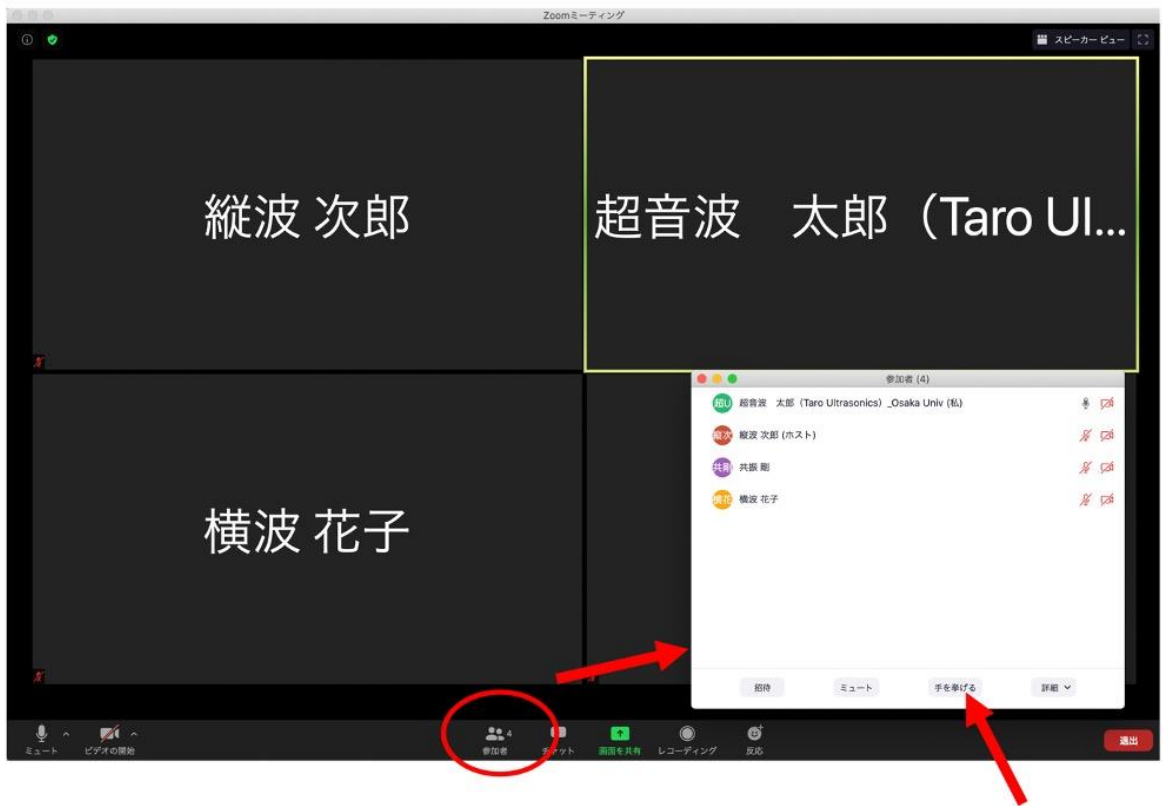
4. For audience

Joining Plenary and Oral Sessions

- ② You must confirm that your microphone and video are set to be "Mute" and "OFF", respectively, when you join the meeting room.



- ③ In the Q&A session after the talk, you can make a question by clicking "Raise Hand"; Please click on the icon labeled "Participants" at the bottom center of your PC to open the Participants window, and at the bottom of the Participants window, you will see the button labeled "Raise Hand."

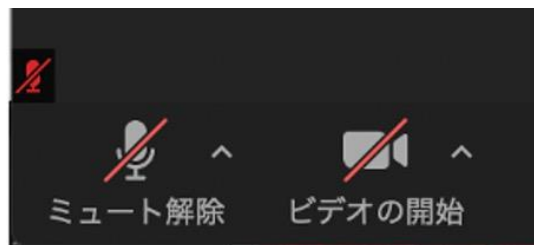


- ④ If the chair person indicates you, you can deactivate “Mute” and make the question.
- ⑤ After your Q&A, please use “Mute” again.

4. For audience

Joining Poster Sessions

- ① You must confirm that your microphone and video are set to be “Mute” and “OFF”, respectively, when you join the meeting room.



- ② When you have questions, you can deactivate “Mute” and talk to the presenter. (Please do not disturb ongoing Q&A.) You can also make question through Chat.
- ③ You may be able to enlarge the shared poster screen by adjusting the magnification in the Zoom screen.
- ④ Please take care not to do a long Q&A.

5. Caution for all participants

It is strictly prohibited to record, capture, and/or save any images, sounds, movies, meetings in this symposium.

6. Acknowledgment

For preparing this manual, we consult manuals for online conferences created by

1. Information Processing Society of Japan,
2. Institute of Electronics, Information and Communication Engineers , and
3. The Japan Society of Applied Physics.

We very much appreciate these societies.